

**MINUTES**

<b>Present:</b>	
Cllr Karen Bruce (Chair)	Ward Member
Cllr Robert Finnigan	Ward Member
Tom Smith	Locality Team
Bob Buckenham	Public Rights of Way
Chris Tomlinson	Waste Management
Jason Kirk	Housing Leeds
Aretha Hanson	Area Support Team
Moira Burke	Area Support Team

		<b>ACTION</b>
<b>1.</b>	<b>Introduction and apologies</b>	
1.1	Everyone was welcomed and introductions were made.	
1.2	Apologies received from Cllr Karen Renshaw and Cllr Shirley Varley.	
<b>2.</b>	<b>Matters arising and minutes of the last meeting (24<sup>th</sup> April 2013)</b>	
2.1	Minute 2.1: A query had been regarding the no public rights of way recorded on the Definitive Map between Queen Street and Merlyn Rees Avenue. The matter has now been dealt with via an alternative source.	
2.2	Minute 3.2: TS will circulate a note to the Outer South Environmental sub group detailing resources in each area.	<b>TS</b>
2.3	Minute 7.2: Fortnightly bin collections. Now that bins were being collected alternately every two weeks there had been reports that some bin lids were not completely closed and Churwell was highlighted as a particular issue. There was a request that crews be flexible whilst the new fortnightly collection is bedded in. CT will advise crews to be more flexible.	<b>CT</b>
2.4	There had also been reports of brown bin issues around the Churwell area. Members requested waste management arrange a meeting with Town Councillors/Ward Members and residents. Hardy Street was given as an example.	<b>CT</b>
2.3	The minutes were agreed as an accurate record.	
<b>3</b>	<b>Locality Service Performance and delivering of SLA priorities</b>	
3.1	TS handed out a report (attached) showing the SSE Locality Service Delivery Performance. The report highlighted that overall 4,579 jobs were received or identified between 1 <sup>st</sup> April and 31 <sup>st</sup> August 2013 of which 1,231 were for the Outer South wedge area (27%). The most	

	<p>prevalent issues in Outer South in the period were, in descending order: fly-tipping, overgrown vegetation, litter and domestic waste issues. There was an increase in domestic waste jobs rising from 8 per month in January to March to 22 in this period. Further highlights include:</p>	
	<p><b>(a) Manual Cleaning between 22<sup>nd</sup> April to 11<sup>th</sup> August:</b> 97% of manual cleansing rotas were undertaken as scheduled in the period an increase from 92% in the previously reported period (January to March 2013). Of the 5 non-running routes 3 were due to holidays and 2 due to sickness.</p>	
	<p><b>(b) Mechanical Cleaning – 22<sup>nd</sup> April to 11<sup>th</sup> August 2013:</b> 76% of the mechanical cleansing rotas were undertaken as scheduled in the period an increase compared to the last period where 73% were undertaken. Of the 37 non-running routes 20 were due to holidays, 11 due to sickness, 3 was due to staff being used by refuse collection, and 3 due to other operational reasons, e.g. training.</p>	
	<p><b>(c) Wedge-wide Services – 1<sup>st</sup> April to 31<sup>st</sup> August 2013:</b> wedge-wide services generally ran as scheduled, with the exception of gulley cleaning service which did not run on 27 occasions in the period mainly due to holidays (15 occasions), sickness (7 occasions) and other operational problems (5 occasions). Due to the specialist nature of the service it is often difficult to source appropriate cover.</p>	
	<p><b>(d) Fly-tip removal – 1<sup>st</sup> April to 31<sup>st</sup> August 2013:</b> the speed with which fly-tipping is removed has improved since the last reported period. 76% of fly-tips were removed within 48 hours of being reported, compared to 65% in the previous period.</p>	
	<p><b>(e) Full litter bin emptying – 1<sup>st</sup> April to 31<sup>st</sup> August 2013:</b> the number of bins being reported as overflowing has increased between the two periods from 4 per month in January to March 2013 to 7 per month in April to August 2013. The speed of emptying has fallen with 46% of reported bins being emptied within 2 days in this period compared to 67% in the last period.</p>	
	<p><b>(f) Enforcement activity – 1<sup>st</sup> April to 31<sup>st</sup> August 2013:</b> the number of legal notices served in the period has doubled from 26 between January and March 2013 (9 per month) to 78 in this period (20 per month). This reflects the additional proactive work being done to deal with priority areas.</p> <p><b>Fixed Penalty Notices:</b> There has been a slight increase in the number of FPNs issued from 7 in the last period to 11 in this. The locality team remain focussed on working to increase the level of patrol work, and therefore the number of FPNs issued.</p> <p><b>Prosecution action:</b> three prosecutions were progressed in this period.</p>	

