



# Outer North West Community Committee

Adel & Wharfedale, Guiseley & Rawdon, Horsforth,  
Otley & Yeadon

**Meeting to be held in Civic Hall, Leeds, LS1 1UR**  
Wednesday, 18th May, 2016 at 3.00 pm

**Councillors:**

B Anderson  
C Anderson  
B Flynn

Adel and Wharfedale;  
Adel and Wharfedale;  
Adel and Wharfedale;

G Latty  
P Latty  
P Wadsworth

Guiseley and Rawdon;  
Guiseley and Rawdon;  
Guiseley and Rawdon;

B Cleasby  
D Collins  
C Townsley

Horsforth;  
Horsforth;  
Horsforth;

C Campbell  
R Downes  
S Lay

Otley and Yeadon;  
Otley and Yeadon;  
Otley and Yeadon;





**Agenda compiled by:** Phil Garnett 0113 395 1632  
Governance Services Unit, Civic Hall, LEEDS LS1 1UR  
**West North West Area Leader:** Shaid Mahmood Tel: 395 1652  
**Facebook:** [facebook.com/LCCOuterNW](https://www.facebook.com/LCCOuterNW)

*Images on cover from left to right:*

*Adel & Wharfedale - Golden Acre Park*

*Guiseley & Rawdon - Guiseley Clock; Aireborough One Stop Centre*

*Horsforth – Town Street and Olympic letter box*

*Otley & Yeadon – Yeadon Town Hall; Wharfemeadows Park*

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded). (*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration (The special circumstances shall be specified in the minutes)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 26TH MARCH 2016</b></p> <p>To receive the minutes of the meeting held on 26<sup>th</sup> March 2016.</p>	1 - 6
7			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 4.16 and 4.17 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>	
8			<p><b>ELECTION OF THE COMMUNITY COMMITTEE CHAIR FOR THE 2016/2017 MUNICIPAL YEAR</b></p> <p>To receive a report of the City Solicitor which sets out the arrangements for the election of Chairs for Community Committees and that in line with this process, to recommend that this Community Committee elects an eligible Member to the position of Community Committee Chair for the 2016/2017 municipal year.</p>	7 - 12

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>OUTER NORTH WEST YOUTH ACTIVITY FUND COMMISSIONING ROUND 2016/17</b></p> <p>To receive a report of The West North West Area Leader which sets out the work of the Children's Services and Family Health sub group in holding a commissioning round and to recommend spend of the Youth Activity Fund for the provision of activities for children and young people in the outer north west. It seeks to inform the Community Committee of the commissioning round and seek approval for the recommendations made on the 22nd April Children's Services Family Health sub group workshop.</p>	13 - 16
10			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>1.30pm Monday 13<sup>th</sup> June 2016</p> <p><b>Third Party Recording</b></p> <p>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.</p> <p><b>Use of Recordings by Third Parties– code of practice</b></p> <p>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.</p> <p>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.</p>	

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## OUTER NORTH WEST COMMUNITY COMMITTEE

**MONDAY, 21ST MARCH, 2016**

**PRESENT:** Councillor P Wadsworth in the Chair

Councillors B Anderson, C Anderson,  
C Campbell, B Cleasby, D Collins, B Flynn,  
G Latty, P Latty, S Lay and C Townsley

**48 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

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

**49 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**

There were no resolutions to exclude the public.

**50 LATE ITEMS**

There were no late items.

**51 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'**

No declarations were made.

**52 Apologies For Absence**

Apologies for absence were received from Councillor R Downes.

**53 Minutes -25th January 2016**

**RESOLVED** – That the minutes of the meeting held on 25<sup>th</sup> January 2016 were approved as a correct record.

**54 Open Forum**

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Community Committee.

Representatives from the Students Union of Leeds Trinity University described the difficulties students faced crossing the road outside the University to catch buses. They felt that some form of pedestrian crossing

would be helpful and asked that Members of the Community Committee consider whether such a crossing was justified.

**RESOLVED** – The Committee resolved to:

- (a) Agree that Councillor Cleasby continue to liaise with the College and Highways department; and
- (b) That the outcomes of Councillor Cleasby's discussions with the College and Highways be reported to the Transport Sub-Committee

## **55 Flooding Risk in Outer North West Leeds**

The Chief Planning Officer and The Chief Highways Officer submitted a report which provided the Community Committee with information on the flood risk in Outer North West. The report also provides details of Storm Eva.

Tim Hill (Chief Planning Officer) Wynne Floyd (Technical Services Manager) Russell Martin (Highways Maintenance Manager) were in attendance to answer Members' questions.

Wynne Floyd (Technical Services Manager) addressed the Committee providing further details about Storm Eva and the work done with the Flood Action Group in Otley to mitigate against flooding in the area.

