

Report of the Assistant Chief Executive Citizens and Communities

Report to Outer East Area Committee

Date: 6th June 2014

Subject: Summary of Key Work

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Cross Gates & Whinmoor		
Garforth & Swillington		
Kippax & Methley		
Temple Newsam		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

1. The report will detail priority work carried out in the area over recent weeks.
2. The report will provide minutes relating to forums, partnership and sub-group minutes and minutes of Area Chairs.

Recommendations

3. Area Committee will be requested to note the report and raise any queries.
4. Area Committee is asked to consider and agree on a place based name for their new community committee.

1 Purpose of this report

- 1.1 The report will provide Area Committee with details of key issues and activities in recent months including project work and community engagement.
- 1.2 The report will provide Members with minutes relating to recent community forums and engagement activities, sub groups and partnerships and minutes of Area Chairs meetings.

2 Background information

- 2.1 The Area Committee provides a Business Plan that is updated throughout the year where actions are detailed against the Area Committee priorities. This report provides regular updates on some of the key activities between Area Committee meetings including project work, community engagement, partnership work, functions delegated to Area Committee, Area Lead Member roles and actions, integrated working and locality working.
- 2.2 The report will include relevant attachments such as forum and partnership minutes etc.

3 Main Issues

3.1 Thorpe Park:

- 3.1.1 The Thorpe Park Employment & Skills Working Group held its first meeting on 2nd April. The position statement taken to that meeting and the Terms of Reference are attached as **Appendix 1 and 2**.
- 3.1.2 Representatives of Scarborough Developments will next be invited to attend OE Area Committee for the October 2014 meeting.

3.2 Neighbourhood Plans

- 3.2.1 Garforth – The steering group doing the groundwork in preparation for launching a Neighbourhood Plan team is busy ensuring legal matters are in place, necessary funding sought and a comprehensive contact list in place. The public meeting to get expressions of interest for launching the Neighbourhood Plan team was to be held on 31 May 2014.
- 3.2.2 Kippax – Approximately 300 residents responded to the Kippax Neighbourhood Plan survey and 28 businesses sent responses out of the 71 businesses affected. Responses have been analysed to show key issues for planning matters, environment, highways, businesses, commerce and employment. There have also been responses from the schools and local heritage assets identified by Kippax Historical Society.
The group has drawn up a list of visions for Kippax which will be included in the plan. As it was the top matter of public concern, the group has decided to employ a consultant to look at the High Street and report back.
The group's next task is to write the first three chapters for the draft document covering the introduction, the NDP area and the neighbourhood development plan preparation process. The next meeting will be on 17th June.

3.3 Osmondthorpe Lane:

3.3.1 The roadworks scheme is now complete and includes improving and cleaning the drainage system, resurfacing pavements and the carriageway beneath the railway bridge. The road traffic signals at the bridge were part funded through Well Being and have been operational since 9th May 2014.

3.4 Main Street, Garforth:

3.4.1 Preparatory works have been carried out on Main Street but, due to the nature of pavement resurfacing works, this must be done outside business hours so as not to disrupt customer access. The works are scheduled for Sunday 1st June.

3.5 Area Lead Members

3.5.1 The meeting of the Area Lead Members was held on 7th May. It was agreed to continue regular updates with attendance by officers in addition to the Leads' on-going work. The Chair plans to invite Area Leads to update on any key issues at this meeting. The summary of the meeting is attached as **Appendix 3**.

3.6 Community Committees 2014/15 Update

3.6.1 Members will be aware of the Council's ambitions to improve the way it works and how decisions are made in local areas. Community Committees aim to encourage a new style of collaborative working with residents, services and partners.

3.6.2 The development of a new approach to build on the work of Area Committees to improve democratic leadership locally, and provide a more meaningful way of involving people in decisions that affect their local neighbourhood, has been approved by the Executive Board. It is anticipated that at the Council's AGM scheduled for 9th June 2014 will give formal approval for the establishment of Community Committees.

3.6.3 Through consultation with Members and officers, design principles have been agreed which will allow each community committee to operate in the way best suited to them and their locality, whilst abiding by the underpinning principles.

