

**Minutes from North Whinmoor Forum & PACT meeting
16 January 2014
held at Fieldhead Community Centre**

Appendix 1

Present:

Cllr Peter Gruen (Chair), Cllr Pauleen Grahame, Deeta Tren-Humphries (LCC – Youth Service), PCSO 174 Paul Calvert (West Yorkshire Police), PC 5259 John Horne (WYP), David Burland (Wellington Hill Residents Association), Harry McLeod (Resident), Norman Sunderland (Skelton Woods Environmental Group), Robert Preston (SWEG), Chris Tebbutt (Resident), Gary and Janet White (Residents), Anne Longley (Resident), Christine Bandawe (Seacroft Team Ministry), Jeremy Lunn (Housing Leeds), Martin and Amanda Snaith (Residents), Rose Kelly (Whinmoor Warriors ARLFC), Wendy Marsland (WW ARLFC), Susan Gumbs (WW ARLFC), Simon Norman (LCC – South & South East Locality Team), James Nundy (LCC – South East Area Support Team, minutes).

Apologies:

Cllr Debra Coupar, Nick Borrás (LCC – Highways), Janice Linley (Whinmoor Wanderers), Sharon Smith (LCC – Facilities Management).

1.0	PACT meeting	Action
1.1	Contact points for your local Neighbourhood Policing Team: Tel: 0113 285 5335 Email: banpt.cwt@westyorkshire.pnn.police.uk Website: www.westyorkshire.police.uk/npt (then navigate via the map or add your postcode to the box)	
1.2	Analysis of crime statistics for the last six week period were discussed, and included comparison to the same period last year: <ul style="list-style-type: none"> • Burglary dwelling down to three reports • Theft From Motor Vehicle down to two reports • Theft From Motor Vehicle up to three reports • Criminal Damage down to six reports 	
1.3	High profile patrols are ongoing along with stop and search.	
1.4	It was noted that whilst PCSOs can't issue Fixed Penalty Notices (FPNs) for dog fouling, they can do a witness statement and refer to the S&SE Locality Team to process.	Police
1.5	Reports of dog fouling on the playing fields prompted a request for more litter bins and better signage Action: Locality Team to assess and make recommendations	SN
1.6	Residents reported that Coal Road and Red Hall Lane still have a problem with cars speeding <ul style="list-style-type: none"> • The Police reported that the registration number of a motorbike had recently been noted and passed to the Police. The owner has since been visited and educated 	
1.7	Residents also highlighted that motorbikes are being ridden on the playing fields at all times of the day Action: Police to request that the off-road motorbike team, based at Garforth Police Station, visit the site.	Police
1.8	A resident highlighted the Police call centre refused a 101 call regarding an issue in Skelton Woods on 12 Jan regarding heavy littering of cans. More can	

	<p>have appeared in the last week than had done in the past few months.</p> <ul style="list-style-type: none"> The officers highlighted incidents should be reported to 101 and intelligence should be reported to the Neighbourhood Policing Team on 285 5335 <p>Action: The issue will be added back onto the matrix for the Cross Gates & Whinmoor Tasking Team (Jeremy Lunn)</p>	Residents JL
1.9	In the Coal Road item (Item 7) a radar check was requested to catch motorists speeding in the 30mph section on Skeltons Lane.	Police
2.0	North Whinmoor Forum - welcome, introductions and apologies	
2.1	Cllr Gruen welcomed everyone to the meeting, introductions were made around the table and the above apologies were noted.	
3.0	Minutes of the meeting held on 7 Oct 2013	
3.1	(6.3) Coal Road – meeting to discuss options for improving the safety It was reported that this meeting hasn't been set up yet	Cllrs
3.2	(8.2) Ginnel between 28-30 Farnham Croft and Skelton Lane The previous minutes didn't mention the moss build up in the ginnel and the slip hazard it is causing, as reported at the last meeting Action: Simon Norman to action a request for cleansing	SN
3.3	The minutes were otherwise deemed accurate and agreed as a true record.	
4.0	Matters arising from those minutes	
4.1	(3.1) Fieldhead Community Centre kitchen refurb Jeremy Lunn reported that the Housing contractor had scoped and priced the job and discussions are ongoing. It is hoped the works can be completed before 31 March 2014 <ul style="list-style-type: none"> Cllr Gruen reiterated the need for a sustainable user group was needed at the Community Centre to move things forward, develop and fundraise Action: Promotion of the Community Centre is still required	LCC
4.2	(4.1) South East Quadrant housing development – Cllr Gruen <ul style="list-style-type: none"> The work over the past two to three months has been on developing the infrastructure plans Planning permission has not been granted Residents highlighted the very low levels of proposed traffic levels in the planning documents Residents thanked Chris Tebbutt for his efforts in analysing and dissecting the data in the planning documents Councillors are still fighting hard to get the right infrastructure in place before any agreements are made Action: Cllr Gruen asked Cllr Grahame to raise traffic issues at her next SE Quadrant meeting <ul style="list-style-type: none"> Cllr Grahame pointed out there wasn't a date scheduled at the moment as they are waiting for some 'real' information to become available to give out Residents highlighted their concerns about the planning application notices on lamp posts in connection with the development: <ul style="list-style-type: none"> The second batch were put in the same place as the first The recent gales blew the notices away within two days Cllr Gruen sympathised but highlighted that 3,000 letters had been sent out by the councillors regarding the drop-in sessions arranged for residents which resulted in apathy from the local residents 	Cllrs Cllr Grahame

