

Outer North West Area Committee

Environmental Service Sub Group

Appendix 1

Note of 9th December 2013 Meeting
12.15 The Old Stables Back Church Lane, Adel

Item	Present	Actions
	Cllr B Anderson (Chair) A&W Cllr P Wadsworth G&R Cllr C Cleasby H Cllr C Campbell, O&Y Officers: Russell Martin Highway Services Richard Holdsworth Highway Services Alison Gilliland Environmental Service Guy Smithson and John Stevens - Parks & Countryside Ben Grabham and Dawn Hutchinson Waste Management Service Paul Hurrell Housing Leeds G Burnham WNW Area Support Team	
1.	Apologies	
	Andrew Molyneux.	
2.	Minutes of previous meeting	
2.1	The minutes of the previous meeting were approved.	
3.0	Matters arising	
3.1	Andrew Molyneux was unable to attend the meeting however he did provide the following updates (3.2 – 3.4).	
3.2	<u>Draft information leaflet on inconsiderate parking</u> – Highways would have difficulties resourcing such a publicity campaign and were under the impression that Housing Leeds were going to tackle this primarily for their tenants, rather than Highways for all members of the public. PH Housing Leeds advised that a note on a tenants car advising they have parked inconsiderately usually resolves the problem.	
3.3	<u>Long Row Parking Bays</u> - background information on the scheme to be circulated with the minutes.	GB
3.4	<u>Pilot parking scheme in Queensway</u> – There has been no progress as yet. Highways are currently committed with the consultation and preparation on the Highway Maintenance Programme for 2014/15	AM

	and will move onto the proposal early in the new year.	
4.0	Highways – Winter Maintenance Programme	
4.1	Russell Martin distributed information regarding equity on gritting and asked for feedback from Members – this information will be circulated with the minutes.	All
4.2	Leeds as a city has requested 25,000 tonnes of salt for this winter. There is currently a stock of 20,000 tonnes but no real concerns at the moment that supplies will run low and there are no major issues in the long term weather forecast.	
4.3	<u>Quad Bike</u> – a discussion took place on how the additional resource could be used most effectively in the area and the best method of identifying areas of high footfall. The quad bike holds 250 kilos of grit and can travel for 3 miles before requiring a refill. It was suggested that the bike could be refilled from Hall Park, Lawnswood Cemetery and Wharfemeadows Park. Agreement was eventually reached that Members would leave Highways to draw up a plan and manage the resource and this would be monitored through the sub group.	AM/RH
5.0	Environmental Services Update	
	Alison Gilliland presented service request information for the period 1 st November to 2 nd December. During this period the Locality Team has dealt with 258 requests for service. Cleansing is presently paused due to the de-leafing programme.	
5.1	Cllr Anderson requested that the Locality Team co-ordinate their work better with Housing Leeds operatives.	AG/PH
5.2	A discussion took place on the low number of fixed penalty notices (FPNs) that had been issued. AG explained that many issues are resolved without the need to issue a FPN.	
5.4	A discussion ensued regarding overgrown vegetation, the procedure to deal with this is as follows: <ul style="list-style-type: none"> • Identify the owner • A letter is then issued giving the owner an opportunity to take action to resolve the matter within 2 weeks. • A legal notice is then served which gives the owner a further 14 days to respond. • The council can then look at work in default and charge the owner. 	
5.5	The sub group felt that a stronger message needs to be sent regarding overgrown vegetation and this included taking action against other council departments.	
5.6	Bins on streets was also discussed – Members felt that a number	BG

	of these issues were due to the refuse collection service not returning bins to the correct kerb side. Ben Grabham agreed to follow this up.	
5.7	Members raised concerns about the effectiveness of the Covert Camera which was funded by the Area Committee. Cllr Campbell informed the meeting that he would be raising this at Full Council next week.	To Note
5.8	The workshops to consider the draft staffing proposals with relevant partners (discussed at the last sub group meeting) are still to be set up.	AG
6.0	Parks & Countryside Update	
6.1	Guy Smithson gave the following update: <ul style="list-style-type: none"> • All work on Newhall Park is now complete Gates for • Kirk Lane • Speed humps have now been lowered at Golden Acre Park car park. 	
6.2	<u>Tree Warden Scheme</u> John Stevens from Forestry presented a briefing note on a Tree Warden Scheme for the Outer North West. The proposal is for a Tree Warden Coordinator to be employed 18 hours a week to include some weekend work. The boundaries and scope of the work would be agreed between the Environment Sub Group and Forestry officers. It is anticipated that the cost would be between £13,000 and £15,000 per annum.	
6.3	The sub group supported the scheme in principle and asked for a full proposal to be worked up for the February sub group, with a view to taking an application to the March Area Committee meeting.	JF/GB
6.4	Housing Leeds has agreed to provide £9,000 funding for a tree management plan / survey for the Holtdales.	
7.0	Housing Leeds Update	
7.1	Paul Hurrell distributed data on the work undertaken by the ONW Environmental Caretakers during November – to be circulated with the minutes.	GB
7.2	PH advised that there had been problems with fly tipping at the Holtdale recycling sites. It was suggested that the covert cameras were used however AG advised that the cameras are more effective in identifying vehicles rather than individuals. Cllr Campbell suggested that this was tested once the Locality Team received the signs for the cameras.	
8.0	Alternate weekly collections (AWC)	
8.1	Ben Grabham from the Refuse and Waste Service provided the following update:	

	<ul style="list-style-type: none"> • Phase 2 of the AWC has been rolled out, 110,000 households are now on AWCs. The first 3 weeks have gone well and overall performance has been good. It is hoped to roll-out phase 3 in 2014. • The number of calls to the contact centre has returned to normal levels following the usual increase in enquiries expected with changes to service. Calls have mainly been for clarification around collection days. • Sort calendars have been distributed to those properties now on AWC these include details of Christmas collection dates. Those households not on the scheme will receive letters. Information is also available on the Leeds.gov.uk website. • A report is going to the January Executive Board to formalise the existing waste management policy. Information includes: • AWC properties mainly have 1 black, 1 green and 1 brown bin and there is a no side waste policy however this will be relaxed over the Christmas / New Year period. • There are some bespoke schemes being trialled. • The assisted collection scheme will continue. • Bulky waste - it is proposed to limit this to 3 collections per year with no more than 4 items at each collection. • Garden waste will not be collected by the bulky waste service if the property has a brown bin. 	
8.2	<p>Members made the following comments:</p> <ul style="list-style-type: none"> - The suspension of the brown bin collection service has caused problems this year due to the mild weather and residents continuing to garden. - It was felt that not offering the bulky waste collection service to those properties with a brown bin was penalising residents with large gardens. - Concerns were raised that properties on new developments will not receive a brown bin collection until June / July at the earliest. - The contact centre 'script' for answer refuse collection enquiries is not always to the timescale Members have been given and needs checking. 	BG
9.0	Any other Business	
9.1	There was no other business.	
9.0	Date and Time of next meeting	
9.1	Monday 3 rd February , 12.00 noon St Margaret's Parish Centre, Horsforth.	