Members discussed the role of the Flood Action Group and the possible flood alleviation schemes. Members noted that some gullies appeared to be blocked and considered that un-blocking these would be beneficial.

Members gave consideration to the impact of further development in the outer north west area and felt that more development in flood prone area would have a detrimental effect on the flooding of the area following sustained periods of heavy rain.

Members highlighted the difficulties of getting organisations such as Yorkshire Water to take responsibility for aspects of the infrastructure surrounding the movement of water. Members agreed that work needed to be done to improve relationships between the Council and Yorkshire Water.

Members asked officers about the warning given to residents and the availability of sandbags. It was confirmed that residents were warned about Storm Eva but at the timing of the storm on Boxing Day was not helpful.

The Committee requested information on the numbers of residents still not back in their own properties

Tim Hill (Chief Planning Officer) addressed the Committee highlighting the work done between the Environment Agency and the Planning Department. Mr Hill went on to explain the differences between the surface water system and the foul water system and how both systems cope when under severe pressure from rain storms.



Members considered the importance of ensuring that any future development in the outer north west area had sufficient drainage capacity to cope with heavy persistent rain.

Members discussed how local and national planning policy would be determined by the outcome of the Environment Agencies determination of the type of event the flood was.

Members highlighted a number of sites within the Site Allocation Plan which were renowned for flooding and expressed concern about development on such sites. It was confirmed to the Committee that if sites are developed they would include a full drainage system.

Members raised concerns about developers getting planning permission to build in areas prone to flooding and considered it important that the Planning Service effectively challenged such applications. However it was accepted by the Committee that there were engineering solutions to most sites prone to flooding.

The Chief Planning Officer commented that local and national policy is followed at all times and that Leeds took more enforcement action than most other local authorities.

The Committee discussed the likelihood of another flood, the classifications given to it by the Environment Agency and what lessons could be learned by the Environment Agency following Storm Eva.

Members requested information about the number of sites where surface water run off goes directly into a stream.

Russell Martin (Highways Maintenance Manager) addressed the Committee informing Members that his team repairs gulleys and drains that are identified as not working by the Environmental Services Team.

Members discussed various roads that flood when it rain and sought advice on whether any further action could be taken to mitigate against this.

The problems of drains being blocked by chippings caused by surface dressing road was discussed by Members

The Committee sought clarity on which departments provided which services so that they could direct residents effectively when issues relating to flooding occur.

Members raised concerns about the reputational damage to the Council if there were not enough staff with enough equipment to manage flooding and drainage issues.

**RESOLVED** – The Committee resolved to:

- (a) note the contents of the report;
- (b) request that the number of residents still not living back in their properties be circulated to Members of the Committee; and
- (c) request information about the number of sites where surface water run off goes directly into a stream.

## **56 Outer North West Finance Update Report**

To receive a report of the West North West Area Leader which provided the Community Committee with an update on the budget position for the Wellbeing fund for 2015/16. The report also shows the current position of the Small Grants and skips pots and provides an update on the Youth Activity Fund.

**RESOLVED** – The Committee resolved to:

The Outer North West Community Committee is asked to:

- (a) Note the current budget position for the Wellbeing Fund for 2015/16 as detailed at Table 1 of the submitted report;
- (b) Note the new revenue Wellbeing fund allocation for 2016/17;
- (c) Note the new Youth Activity Fund allocation for 2016/17;
- (d) That the following be agreed with regard to the large grant applications received:

Tarnfield Park Improvements – Otley & Yeadon - £17,000 –  
**APPROVED**

Horsforth Counselling – Horsforth - £1,560 – **APPROVED**

Speed Indication Devices – Adel & Wharfedale - £15,050 –  
**APPROVED**

Community Public Access Defibrillators - £4,626 – Adel & Wharfedale -  
**APPROVED**

- (e) Note the Youth Activity Fund projects approved by delegated decision at paragraphs 19 – 20 of the submitted report.
- (f) Note the small grants that have been approved since the last meeting at Table 2 of the submitted report;
- (g) Note the skips that have been approved since the last meeting at Table 3 of the submitted report; and
- (h) Note the current budget position for the Capital Wellbeing Fund for 2015/16 at Table 4 of the submitted report.

## 57 Community Committee Update Report

To receive a report of the West North West Area Leader which updates the Community Committee on the work of the sub groups of the Committee: Environment & Community Safety; Employment, Learning and the Local Economy; Children's Services and Family Health; Adult Social Care, Health & Wellbeing; Highways & Transportation and Policy. The report also updated the Community Committee on community forums and partnership working that has taken place in the area since the last meeting.

Led by the Childrens Services Champion Members discussed the Children & Young People Event and agreed that this was a successful event. It was noted that excellent work had been done by the officers involved in making the event happen.

