

Councillors

**Legal & Democratic Services**

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19 February 2016

Dear Councillor

**COUNCIL – 24th FEBRUARY 2016**

Please find attached for your attention minutes that were not available when the agenda was despatched.

Please attach these papers to your agenda for the meeting.

Many thanks.

Yours sincerely



**Kevin Tomkinson**  
Principal Governance Officer

## SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

TUESDAY, 2ND FEBRUARY, 2016

**PRESENT:** Councillor J Procter in the Chair

Councillors J Bentley, D Collins, A Gabriel,  
P Grahame, R Grahame, M Iqbal, M Lyons,  
J Pryor, K Ritchie and G Wilkinson

### 68 Late Items

In relation to agenda item 8, the Board received an updated version of performance information that had been omitted from appendix 1.

### 69 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 70 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor A Khan. Notification had been received that Councillor R Grahame was substituting for Councillor A Khan.

### 71 Minutes - 12 January 2016

**RESOLVED** – That the minutes of the meeting held on 12 January 2016 be approved as a correct record.

### 72 Matters arising from the minutes

#### Minute no. 63 – Effective lettings and tenancy management

The Board acknowledged the need to consider issues in relation to public health.

### 73 Flooding - the role and impact on service areas within Environment and Housing

The Head of Scrutiny and Member Development submitted a report which presented a briefing on flooding and the role and impact on service areas within Environment and Housing.

The following information was appended to the report:

- Report to Executive Board dated 20 January 2016 – Storm Eva Recovery Plan.

The following were in attendance:

- Councillor Debra Coupar, Executive Member (Communities)
- Neil Evans, Director of Environment and Housing
- Helen Freeman, Chief Officer (Environmental Action)

The key areas of discussion were:

- Tributes were paid to the resilience of local residents and businesses affected by the flooding as well the vital response provided by frontline staff and volunteers.
- Clarification was sought regarding the lead department for flooding as Members acknowledged that this matter cuts across a number of directorates. The Board was advised that James Rogers, Assistant Chief Executive (Citizens and Communities) had been given the responsibility to lead a new Council Flood Emergency Management Team in direct response to the flooding at Christmas 2015.
- Clarification was sought about who to contact in case of flooding and reference was made to the Council's Flood Risk Management Team within Highways and Transportation service area to seek advice in the first instance. In the event of flooding, the public can contact the Council for advice on **0113 222 4407** (Monday to Friday, 9am to 5pm). However, in an emergency or outside of these hours, the contact number is: **0113 376 0499**.
- The Board identified a need to ensure a coordinated approach between the Environment and Housing and City Development directorates in relation to gully cleansing. Members noted that new software is expected to be operational from Summer 2016 to help address this matter.
- Members learned that the Council had 5 gully vehicles and 5 gully crews on each shift (20 posts), with existing vacancies currently in the process of being filled.
- The Board recognised the potential for future joint scrutiny working on this matter with the Citizens and Communities and City Development Scrutiny Boards.

**RESOLVED** – That the contents of the report and appendices be noted.

#### **74 Provision of Police Community Support Officers in Leeds**

The Head of Scrutiny and Member Development submitted a report setting out the Board's intention to consider its observations and recommendations in a statement to the Executive Board following its recent review of the provision of PCSOs in Leeds.

The following were in attendance:

- Neil Evans, Director of Environment and Housing
- Superintendent Sam Millar, Chief Officer (Community Safety)

Draft minutes to be approved at the meeting  
to be held on Tuesday, 22nd March, 2016

- Chief Superintendent Paul Money, Leeds District Commander, West Yorkshire Police.

The key areas of discussion were:

- Confirmation that the Executive Board will now be considering options in relation to the deployment of Council funded PCSOs at its March meeting.
- Confirmation that, although the policing budget for provision of PCSOs in Leeds had not yet been confirmed, an increase in the provision of fully funded PCSOs in Leeds was anticipated. Linked to this, the Board was advised that the current proposal was to provide at least one fully funded PCSO in every Ward.
- Clarification was sought regarding the types of activity linked to a demand led approach, which included, calls for service, crime levels and anti-social behaviour.
- Confirmation was sought regarding proposals for a new shift pattern arrangement for PCSOs.

**RESOLVED** – That the Board awaits confirmation of the policing budget for the provision of PCSOs in Leeds prior to formulating its observations and recommendations in a statement to the Executive Board.