4.3	(8.5) Ginnel between White Laithe shops The Locality Team reported the ginnel was cleaned again this morning.	
5.0	Fuel Poverty in Leeds – Kerry Fitzpatrick (Keepmoat)	
5.1	Kerry attended the Forum to promote the new partnership with Leeds City Council to deliver energy saving products to private and private rented properties.	
5.2	The scheme offers free boiler replacements via an application process. A new boiler can be in the region of £1,500.	
5.3	Letters are sent out by Leeds City Council and Keepmoat make appointments following responses, so there will be no cold calling.	
5.4	The benefit criteria was tabled along with application forms.	
5.5	Keepmoat are available on 0800 049 0919 (8am-5:30pm) if you have any queries	
5.6	Janet White added that Care & Repair have a £150,000 budget to help keep people warm and it needs to be spent by 31 March 2014 so offered to work with Keepmoat to improve properties.	KF / JW
6.0	10 minute open floor	
6.1	Whinmoor Warriors Representatives from Whinmoor Warriors attended the Forum to raise a few issues: <ul style="list-style-type: none"> Brought the condition of the raised pitch to the Forum's attention. It was reported that it has a concrete edging a few inches below the surface which is a Health & Safety hazard and the other pitch was full of holes and heavily rutted Action: Councillors requested James Nundy to set up a meeting between them, LCC Parks & Countryside, Whinmoor Warriors and Fieldhead Primary School to discuss options	JN
6.2	Wondered if the Council could help with funding (eg the pitch hire at Fieldhead Community Centre is £800) <ul style="list-style-type: none"> Councillors pointed out that the club already receives favourable rates for hire of the facilities Action: James Nundy to supply details of funding opportunities to the club Update: done via email to Rose Kelly and Susan Gumbs on 28 January 2014	JN
7.0	Coal Road traffic calming proposals update	
7.1	Proposed HGV ban <ul style="list-style-type: none"> LCC Highways agree that the level of HGVs using Coal Road, Red Hall Lane and Skeltons Lane is increasing. Work is underway for a HGV ban including appropriate signage Councillors will write to local residents when positive support for the ban is required (in an effort to counteract the negative comments expected from the local industrial units) The Chief Highways Officer has the final say at the end of the consultation period Hoped it will be a quick scheme to implement 	

7.2	Mini roundabout at Coal Road / Red Hall Lane / Skeltons Lane junction The vision / sight lines are poor at this junction Action: Highways will put it forward for design improvements.	NB
7.3	Traffic calming Survey data (as supplied at previous meetings) suggests there isn't a speeding issue. It is fair to surmise that the volume of traffic will reduce when the HGV ban comes into force.	
7.4	Cllr Grahame is due to meet Nick Borrás tomorrow and will request the following: <ul style="list-style-type: none"> • Press on with the HGV ban • Design improvements for the mini-roundabout 	
7.5	A discussion took place regarding the potential for a pedestrian crossing on Coal Road near the Naburn Approach junction <ul style="list-style-type: none"> • Is this location suitable for a crossing? Action: Nick to assess and report back	NB
7.6	Nick Borrás to be invited to the next forum Action: James Nundy to invite Update: done on 17 January 2014	JN
8.0	Youth work in Whinmoor – Deeta Tren-Humphries	
8.1	Through the restructure, a few staff have been lost due to retirements but two new staff are due to start in February.	
8.2	NEET (young people Not in Education, Employment or Training) sessions are running Monday to Friday 4:30-6:30pm at St Greg's Youth & Adult Centre. The sessions concentrate on improving skills re CVs, college applications, training calendars etc	
8.3	The mobile bus is still operating session in the area and can link up with the new HUGO bus so young people can be signposted to it.	
8.4	100 young people have already signed up the February half term programme.	
8.5	Signposting to potential employers would be welcomed.	
8.6	The councillors were thanked for their continued support.	
9.0	Environmental action and issues - Update from Simon Norman	
9.1	Simon Norman is your local Environmental Action Officer in the South & South East Locality Team and is available on 07891 278 378 .	
9.5	The Locality Team received and dealt with 77 requests for service between 8 October 2013 and 16 January 2014. This is work in addition to the scheduled and routine cleaning shifts. The most common issues dealt with were flytipping, waste in gardens, dog fouling, litter problems.	
9.6	Flytipping areas include Sherburn Road North and Approach, Redhalls and Hebden's. These areas are now flagged as hot spots and regularly monitored to pick up flytipped waste and also to identify the culprits. Ward Councillors have provided funding for portable cameras that can be used to photograph flytippers in action. We are looking to use them at these hot spot areas.	
9.7	Roads and paths in the area are swept every four weeks. Sweeping day is a	