3.6.4 Work will continue to prepare for the proposed changes. This will include consideration of the engagement opportunities, improved communications and branding. If approved at the Council's AGM on 9th June, the first Outer East Community Committee will take place on 8th July 2014 when a more detailed report will be presented.

3.7 Community engagement

3.7.1 Latest community forums:

- Halton Moor (Tuesday 29th April meeting cancelled due to tragedy the previous day at neighbouring Corpus Christi College.)
- Minutes of the Cross Gates Forum (Wednesday 2nd April) attached as **Appendix 4**.
- Minutes of the Halton Forum (Thursday 1st May) attached as **Appendix 5**.

- Minutes of the Swarcliffe Forum (Wednesday 9th April) attached as **Appendix 6**.
- Minutes of the North Whinmoor Forum (Monday 14th April) attached as **Appendix 7**.
- The Kippax & Methley Forum (Wednesday 23rd April) was cancelled.
- Minutes of the Garforth & Swillington Forum (Thursday 24th April) attached as **Appendix 8**.

3.7.2 The proposed dates for the 2014/15 Outer East Forums are:

FORUM	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2015	FEB	MARCH	APRIL
Cross Gates		Wed 25 th June				Wed 8 Oct			Wed 7 th Jan			Wed 1 st April
Garforth			Tues 15 th July			Tues 21 st Oct			Tues 6 th Jan		Tues 31 st March	
Halton			Thurs 17 th July			Thurs 9 th Oct			Thurs 15 th Jan			Thurs 9 th April
H Moor			Tues 8 th July			Tues 7 th Oct			Tues 13 th Jan			Tues 7 th April
Kippax					Wed 17 th Sept						Wed 25 th March	
North Whinmoor			Mon 14 th July			Mon 6 th Oct			Mon 12 th Jan			Mon 13 th April
Swarcliffe			Wed 9 th July			Wed 15 th Oct			Wed 28 th Jan			Wed 8 th April

3.8 Area Chairs' meeting

3.8.1 The latest meeting was on 28 February 2014 and minutes are attached as **Appendix 9**.

3.9 Partnerships and Area Committee Sub Groups

3.9.1 **Environmental sub-group:** The meeting scheduled for February had to be cancelled and a date has to be set for the next meeting.

3.9.2 **Divisional Community Safety Partnership (DCSP):** A meeting was held on 8th April. The latest minutes for 13 February are attached as **Appendix 10**.

3.9.3 **Health & Wellbeing:** The Health and Wellbeing core group meeting was scheduled to take place on June 4th. The minutes will be presented to our next meeting.

3.9.4 **Traders' Meetings:** The minutes for the Kippax Traders meeting are attached as **Appendix 10-12**. The minutes for the Halton traders meeting is attached as **Appendix 13**.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The projects in sections 3.2 and 3.7 form the main part of the face-to-face community engagement strategy.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.

4.2.2 The main section of this report provides details of activities around community engagement and the delegation of environmental services to Area Committees that support this legal duty.

4.3 Council Policies and City Priorities

4.3.1 The proposals contained within this report contribute to the existing targets and priorities set out in the Council's Policy Framework in the following plans:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well Being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and value for money

4.4.1 There are no new resource implications contained in this report other than funding that has previously been agreed by Area Committee from its revenue budget.

4.5 Legal Implications, Access to Information and Call In

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for Call In.

4.5.2 There are no key or major decisions being made that would be eligible for Call In.

4.5.3 There are no legal implications as a result of this report.

4.6 Risk Management

4.6.1 This report provides an update on project work and key issues in Outer East. Any projects funded from the Well Being Budget or undertaken by the Area Support Team are risk assessed.

5 Conclusions

- 5.1 The report provides up to date information on key work and key issues for Area committee to consider. Members are requested to note the content of the report and raise queries relating to issues raised within the report.

6 Recommendations

- 6.1 Area Committee is asked to note the report and raise any queries.
- 6.2 Area Committee is asked to consider and agree on a place based name for their new community committee.

7 Background documents

- 7.1 There are no background documents.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.