## **75 Performance update**

The Director of Environment and Housing submitted a report which presented performance information relevant to the Board's remit.

The following information was appended to the report:

- Environment and Housing Performance Information, September 2015 (Housing)
- Environment and Housing Performance Information, December 2015 (Community Safety, Waste and Environment).

The following were in attendance:

- Councillor Debra Coupar, Executive Member (Communities)
- Councillor Richard Lewis, Executive Member (Regeneration, Transport and Planning)
- Neil Evans, Director of Environment and Housing
- Debra Scott, Head of Resources and Strategy, Environment and Housing.

The key areas of discussion were:

- The impact of the bedroom tax on rent arrears. The Board was advised that limited financial support was available through the discretionary housing fund.

- Issues associated with increased demand for council housing and lack of supply.
- The need to develop incentives aimed at encouraging tenants to switch from payment by cash to direct debit. The Board was advised about support provided by Leeds Credit Union to help tenants with online banking and managing budget priorities.
- Clarification sought regarding landfill figures for September 2015.

**RESOLVED –**

- (a) That the performance information contained in the report and appendices be noted.
- (b) That the Board be provided with clarification regarding landfill figures for September 2015.

**76 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Board's work schedule for the 2015/16 municipal year.

The following updates were noted:

- The Board requested further information about temporary housing, particularly the type of housing and where tenants were being housed.
- The Board sought clarification regarding potential implications of the West Yorkshire Combined Authority role and Devolution Agenda on local housing-decision making.
- The Board briefly discussed arrangements for a Special Meeting to consider the provision of PCSOs in Leeds.

**RESOLVED –**

- (a) That the work schedule be approved.
- (b) That the Board arranges a Special Meeting to consider the provision of PCSOs in Leeds.

**77 Date and Time of Next Meeting**

Tuesday, 22 March 2016 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 3.20pm)

**HOUSING ADVISORY BOARD**

**TUESDAY, 2ND FEBRUARY, 2016**

**PRESENT:** Councillor D Coupar in the Chair

Councillors B Anderson and K Ritchie

**Independent Representative**

Matthew Walker

**Co-opted Member**

David Glew

Jo Hourigan

**49 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

**50 Exempt Information - Possible Exclusion of the Press and Public**

There were no items identified where it was considered necessary to exclude the press or public due to the confidential nature of the business to be considered.

**51 Late Items**

There were no late items of business.

**52 Declaration of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

**53 Apologies for Absence**

Apologies for absence were received from: Councillor A Gabriel, Councillor S Hamilton, Councillor J Bentley, Ted Wilson, Andy Liptrot, Timothy Woods and Andrew Feldhaus.

**54 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held on 10<sup>th</sup> November 2015 were accepted as a true and correct record.

**55 Matters Arising from the Minutes**

Draft minutes to be approved at the meeting  
to be held on Tuesday, 26th April, 2016

The following matters arising/ actions from the minutes were highlighted:

Minutes No. 72 - Housing Leeds Capital Financial Position Period 2 2015/16

That a breakdown of housing works in each ward would be circulated to Members as it became available

It was reported that a Members portal was been developed to provide updates to Ward Members for Capital Works being carried out in their individual wards – Status Open, in progress

Minutes No. 26 - Key Welfare Changes and Preparations for Universal Credit

Provision of information following visit to Oldham to be brought to a future meeting and Chief Officer Welfare and Benefits to submit a report to a future meeting, including details of exceptions – A comprehensive report to be reported to HAB in April 2016 – Status Open, in progress

Minute No. 28 - Housing Leeds Customer Access Strategy

An update on this issue would be provided to the Board, together with details on how the differing age ranges of tenants could be addressed in terms of the best way in which to engage with the different groups – Information to be reported to HAB in February 2016 as part of the Customer Service Plan Update report – Status, closed

Minute No. 31 - Agenda Distribution

The Chair requested the situation be monitored and if delays continued to consider an alternative method of delivery. It was reported that no further issues had occurred. – Status, closed

Minute No. 39 – Matters Arising from the Minutes

Councillor Ritchie requested if he could be supplied with a Briefing Note as to how the Private Finance Initiative (PFI) scheme operated in Leeds.