	Monday. Additional sweeps have been undertaken on the Redhall's and Hebden's following requests from residents and councillors.	
9.8	An additional litter bin has been provided on Naburn Approach which is well used and helping to reduce littering.	
9.9	Our dog warden has collected two strays from the area. Owners are required to pay a fee of £50 to collect their dogs from our kennels. Owners can also be fined for allowing their dogs to foul on public land and for allowing their dogs to stray onto footpaths, verges and roads. One FPN (Fixed Penalty Notice) has been issued in this period.	
9.10	Eight legal notices have been issued for various environmental issues including accumulations of waste in gardens, continually leaving wheelie bins out that are blocking the footpath, and to ensure shops and other businesses store and dispose of their waste correctly.	
9.11	The remains of a bonfire behind Whitelaithe Primary School was removed by the street cleaning team after bonfire night.	
9.12	There is a permit scheme available for residents to register work vehicles to allow them to be used to take household waste to LCC recycling centres. Need to register via 0113 222 4406.	
9.13	Residents reported flytipping in the form of black bags containing beer cans behind Ashwood's and Hathaway's. Action: Simon to report for clearing	SN
10.0	Report from Housing Leeds – Jeremy Lunn	
10.1	As part of the digital inclusion work to help get people online, there is now a minibus about to start doing the rounds, branded as HUGO (Helping U Get Online). <ul style="list-style-type: none"> • Funded by Leeds Federated Housing • 10 PC stations onboard • Wifi access • Basic tuition offered • Supported by LCC • Coming soon! Action: Jeremy to see if it can be advertised on the Leeds Directory website	JL
10.2	Tackling the issue of sub-letting and benefit fraud by having a fraud officer working in the Housing Office. 50 cases of benefit fraud are being investigated and results are coming in already	
10.3	Rent arrears went down over the Christmas period, which is good news.	
10.4	500 residents have been helped with payment issues since the 'Bedroom Tax' scheme began.	
11.0	Whinmoor play area update – Cllr Gruen	
11.1	The comments received from the consultation for a new playground by the junction of Naburn Approach with the driveway into Fieldhead Carr Primary School are being analysed and the scheme is progressing.	

		cupboards for others to fit Jan 2014 A Housing Leeds contractor has priced the job and whilst discussions are still ongoing they are hoping for a good outcome before the end of March.	
Fieldhead Community Centre • A 'how to use the oven' guide was requested for display in the kitchen	Facilities Management (SS)	July 2013 The oven is no longer being manufactured and an instruction book is proving hard to get hold of October 2013 No update received	Open
Coal Road traffic issues • New speed, class and volume data for Coal Road should be available soon • Improve visibility at mini roundabout • Investigate alternative traffic calming measures	Highways (NB) Councillors	April 2013 Traffic data analysed and supplied. NB to work up a traffic calming scheme with councillors July 2013 NB to resend proposals. Oct 2013 Interest group set up and forum requires actions before next meeting Jan 2014 Scheme to improve mini roundabout sightlines and a HGV ban for Coal Rd, RH Lane and Skeltons Lane suggested for action asap	Open
Grit bins • New grit bin request	Cllr Grahame Passed to the Area Support Team (JN)	Feb 2013 • Bin requested for Farnham Close. Contact and prices information supplied • A street 'Champion' needs to sign up to monitor the bin Oct 2013 Bid submitted for Wellbeing funding for five new bins at Farnham Close, Naburn Close, Cherrywood Gardens, Chaerrywood Close and Red Hall Ln / Coal Road junction Jan 2014 • Installed at Naburn Close, Farnham Close & Cherrywood Close • Slight issue at Cherrywood Gardens but hoped a resolution can be found • Red Hall Ln / Coal Rd location couldn't be progressed • Two new requests have recently come in and are being progressed by the Area Support Team	Completed