

### MINUTES

<b>Present:</b>	
Cllr Karen Bruce (Chair)	Ward Member
Cllr Renshaw	Ward Members
Mark Gray	Leeds Housing
Tom Smith	Locality Team
Bob Buckenham	Public Rights of Way
Andy Milnes	Waste Management
Aretha Hanson	Area Support Team
Moira Burke	Area Support Team
Clare Poolman	Strategy and Improvement

		<b>ACTION</b>
<b>1</b>	<b>Introduction and apologies</b>	
1.1	Everyone was welcomed and introductions were made.	
1.2	Apologies received	
<b>2</b>	<b>Matters arising and minutes of the last meeting (25<sup>th</sup> November 2013)</b>	
2.1	There were no matters arising.	
2.2	The minutes were agreed as an accurate record.	
<b>3.0</b>	<b>Locality Service Performance and delivering of SLA 4 priorities</b>	
	<ul style="list-style-type: none"> <li>TS presented the proposed Environmental Services and Development of the 2014/15 Service Level Agree report due to be presented to Outer South Area Committee on Monday 31<sup>st</sup> March 2014 (attached).</li> </ul>	
<b>4.0</b>	<b>Waste Management</b>	
	<ul style="list-style-type: none"> <li>Andy Milnes attended the meeting and provided an update regarding waste collections in the Outer South Area.</li> </ul>	
	<ul style="list-style-type: none"> <li>The alternative bin collections have been running for about 12 months and is working well. Cost savings have been achieved by moving to this way of working and there has been an increase in recycling .</li> </ul>	
	<ul style="list-style-type: none"> <li>The food waste collections pilot that has been running in the Rothwell area has been successful.</li> </ul>	
	<ul style="list-style-type: none"> <li>Brown Bin collections will commence on Monday, 3<sup>rd</sup> March 2014</li> </ul>	AM
	<b>Action:</b> AM to email the link to members for information around bin collection dates	

	<ul style="list-style-type: none"> <li>There are some queries around bin collections on communal sites that are not LCC owned. Meetings are taking place with Landowners/landlords to try and get this sorted.</li> </ul>	
	<ul style="list-style-type: none"> <li>Members asked if a bottlebank can be moved.</li> </ul> <p><b>Action:</b> AM to speak with David Bailey to see if this would be possible</p>	AM
	<ul style="list-style-type: none"> <li>There is a new electronic system that is being put in place where front and back office staff can communicate more effectively around refuse collections. Trial to start running in May 2014</li> </ul>	
	<ul style="list-style-type: none"> <li>Members raised a query regarding collections on new builds. AM mentioned that once they are made aware that new builds are been built in an area, route sites are automatically updated with the information to so that bins can be start to be collected at the right time.</li> </ul>	
	<ul style="list-style-type: none"> <li><b>Action:</b> AM to forward information to members re waste management</li> </ul>	AM
<b>5.0</b>	<b>Locality Team Streets Review</b>	
	<p>Tom Smith updated members on the proposed Zonal team structure.</p> <p>TS updated members on where they are with the restructure. Main points:</p> <ul style="list-style-type: none"> <li>This method of service delivery will provide teams of multi-skilled operators who will be able to set priorities and identify the needs and respond on a daily basis</li> <li>There will be a permanent team based in each area so they will know the area, know where the hotspots are and will be able to respond accordingly.</li> <li>Environmental Services will take on more of the responsibilities from Housing Leeds around gardens/ginnels/land</li> <li>There will be additional resources so this will create a better impact</li> <li>There is to be a significant change to Job Descriptions so talks are in place with Trade unions</li> <li>June/July is the deadline to get the new ways of working agreed</li> </ul>	
	<p>A proposal to go forward for ward based workshops sessions to take place in April to cover two main issues</p> <ul style="list-style-type: none"> <li>Review SLA priority areas</li> <li>Consult on proposals for resources in each zonal area based on an analysis of need</li> </ul>	