The Head of Finance reported that the requested information had been supplied – Status, closed

Minute No. 40 - Voice of Involved Tenants across Leeds

Draft minutes to be approved at the meeting  
to be held on Tuesday, 26th April, 2016

Councillor Hamilton requested if she could be supplied with information about the funding of expenses to VITAL Members and the extent and cost of officer involvement

The Chief Officer Housing Management reported that the requested information had been supplied – Status, closed

Minute No. 42 – Housing Leeds (HRA) Revenue Financial Position – Period 6 – 2015/16

To provide to Members a breakdown of collection rates by the three different collection streams.

It was reported that changes were required to the IT systems to enable this data to be reported. – Status, in progress

Minutes No. 43 – Performance Report

To provide to Members additional performance information in order to give a more accurate assessment of performance across voids and repairs, and to better understand rent collection rates

Information to be reported to HAB in February 2016 as part of the Performance report – Status, closed

To provide to Members an evaluation of City – Wide Environmental Schemes.

The Chief Officer Housing Management reported that a methodology was being developed for evaluating the effectiveness of the environmental improvement programme and individual schemes. Further information to be brought back to the HAB at a later date – Status, Open in progress

Minute No. 46 – High Rise Project Update

That arrangements be made for the Board to visit the Clyde's and Wortley's high rise blocks.

The Chief Officer Housing Management reported that arrangements were be made to visit the area in April 2016 to see the benefit of the security / virtual concierge system and the intensive housing support model which will be more established by this time – Status, Open in progress

Draft minutes to be approved at the meeting  
to be held on Tuesday, 26th April, 2016

## Minute No. 47 – HAB Forward Plan

To receive an update from Mears at the next meeting.

Mears to provide an update to HAB in February 2016 – Status, closed

### **56 Presentation from Mears**

The Chair welcomed to the meeting Andy Wilson, Partnering Director (Mears Leeds) and Tom Finch, Head of Housing Contracts, Leeds City Council.

Mr Wilson thanked the Board for the opportunity for Mears to attend today's meeting and provide an update on the work undertaking by the company.

Mr Wilson explained Mears were responsible for Council house repairs and for the returning of void properties. He reported that each week 3,000 repairs were undertaken and 50 void properties were returned. Referring to repair performance he said first time repairs were currently above target at 98.9%. Under the previous contractor void performance was an average of 55 days for a returned property, currently Mears were currently achieving a turn round time of 30 days.

Referring to Customer satisfaction in repairs Mr Wilson said satisfaction rates were high 92% in Leeds South and 91% in Leeds West. Data on recycling, re-use & landfill showed that 98.9% of waste removed from properties was diverted from landfill.

In terms of the Mears workforce Mr Wilson said that since taking on the Leeds contract Mears had increased employment by 18%, currently 110 apprentices were employed with a 90% retention rate. It was also reported that a closer working relationship had been established with the Trade Unions.

Commenting on the Mears contract, Mr Finch reported that the contract had been extended by 4 years providing greater added value to Housing Leeds.

Referring to the letting standard, David Glew asked if he could be provided with a copy of the letting standards being used.

Mr Finch confirmed the requested information would be supplied.

In offering comment, Councillor Ritchie welcomed the information around apprenticeships.

The Chair thanked Mr Wilson and Mr Finch for their attendance and presentation commenting that the information supplied had been interesting and informative.

## 57 Customer Services Plan Update

The Director of Environment and Housing submitted a report which provided an update on the following:

- Progress with the delivery of Community Hubs through the Citizens@leeds agenda
- The progress made in the review of the Local Housing Offer to tenants.
- An update on the progress with regard to improving the quality of customer service and access to Housing Leeds tenants

Amanda Britton, Service Manager, Environment and Housing, and Lee Hemsworth, Chief Officer (Customer Access), Citizens' & Communities presented the report and responded to Members comments and queries.

The Chief Officer (Customer Access) provided an update on the Hub provision throughout the city. Details of the facilities available together with new closer working practices with Housing Leeds was highlighted

Detailed discussion ensued on the contents of the report which included:

- How to integrate Housing into the Community Hubs
- Tenants to have multiple issues addressed
- Rationalisation of housing assets

Councillor Anderson said he was aware that Scrutiny was looking into the Community Hub model.

In offering comment Councillor Ritchie welcome the development of the Community Hubs and the services on offer.