3.2	The following points were raised.	
	<ul style="list-style-type: none"> <li>Concerns regarding the level of sickness. TS confirmed that the process for managing attendance is better embedded. TS to provide a breakdown of sickness in terms of long term and short term sickness levels</li> </ul>	<b>TS</b>
	<ul style="list-style-type: none"> <li>An area from Bruntcliffe Lane down Fountain Street to Corporation Street is untidy and needs clearing. TS to check the route.</li> </ul>	<b>TS</b>
	<ul style="list-style-type: none"> <li>Gully Team – more staff will be trained on using the equipment to ensure work can continue when staff are on leave</li> </ul>	<b>TS</b>
	<ul style="list-style-type: none"> <li>With Housing moving back in to LCC – work roles around environmental will be changing to incorporate the roles that the Housing sections undertake and all roles will come under one section.</li> </ul>	<b>TS</b>
	<ul style="list-style-type: none"> <li>Cigarette ends in town centres highlighted as an issue. The operatives in Morley now have a wheel barrow and the issue will be monitored. There may be an opportunity to explore a scheme of work aimed at issuing Fixed Penalty Notices as a way to change behaviours.</li> </ul>	<b>TS</b>
3.3	Work is currently taking place around AVHL being brought back into Leeds City Council Operations. Discussions are taking place around teams being allocated to zones. Working in this way would address lone working issues, provide cover for sickness/leave. This method of service delivery would provide teams of multi-skilled operatives setting priorities and responding to identified need on a daily basis, thus driving up performance and reducing costs. The expected implementation is March 2014, following consultation with staff and unions.	
4.	<b>Parks &amp; Countryside</b>	
4.1	BB gave an update and the following points were raised:	
	<ul style="list-style-type: none"> <li>Lewisham Park : looking untidy</li> </ul>	
	<ul style="list-style-type: none"> <li>Playgrounds not getting litter picked, bins are full</li> </ul>	
	<ul style="list-style-type: none"> <li>Dartmouth Park: Paul Robinson (P&amp;C) is working with the friends of and ward Members for Morley South to devise a Capital Project for improvements to tennis courts and to develop a MUGA plus signage and improvements for access and horticultural features in the park possible if funding can be secured.</li> </ul>	
	<ul style="list-style-type: none"> <li>Geldard Road Allotments : new fence proposed where natural hedge boundary has gaps</li> </ul>	
	<ul style="list-style-type: none"> <li>Churwell : P&amp;C have worked with Churwell Action Group to install a Field centre at Clark Spring Wood</li> </ul>	