	<ul style="list-style-type: none"> <li>The outcomes from the sessions will then be taken to the Environmental Sub Group meetings for approval</li> </ul>	
	<ul style="list-style-type: none"> <li>Further concerns were raised around fly-tipping and dog fouling</li> </ul>	
	<ul style="list-style-type: none"> <li>There is a pilot scheme to take place in the Outer East area 'Dog Watch Scheme'. The scheme is to get residents to report any dog fouling they may see taking place. If this scheme works it will be rolled out in other areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>TS mentioned that the Environmental Service run a seven day service for fly-tipping issues</li> <li><b>Action:</b> weekend telephone number to be forwarded to members</li> </ul>	<b>TS</b>
	<ul style="list-style-type: none"> <li>Litterbins – there is no mapping of litterbins of where they are but litterbins can be moved on request</li> <li><b>Action:</b> members to let TS know if they would like specific bins to be moved</li> </ul>	
<b>6.0</b>	<b>Parks and Countryside</b>	
6.1	BB gave members a brief update	
	<ul style="list-style-type: none"> <li>Gelder Road Allotments – fencing to be installed in summer 2014</li> </ul>	
	<ul style="list-style-type: none"> <li>A Frames on Morley FPs 27 &amp; 40 provisionally programmed for installation in April 2014 following S. 106 funding approval of just over £4k.</li> </ul>	
	<ul style="list-style-type: none"> <li>A Frames on Morley FP105 – bid to made for approximately £1.5 k</li> </ul>	
	<ul style="list-style-type: none"> <li>The Morley Footpath 37 Public Path Diversion Order has been made and confirmed – FP open. Morley 97 RW crossing PPEO approved. Other FP measures being looked at for safety.</li> </ul>	
	<ul style="list-style-type: none"> <li>Mill Lane, Gildersome Local Public Inquiry: 26/11/13 - Modification Order and Public Path Diversion Order - decisions awaited.</li> </ul>	
	<ul style="list-style-type: none"> <li>Fall Lane / Lingwell Gate Lane (Morley / Rothwell) – the planting of the orchard has been delayed due to bad weather. The whips / saplings are still at Redhall and will be planted in late 2014.</li> </ul>	
	<p>Springhead Park Café –</p> <ul style="list-style-type: none"> <li>P&amp;C have agreed to provide £50k for refurbishment.</li> <li>CPM are to spend £30k on the new roof.</li> <li>Scaffolding to go up on Monday, 10<sup>th</sup> March).</li> <li>The lease has not been signed as yet but is imminent.</li> </ul>	<b>LG/BB</b>

	<ul style="list-style-type: none"> <li>• <b>Action:</b> Linda Gunn to write to Cllrs in approximately 3 weeks with an update.</li> <li>• <b>Action:</b> BB to share the refurbishments plans with the members of the Environmental Sub Group</li> </ul>	
	<ul style="list-style-type: none"> <li>• Works are planned to take place soon at Woodlesford Lock for the Leeds Flood Alleviation scheme and there will be a temporary diversion of the Trans Pennine Trail south of works over the next few months too.</li> <li>• <b>Action:</b> BB to update the members on whether the trees will be replaced within the area</li> </ul>	<b>BB</b>
	<ul style="list-style-type: none"> <li>• Swithens Fm (off Royds Ln south Rothwell)- enforcement issues relating to materials dumped, fencing etc on Rothwell Paths 31, 34 and 64 being investigated by PROW.</li> </ul>	
	<p>There was a site meeting that took place on the 19th February with Cllr Mulherin to look at the public paths in the area and the Rothwell Greenway with local residents where these routes run by the Hopefield Estate.</p> <ul style="list-style-type: none"> <li>• issues raised around the Greenways re littering and Fly Tipping and to look at ways to prevent it being churned up by farm machinery - referred the issue of the condition of the Greenway to my colleagues in Parks Area East and I have enquired as to rights of the local farmer to use this route for vehicular to access fields.</li> <li>• Jane Stone also attended who is to look at dog bins and littering issues.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Improvements to steps on Rothwell Path 14 to be considered as well as other enforcement issues (barbed wire on Rothwell 14 &amp; use of Matty Lane (Public Footpath Rothwell 72) by the local farmer to access fields to the north from Leadwell Lane opposite Westfield Road and whether or not the farmer has a private right to use the public footpath.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Vicky Nunns is working with Cllr Bruce at Wood Lane Rec.- looking at funding</li> </ul>	
	<ul style="list-style-type: none"> <li>• Vicky Nunns is also working with Cllrs Renshaw, Dunn and Mulherin on various projects.</li> </ul>	
	<p><b>South Leeds project work being undertaken by Natural Habitats Service</b></p> <ul style="list-style-type: none"> <li>• TCV have commenced fencing at Spring Lane Sidings for the boundary to the community orchard that's going in this season, They're also fencing off habitat exclusion and water safety zones around the leachate ponds</li> </ul>	
	<p><b>PROW Update</b></p> <ul style="list-style-type: none"> <li>• Ginnels – looking to commence next area of 20% condition survey covering Morley and Rothwell later in 2014.</li> </ul>	
<b>7.0</b>	<b>Housing Leeds Update</b>	
<b>7.1</b>	Mark Gray attended the meeting to give members a verbal update.	

	Main points : <ul style="list-style-type: none"> <li>• New restructure to be in place by July 2014</li> <li>• Environmental Services will then run in tandem and move across to the Locality Teams</li> <li>• Work is on-going to clear any backlogs before the service is handed over</li> <li>• Meetings are scheduled to speak with caretaking and locality staff about the shaping of the new service</li> </ul>	
	<ul style="list-style-type: none"> <li>• New bin deliveries- these can be delivered in 10 days this is due to the time the order is placed as LCC do not keep bins in stock</li> </ul>	
<b>8.0</b>	<b>Any other business</b>	
	None	
<b>9.0</b>	<b>Next meeting</b>	
	Wednesday, 23 <sup>rd</sup> April – Rothwell One Stop Centre	<b>MB</b>
<b>10.0</b>	<b>Forward plan</b>	
	Wednesday, 24 September 2014 at 4pm – venue tbc Wednesday, 26 November 2014 at 4pm – venue tbc	