**RESOLVED** – To welcome and support the overall approach to developing Community Hubs

## 58 Update from VITAL (Voice of Involved Tenants Across Leeds)

The Chair introduced and welcomed Mick Dodds - Chair of VOLT (Voice of Older Tenants group) and Tracey McGarry - Lead on YAgI (Young Adults getting involved).

In providing feedback on issues affecting Council House Tenants, Ms McGarry said she had been a Council House tenant for 13 years and was a member of YAgI. She explained that Yagi was the first forum where young tenants could come along and participate, and provide feedback on all aspects of the Council House service.

Referring to recent gatherings of YAgI Ms McGarry said the group had discussed welfare reform and universal credit and what impact this would

have were issues which were important to young tenants. Ms McGarry said it was important for the views of young tenants to be heard. She said it was important that Housing Advisory Panels, YAgi, VOLT and VITAL all shared their views for the benefit of the council house community.

Referring to YAgi's involvement in assisting new tenants, she said the Tenants Handbook was important and very useful. Facebook and Twitter had also been used in providing a swift response to tenants on the simpler questions. In the near future YAgi would like to test out an application where tenants would be able to bid for properties.

Ms McGarry said the presence of YAgi at Community Hubs / One Stop Centres would be really useful, it would be an opportunity to reach out to Council house tenants to understand what was important to them and find out what's going on in the Community.

Finally, Yagi would like to work with Mears to discuss future opportunities for apprentices as part of a jobs and skills partnership.

In offering comment to Ms McGarry, Councillor Ritchie said thank you for coming. Your presentation was informative and your enthusiasm was inspiring. He suggested that Community Committees should be encouraged to play a greater role in getting information out to Council House tenants.

The Chair added to these comments by offering to write to the Chairs of Community Committees, and also to attend a Question and Answer session with young tenants.

Matthew Walker also referred to the presentation as inspiring. Commenting on Universal Credit, he suggested that more work needs to be done to communicate the information more effectively with all social housing providers. He also said that recommendations need to come forward which will assist tenants with Universal Credit.

The Chair thanked both Ms McGarry and Mr Dodds for their attendance and presentation commenting that it had been enthusiastic and informative and it had certainly been well received by Board Members.

## **59 Housing Leeds (HRA) Revenue Financial Position - Period 9 - 2015/16**

The Director of Environment and Housing submitted a report which provided an update on the revenue financial position for the Housing Leeds (HRA) service as at the end of December 2015.

Richard Ellis, Head of Finance, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Key variances to Income – Income projected to be £803K
  - Expenditure, particularly around disrepair provision projected to be £1,581K, £81K above the original estimate
  - Repairs budget projected to overspend by £696K
  - Net savings of £660K are projected in relation to employees: vacant posts, savings on training and occupational health
  - Savings of £284K projected in relation to premises costs
  - Right to buy sales (RTB) sales – 308 completed sales to end of December, total sales being projected at 410 to year end. Anticipated total sales could generate £18.8m
  - Collection Rates – 96.86% for dwelling rents, compared to the target of 98%
  - Arrears – Currently £6.7m compared to £5.8m at the end of 2014/15
- In offering comment Matthew Walker asked if there were any plans for a rent increase.

In responding the Director of Environment and Housing said at this stage there were no proposals to increase rents. Any shortfall would be made up by the use of reserves and the introduction of some service charges within sheltered housing schemes. He suggested there also may be a need to undertake a review of the long term Investment Strategy taking into account any impact arising from the Housing Planning bill

Jo Hourigan said that minimising any potential increase to tenants was important and suggested looking to housing partners with a view to gain additional income.

#### **RESOLVED –**

- (i) That the contents of the report be noted
- (ii) That a report reviewing the long term Investment Strategy taking into account any impact arising from the Housing Planning bill, be incorporated within the Board's Forward Plan

#### **60 HRA Capital Financial Position Period 9 2015/16**

The Director of Environment and Housing submitted a report which provided a financial position statement on the HRA Housing Leeds Capital programme at period 9 for the financial year 2015/16.

Richard Ellis, Head of Finance, Environments and Housing presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Housing Leeds Services and BITMO refurbishment programme
- Housing Leeds New build Programme & Other

Referring to the table on page 22 of the submitted report, Housing Leeds Capital Programme, David Glew suggested the table was really informative but could some of the categories be broken down into sub categories

In responding the Head of Finance, Environments and Housing said that works were currently ongoing to develop a system which would provide updates for Capital Works being carried out in a particular area which may include the information requested.