	<ul style="list-style-type: none"> <li>Scratcherd Park: Paul Robinson (P&amp;C) working with sport &amp; CPM and ward Members for Morley South to improve bowling pavilion, if capital funding can be secured. Sport looking at making a grant bid</li> </ul>	
	<ul style="list-style-type: none"> <li>Springhead Park Café – tenders are progressing. Other improvements include 2 new paths, including a new path link to the park. BB to get an update from Vicki Nunns and bring back to group</li> </ul>	<b>BB</b>
	<ul style="list-style-type: none"> <li>Rothwell Country Park continues to develop</li> </ul>	
	<ul style="list-style-type: none"> <li>Woodlesford: Design for a new playground are being developed and bid with Mond Green who now deal with landfill tax monies from Peckfield Action Group continues. P&amp;C working with woodlesford Action Group.</li> </ul>	
	<ul style="list-style-type: none"> <li>Rodillian School Tennis Courts: PS / TS will be setting up a meeting with Ward Members to discuss converting old tennis courts, possibly into a MUGA</li> </ul>	
	<ul style="list-style-type: none"> <li>Lofthouse Recreation Ground: Signs now up to inform people the Play equipment is for youngsters only and site only open dawn until dusk – Bye law / Police aware.</li> </ul>	
	<ul style="list-style-type: none"> <li>Dolphin Lane and Common Lane Allotments – officers are still in consultation with members regarding these sites: Dolphin Lane Allotments fence progressing to Phase 2</li> </ul>	
	<ul style="list-style-type: none"> <li>Skelton Restoration site – Temple Newsam to Rothwell Country Park. New network of public paths being built and dedicated. Link to Rothwell will be achieved when new bridge developed. Can provide plans if Members interested. BB to send plans for the new rights of way to group</li> </ul>	<b>BB</b>
	<ul style="list-style-type: none"> <li>Morley 37 – there is a diversion in place for the work that is been done. There is a new bridge to go in place south of the White Rose Centre over the railway line. This should be completed by Christmas</li> </ul>	
	<ul style="list-style-type: none"> <li>The Morley Footpath 37 Public Path Diversion Order has been made. We had one objection from a telecoms provided but it was withdrawn. The objection period ended on 9th September. New bridge to be placed at the south end of the White Rose Centre over the Railway Line, should be completed by Christmas.</li> </ul>	
	<ul style="list-style-type: none"> <li>Spring Lane – clear bridleway and to be brought back in to use</li> </ul>	
	<ul style="list-style-type: none"> <li>Morley 27 nr Churwell – A frames have been programmed for installation, a quote being prepared, to be covered by S106 funding</li> </ul>	
	<ul style="list-style-type: none"> <li>Members to forward BB specific areas that they feel where work needs to be address and look at what projects can be done by using the A/C wellbeing funds.</li> </ul>	
<b>5</b>	<b>Aire Valley Homes</b>	
5.1	<p>JK gave an update on the environmental work that is taking place</p> <ul style="list-style-type: none"> <li>There was a city wide survey of tenants known as STAR (Survey of Tenants &amp; Residents) and a local Aire valley Homes environmental survey undertaken Jan 2013. These surveys provided robust insight into key wards/areas on environmental issues and satisfaction with services</li> <li>In the Aire Valley Homes budget planning for 2013/14 an Environmental Improvement Fund of £100k to support local initiatives to address the findings of the surveys and drive outcomes</li> </ul>	

	<p>in local areas. This is further supported through Area Panel funding of £40k per panel</p> <ul style="list-style-type: none"> <li>• Aire Valley Homes Tenant Management Officers, Customer Involvement Officers are the main drivers in bidding against this fund through local contacts and knowledge of their areas/patches.</li> <li>• There is also access to a crime reduction fund (£50k for this area) to support lock replacement programmes and better lighting to enhance being safe and feeling safe. Morley and Rothwell Housing Offices have access to these funds.</li> </ul>	
	<p>Environmental work that has been undertaken or commissioned by AVH's</p> <ul style="list-style-type: none"> <li>• Funded larger scale improvement works including Fairfax Avenue, Drighlington, external boundary walling parking scheme; Harrop Avenue, Grove and Terrace, Morley, boundary fencing programmes</li> <li>• Invested over £200,000 in a programme of improvements to communal door entry systems. Part of this investment was used in The Grove in Gildersome.</li> </ul>	
	When AVHL join LCC the environmental work that is undertaken by will move across to Environmental Services.	
<b>6</b>	<b>Any other business</b>	
6.1	<p>CT gave the members a brief update re waste collection</p> <ul style="list-style-type: none"> <li>• Phase 1 is going well 52% increase across the board around recycling</li> <li>• Phase 2 will be coming in to effect from 11<sup>th</sup> November</li> <li>• There are plans to improve the fleet so far there has been 13 brand new trucks and are looking at getting another 20 by the end of December 2013</li> <li>• There is a survey to be done citywide to see where the alternative collections would work and where they will not work</li> <li>• There is to be a dedicated service across Leeds to concentrate on the Highrise flat collections</li> </ul>	
<b>7</b>	<b>Next meeting</b>	
	25 <sup>th</sup> November 2013 – to be rearranged.	<b>MB</b>
<b>8</b>	<b>Forward plan</b>	
	<p>Wednesday, 26 February 2014 at 4pm – venue tbc          Wednesday, 23 April 2014 at 4pm – venue tbc          Wednesday, 24 September 2014 at 4pm – venue tbc          Wednesday, 26 November 2014 at 4pm – venue tbc</p>	