Members discussed ways in which they would like to commemorate the 100<sup>th</sup> anniversary of the first day of the Battle of The Somme and agreed to give further consideration to this matter and to the location of a bugler to mark the event on July 1<sup>st</sup> 2016 outside the meeting.

Members agreed to split the £1000 available for the committee towards WW1 Battle of the Somme commemoration events, by ward (£250 per ward)

**RESOLVED** – The Committee resolved to:

- (a) Note the work of the sub groups since the last Community Committee meeting;
- (b) Note the community forums and partnership working that has taken place in the area since the last meeting;
- (c) Note the feedback report of the engagement day from the Children's Services and Family Health sub group;
- (d) Agree to give further consideration to the location of a bugler to commemorate the 100th anniversary of the first day of the Battle of The Somme outside the meeting; and
- (e) split the £1000 available for the committee towards WW1 Battle of the Somme commemoration events, by ward (£250 per ward).

## 58 Dates, Times and Venues of Community Committee Meetings 2016/2017

The report of the City Solicitor requested that Members give consideration to agreeing a Community Committee schedule for the 2016/17 municipal year and to also give consideration as to whether any revisions to the current meeting and venue arrangements should be explored.

The following dates and times had been proposed in the report:

13 June 2016 at 1.30pm

5 September 2016 at 1.30pm

28 November 2016 at 1.30pm

Draft minutes to be approved at the meeting  
to be held on 13<sup>th</sup> June 2016

6 March 2017 at 1.30pm

Meetings to be held on a Monday with a 1.30 p.m. start time for the formal business meeting unless otherwise agreed in advance by the Chair.

Members also requested that all meetings should take place at St Margaret's Parish Centre, Horsforth

**RESOLVED** – That the report be noted and the following dates agreed:

13 June 2016

5 September 2016

28 November 2016

6 March 2017

Formal business meetings to commence at 1.30pm.

**59 Date and Time of Next Meeting**

13 June 2016 at 1.30pm



## Report of the City Solicitor

**Report to: Outer North West Community Committee, Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley and Yeadon**

**Report author: Gerard Watson, Senior Governance Officer, 0113 395 2194**

**Date: 18<sup>th</sup> May 2016**

**For decision**

## **Election of the Community Committee Chair for the 2016/2017 Municipal Year**

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### **Purpose of report**

1. The purpose of this report is to set out the arrangements for the election of Chairs for Community Committees and that in line with this process, to recommend that this Community Committee elects an eligible Member to the position of Community Committee Chair for the 2016/2017 municipal year.

### **Main issues**

2. The Community Committee Procedure Rules state that the Chair will be elected from amongst the City Councillors eligible to serve on that Committee.
3. Each Political Group with Members elected within a Community Committee's boundary may submit a nomination from amongst the Members on the Community Committee to Chair that Committee, via the Group Whip. An Independent Member may also put forward a nomination.
4. The deadline for the submission of nominations for the position of Chair was 5.00pm on Tuesday, 17<sup>th</sup> May 2016. The Community Committee will be notified at the meeting of the nominations which have been received, prior to the election taking place.

5. The Chair will be elected by an overall majority of first votes cast by those Members eligible to do so and present at the meeting. The Member presiding at the meeting as Chair will not have a second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
6. Where an overall majority of votes cannot be obtained, or it is not possible to hold or convene a quorate meeting of the Community Committee, or for any other reason a decision is not possible in advance of the Annual Council Meeting, then the appointment will be made at the Annual Council Meeting.
7. The relevant extract of the Community Committee Procedure Rules, which relates to the appointment of Chair process can be found at Appendix A.

### **Options**

8. In terms of options, Committee Members are invited to elect a Chair from the nominees submitted, as reported to the meeting.

### **Corporate Considerations**

#### **Consultation and engagement**

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

#### **Legal implications, access to information and call in**

10. In line with Executive and Decision Making Procedure Rule 5.1.2, the power to Call In decisions does not extend to those decisions taken by Community Committees.
11. The process summarised above regarding the election of Community Committee Chairs is in line with current Procedure Rules, as appended.

#### **Risk Management**

12. There are no risks directly arising from the submission of this report to the Community Committee, however, not electing a Chair for the 2016/17 municipal year at this meeting will mean that the matter would be resolved at the Annual Council Meeting.

#### **Conclusion**

13. The Community Committee Procedure Rules state that the Chair of each Committee will be elected from amongst the City Councillors eligible to serve on that Committee. The Committee therefore is recommended to elect a Chair at this meeting for the 2016/2017 Municipal Year, from the nominations which have been received.

## **Recommendations**

14. Members of the Community Committee are recommended to elect a Community Committee Chair for the 2016/2017 Municipal Year, from amongst the nominations which have been received.

## **Background information**

15. Not applicable

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## **Extract from Community Committee Procedure Rules**

### **2.0 APPOINTMENT OF CHAIR**

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

2.2 Each political Group<sup>1</sup> with Members elected within a Community Committee area may put forward a nomination from amongst Members on the Community Committee to Chair the Community Committee. An Independent Member may also put forward a nomination.