Referring to the Community Safety Programme, Councillor Anderson said the spend on the budget appeared to be down.

The Director of Environment and Housing said that slippage in CCTV works in the west of the city accounted for the low spend, it was not a case of loss of budget.

**RESOLVED** – To note the Housing Leeds and BITMO refurbishment programme and the Housing Leeds Council House Growth programme position at period 9, 2015/16.

## **61 Progress Update on the Council House Growth Programme**

The Director of Environment and Housing submitted a report which provided an update on progress in respect of the Council House Growth Programme, including: Acquisitions, new build and long term empty homes.

Lorraine Wright, Service Manager, Relationship Management, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The ambition of the City Council to deliver 1,000 new Council homes
- An update on acquisitions, new build and long term empty homes
- Budget position

In offering comment David Glew asked if there was any reason why the City Council could not buy from the private sector and bring those properties back into use

In responding the Director of Environment and Housing said it would not be in the Council's best interests to buy isolated properties. There was also an issue around income streams.

Jo Hourigan said there were a lot of family properties available in the East End Park area, the area had become unpopular, many residents wishing to relocate, as a consequence house prices were low.

The Director of Environment and Housing said it may be an appropriate time to review our long term investment strategy.

Referring to new build properties, Councillor Ritchie asked if these properties were being built to the Leeds Standard.

Officers confirmed all new build properties were built in accordance with the Leeds Standard.

**RESOLVED** – To note the progress to date on the Council House Growth Programme

## **62 Performance Report**

The Director of Environment and Housing submitted a report which provided a summary of the most recent performance data against the six Housing Leeds priorities and informed the Board of progress with the development performance measures and dashboards for each priority. It was reported that the purpose of the dashboards and extended range of performance measures was to give greater insight on matters that affected tenants and to help to put service performance into context.

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Priority 1 Dashboard – Environmental Improvement(Appendix 1 referred)
- Priority 2 Dashboard – Rents and Benefits, quarter 3 (Appendix 2 referred)
- Priority 4 Dashboard – Repairs (Appendix 3 referred)

Debra Scott, Head of Resources and Strategy, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Progress on Environmental Improvement schemes
- Improvements in rent collection and arrears performance in quarter 3
- Homeless preventions (1608 homeless preventions Oct – Dec 2015 78%)
- Temporary Accommodations (75 households)
- Re-Let Days
- Number of Void Lettable Properties
- Adaptation
- Repairs
- Capital Programme Effectiveness
- Annual Home visits
- Disrepair (Continued reduction in disrepair caseload)
- Further work being done to improve performance reporting

**RESOLVED –**

- (i) To note the most recent performance information relating to the Six Housing Leeds Priorities
- (ii) To note the progress being made to develop dashboards for each of the Six Housing Leeds priorities providing a range of both performance and contextual data to give a rounded view of performance

**63 Development of Sheltered Housing Support models with a particular focus on Extra Care Sheltered Housing**

The Director of Environment and Housing submitted a report which provided an outline of the progress being made with regard to the development of more flexible support models for older tenants.

The report also outlined proposals for the management of a new Extra Care sheltered housing scheme in Yeadon.

Juliet Duke, Service Manager, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Review of support models
- Development of extra care housing

**RESOLVED –**

- (i) To support and welcome the proposals for the development of the flexible support model and Extra Care Sheltered housing
- (ii) That a further update on proposed support models for older tenants be brought back to a future meeting of this board

**64 Tenant Mobility update**

The Director of Environment and Housing submitted a report which provided an update on the Tenant Mobility Incentive Scheme in terms of progress, timetable for implementation, monitoring and risk management arrangements

Amanda Britton, Service Manager, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The allocation of £195K to a new tenant mobility incentive scheme.

- Promotion of the scheme via a proactive marketing campaign and incentive payments
- A payment of £500 will be available to assist with removal costs and act as an incentive to relocate.
- Home Swap event has been arranged for 26<sup>th</sup> February 2016.
- Online registration available
- Eligible criteria included within the promotional material
- Implementation of the scheme

Commenting on the marketing and promotional materials David Glew suggested greater use of technology and the use of an application which would match tenants to properties.

Officers reported that such applications were already provided by external suppliers.

Mick Dodds suggested that the scheme may appeal to single elderly residents who may wish to transfer to a smaller property.

The Chair thanked Members for their comments

**RESOLVED** – To note progress and welcome implementation of the scheme

## **65 Housing Advisory Board Forward Plan 2016**

The Board considered the contents of the Housing Advisory Board Forward Plan for 2016

Having received contributions/ suggestions from Board Members at today's meeting, the following items be added the Boards' Forward Plan:

- Lettings Policy
- Long term Investment Strategy/ impact of Housing Planning bill
- Housing Standards (Lettings Standards and Leeds Standard)
- High Rise Housing

**RESOLVED** – That, with the inclusion of the above items, the contents of the Housing Advisory Board Forward Plan for 2016 be noted

## **66 Date and Time of Next Meeting**

**RESOLVED** - To note that future meetings of the Board will be arranged as follows:

- Tuesday 26<sup>th</sup> April 2016
- Tuesday 7<sup>th</sup> June 2016
- Tuesday 13<sup>th</sup> September 2016
- Tuesday 29<sup>th</sup> November 2016

Draft minutes to be approved at the meeting  
to be held on Tuesday, 26th April, 2016

- Tuesday 28<sup>th</sup> February 2017

All meetings to commence at 5.00pm in the Civic Hall, Leeds

## **NORTH AND EAST PLANS PANEL**

**THURSDAY, 4TH FEBRUARY, 2016**

**PRESENT:** Councillor N Walshaw in the Chair

Councillors M Harland, J Procter,  
B Cleasby, S McKenna, R Grahame,  
C Macniven, B Selby, P Wadsworth and  
G Wilkinson

### **136 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

### **137 Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items.

### **138 Late Items**

There were no late items.

### **139 Declarations of Disclosable Pecuniary Interests**

Cllr. Wilkinson declared an other interest in Item 12 15/06025/FU – Variation of condition 2 (approved plans) of planning permission 14/04558/FU to allow minor material amendments to the elevations and floorplans at Boston Spa Methodist Church, Boston Spa As he had met the applicant. He requested not to take part in the consideration of the matter. Minute 149 refers

### **140 Apologies for Absence**

Apologies for absence had been received from Cllr. Andrea McKenna.

### **141 Minutes - 7th January 2016**

**RESOLVED** – That the minutes of the North and East Plans Panel meeting held on 7<sup>th</sup> January 2016 be approved as a correct record.

### **142 Matters arising**

With reference to Minute 130 a verbal update on application 14/00575/FU – 56 The Drive LS15 was provided by the Deputy Area Planning Manager.

The Panel were informed that a practical completion certificate should be received by the end of February.

The back garden had been tidied and work had been undertaken to trees within the property.

**143 Application 15/05350/FU - Waste Transfer Station, Knowsthorpe Road, Cross Green Leeds, LS9 0NX**

Members had visited the site earlier in the day and plans and photographs were shown to Members during the meeting.

The application proposed the redevelopment of an existing waste transfer station. This would include the construction of an additional waste reception building, site officer and welfare building and weighbridge office, with associated hard-standing, drainage and ancillary works including the provision of staff parking within the site.

The application had been brought to Plans Panel at the request of Cllr. Ronald Grahame who raised concerns regarding environmental impacts and highway safety from the operation of the site.

The Panel were provided with a brief outline of the proposed site at Cross Green Industrial Estate as set out at 3.0 of the submitted report.

The Panel was informed that complaints had been received in relation to dust, odour and highway safety.

In relation to concerns raised in regard to highway safety the Panel were informed that part of Knowsthorpe Road was un-adopted and the applicant as part of the proposed redevelopment had committed to funding a Traffic Regulation Order (TRO) to resurface the road and to protect the junction of Knowsthorpe Road and Knowsthorpe Gate and provide yellow lines to restrict parking.

Photographs of the current site and plans of the proposed development were presented to the Panel. The presenting Officer explained the location of the proposed buildings and facilities for processing the waste and odour management.

The Panel were informed that the operator would focus solely on the production of Refuse Derived Fuel (RDF). The process of producing RDF was explained to the Panel including the packaging and wrapping of the RDF bales to reduce odour and pests.

Mr Ballam, MWP Planning spoke on behalf of Vehicle Bodycare Centre (VBC) a neighbouring business who had objected to the application on grounds of highways and environmental impact, the latter arising from dust and odour.