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

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

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

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

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

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

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

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

2.11 Where Council has made an appointment of Chair of a Community Committee the decision will be reported to the relevant Community Committee.

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<sup>1</sup> A nomination from a political group must be forwarded by a Whip





**Report of: West North West Area Leader**

**Report to: Outer North West Community Committee**

**Report author: Rachel Marshall  
Area Officer 3367864**

**Date 18<sup>th</sup> May 2016**

## **Title: Outer North West Youth Activity Fund Commissioning Round 2016/17**

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### **Purpose of report**

1. This report sets out the work of the Children's Services and Family Health sub group in holding a commissioning round and to recommend spend of the Youth Activity Fund for the provision of activities for children and young people in the outer north west.
2. It seeks to inform the Community Committee of the commissioning round and seek approval for the recommendations made on the 22nd April Children's Services Family Health sub group workshop.

### **Main issues**

3. The allocation for the 2016/17 Youth Activity Fund is £50,670 which together with an underspend of £2,036 from 2015/16 gives a total of £52,706 to spend in 2016/17 on activities for children and young people.
4. The Children's Services and Family Health sub group met on the 5<sup>th</sup> February and agreed a commissioning round for the new funding allocation with a sub group workshop to take place on the 22<sup>nd</sup> April. Recommendations from that workshop would then be brought to Community Committee on the 18th May.
5. The 2016/17 commissioning round for the West North West area received a total of 42 applications of which 16 were for the Outer North West. The total value of projects received by the Outer North West Community Committee was £47,705. These are listed in the table at paragraph 8.

Consultation with young people and children took place within a number of settings to help inform the type of projects to be funded. The Outer North West Community Committee Engagement with Children and Young People event held in January provided information on which type of projects would be popular and the Outer North West Youth Panel met during the Easter school holidays to visit activity projects and provide feedback which was provided to Members at the workshop.

6. All applicants were invited to the workshop to brief Members on their projects and answer questions. A total of 7 applicants attended throughout the morning of the 22nd April providing useful background information and enabling any concerns or issues to be resolved prior to Members making a recommendation.
7. In the table below all applications received for the outer north west are listed, together with the recommendations made by the Children's Services and Family Health sub group in consultation with the views of young people.

Table 1.

	<b>Project Name</b>	<b>Organisation / Department</b>	<b>Ward</b>	<b>Cost</b>	<b>Recommended 2016/17</b>
1	Global Gang	Leeds EDC	Adel & Wharfedale	£909	<b>£909</b>
2	Lego, Drama Club, Fashion Club, Cooking, Yoga and Pottery activities	Horsforth Children's Services	Horsforth	£6,194	<b>£6,194</b>
3	Drama project	Oddballs Theatre/ JP Productions	Guiseley & Rawdon	£4,320	<b>£4,320</b>
4	Affordable Choir	Oddballs Theatre/ JP Productions	Guiseley & Rawdon	£1,314	<b>£1,314</b>
5	Inters youth club	Horsforth Churches Together	Horsforth	£6,000	<b>£6,000</b>
6	Poetry workshop	Headingley Litfest	Adel & Wharfedale	£1,000	<b>£1,000</b>
7	Groove project	Tranmere PS	Guiseley & Rawdon	£900	<b>£900</b>
8	Otley Leeds Play Network	Leeds Play Network	Otley & Yeadon	£2,440	<b>£2,440</b>
9	Aireborough Leeds Play Network	Leeds Play Network	Guiseley & Rawdon	£5,060	<b>£5,060</b>
10	2 Mini Breezes	Breeze	Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon	£7,650	<b>£11,475</b>
11	Skatejam	Sk8 Safe Ltd	Horsforth	£895	<b>£895</b>
12	Skatejam	Sk8 Safe Ltd	Otley & Yeadon	£495	<b>£495</b>
13	Skateboarding Jam & Coaching	Sk8 Safe Ltd	Adel & Wharfedale	£1,200	<b>£1,200</b>
14	Pop up Activity Camp	Holt Park Active	Adel & Wharfedale	£2,240	<b>£2,240</b>
15	Cook and Skate	The Works Skatepark Charity	Adel & Wharfedale & Horsforth	£5,068	<b>Rejected</b>
16	Sports Camps	ACES	Adel & Wharfedale	£1,670	<b>£1,670</b>
	<b>Total</b>			<b>£47,705</b>	<b>£46,112</b>

## **Recommendations**

8. The Outer North West Community Committee is asked to approve the recommendations made by the Children's Services and Family Health sub group for the spend of Youth Activity Fund on the applications listed at Table 1. A total spend of £46,112 with the remaining funding of £6,594 for future projects to be identified.

## **Background information**

None

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