Mr Ballam informed the Panel that VBC had been at that site before Impetus had moved in. He went on to say that VBC had received numerous complaints from their many customers who included Mercedes, Volkswagon,

and West Yorkshire Police in relation to the dust on the vehicles and the odour both outside at the premises of VBC and inside the vehicles.

Mr Ballam informed the Members that VBC had requested;

- Pest control plans
- Traffic plans
- Odour plans

VBC were of the view that in relation to highway safety it was the number of vehicles travelling to and from site rather than the tonnage that was the concern.

Mr Ballam proposed that it be agreed at the Plans Panel that a meeting with neighbouring business should take place on a regular basis to discuss any issues.

In response to a question from the Panel Mr Ballam was of the view that the road needed repairing to cut down on the dust and an odour management plan needed to be in place. He said that it was common practice for waste companies to agree to meet with neighbouring businesses to discuss issues as they arise.

Mr Lee Searles – Enzygo Ltd spoke on behalf of Impetus. He informed the Panel that Impetus had offered to meet with VBC however the offer had not been taken up.

He went on to explain that Impetus had kept information flow going with VBC sending the full application to them which sets out how the redevelopment of the site would address the issues raised.

The application proposes a purpose built facility to house the odour control system.

The dust was an historical issue but would be addressed through Section 106 funds to resurface the road and the TRO would address highway safety issues.

He informed the Panel that no other businesses within the vicinity had made comments to Impetus.

In response to Members questions Mr Searles said;

- Active baiting was being used to rid the area of vermin
- 60 nests had been cleared
- Environmental Health had no complaints
- The dust had been caused by waste aggregates, but this was no longer recycled.
- They had been brushing the road but VBC thought this made situation worse
- The proposed new road surface would address the dust issue

- The site is accessed one way and exited another to address highway safety
- Vehicle movements had been discussed and agreed with Officers

Members were informed that the drawing up and signing of the Section 106 would normally be completed within 3 months. An assurance was given that the road resurfacing would take place as a top priority with passing places and yellow lines.

Officers clarified a number of points for Members including;

- Information at 7.1 of the submitted report
- Information provided by the Environment Agency
- The type of waste to be recycled at the facility
- If waste was sent to the facility by LCC
- Landscaping at the site

Members had also queried the fact that no travel plan had been submitted. The Highways Officer clarified that travel arrangements had been looked at, with most employees choosing to drive rather than use the bus. A cycle path and cycle park had been provided for those who wished to cycle.

In response to Members it was suggested that in relation to condition 23 – the external storage of bales - a review mechanism could be added as part of the planning condition.

**RESOLVED** – To defer and delegate to the Chief Planning Officer as set out in the submitted report subject to the conditions with;

- Condition 16 to be deleted
- Variation to condition 23 to include a review mechanism
- Add a condition of liaison arrangements

#### **144 Application 15/04603/FU - 18 Sycamore Avenue, Halton, Leeds, LS15 7RB**

This application was brought to Plans Panel by Cllr Hayden who was supportive of the scheme and considered the scheme to be an improvement on the original situation and had helped to address some anti-social behaviour issues.

Permission was sought retrospectively for the change of use of land to the side of an end terrace property to form an enlarged domestic curtilage. The area of land originally formed half of a wider access route which runs between No.18 and No.16 Sycamore Avenue.

Members were informed that land subject to this application had already been enclosed by timber fencing with a concrete gravel board to the base and supported by regularly spaced concrete posts. The application proposed a

height increase to part of the existing fencing around the Cross Street boundary to achieve a total height of circa 1.83m, same as the existing concrete posts.

Members had visited the site earlier in the day and noted the work that had been undertaken by the applicant at No.18.

Members were informed of officers suggested compromise whereby the boundary treatment is set off the centre line of the access lane so that should neighbours at No.16 wish to do something similar in the future an access route would be retained. The applicant was not willing to amend the scheme and had suggested that the remaining land be safeguarded to secure access.

Cllr. Hayden spoke on behalf of the applicant informing the Panel that she had been contacted by the MP Richard Burgon and asked to look into the matter.

Cllr Hayden informed the Panel that she was supportive of the scheme for the following reasons:

- When the applicant purchased the property she had been told that the land belonged to the property
- Land Registry shows the land belongs to the property at No.18
- A number of properties in Halton had done similar it seemed to be a feature of the area
- The fencing was of a good quality and fitted with the street scene
- Neighbours had commented positively that the access was cleaner, and had stopped anti-social behaviour
- Stopped tampering of the gas meter
- Stopped young people congregating

Cllr. Hayden informed the Panel that Public Rights of Way were of the view that the land had always belonged to No.18 but over time had become a right of way.

In response to Members the Panel was informed that based on the land registry map the properties were built in the 1930's.

The Panel was informed that the applicant had documentary evidence of proof of ownership. She did not have the documents with her at the meeting.

Mrs Wright attended the Plans Panel and informed the Members of her objections to the access route being fenced off.

Mrs Wright informed the Members that she had lived opposite No. 18 Sycamore Avenue for 50 years. She said that she was not aware of any vandalism and visitors to her property commented that the fence was an eyesore.

Mrs Wright said that the access had always been a right of way her concerns that the right of way could be lost if No. 16 chose to fence off the area surrounding their property

Legal advice was provided to the Panel on request in relation to 7.1, 7.2 and 7.3 of the submitted report about the right of way issues. Members were provided with information in relation to Public Path Extinguishment Order.

Members discussed the followed issues and how to proceed:

- Issues relating to the public right of way at 7.1, 7.2 and 7.3 of the submitted report
- Extinguishment Orders including time line and cost of the orders
- Legal aspect of land registry pre and post 1970
- Impact on the community

**RESOLVED** – To support the officer recommendation and refuse the application for the stated reason as set out in the submitted report.

**145 Application 15/04498/FU - Lidl Ltd, 144 Amberton Road, Gipton, Leeds, LS9 6SR**

The application proposed the demolition of the current Lidl food store and the erection of a larger replacement food store with associated parking, access and landscaping. The existing store measures 1,100sqm gross internal area and 881sqm net. The proposed store would measure 2,470sqm gross internal area and 1,424sqm net equating to an increase in net floor space of 543sqm.

It is proposed to utilise some Council land currently set out as greenspace to accommodate this larger store.

Members had been on a site earlier in the day, photos and plans were displayed at the meeting.

Members were informed of the following:

- The location of the proposed store close to residential area
- No negative comments from residents
- No adverse impact on nearby centres
- Development would include staff welfare facility
- HGV docking area
- Vehicular entrance will be from Amberton Road only
- Pedestrian access to the store from Oak Tree Drive via a dedicated link
- Landscaping around the development including measures to address the long rear elevation
- Assessment of greenspace provision and that the payment for compensatory provision would be achieved via a different mechanism than the Section 106 agreement
- Style of building including glazing, mono pitched roof, roof insulation, and position of air conditioning units to rear of the building

**RESOLVED** – To defer and delegate approval to the Chief Planning Officer subject to the completion of a Section 106 agreement to cover the travel plan monitoring fee and local employment and training initiatives and the

suggested conditions plus an additional condition to cover the detail of sustainability measures in the building to comply with policies EN1 and EN2 of the Core Strategy.

**146 Application 15/05849/FU - Former working mens club, Lincoln Green Road, Burmantofts, Leeds, LS9 7SR**

This application was presented to Plans Panel at the request of Cllr. Khan. The application by Heron Foods proposed the construction of a new local food store with associated car parking and servicing on the site of the former Working Mens Club, Lincoln Green Road, Burmantofts.

The Working Mens Club had been demolished and the site was vacant. The site is surrounded by low level fencing and walls. The site is located on the edge of the Lincoln Green local centre which contains a range of basic services. Residential properties are located in close proximity to the centre and a block of flats are located to the North and West of the site. St James' Hospital is also nearby.

Members were informed that a previous application had been withdrawn following concerns about highway access and also the potential encroachment into a corridor of land that may be required for future public transport improvements. Following consultation between the applicant, Council's Asset Management Section, Transport Services and Ward Members it is considered that these concerns have been addressed.

Members had visited the site earlier in the day and photographs and plans were shown at the meeting.

The Panel were informed that the proposal provided improvements to the junction and 15 car parking spaces. Deliveries would take place outside open hours because of access issues.

Officers were comfortable with the proposed site of the food store in relation to the four storey duplexes nearby. Assessments had been carried out and believed that there would be no impact on nearby businesses and proposed no compromise to highways.

The Panel heard from Mr Bullah the owner of Costcutter located in the Lincoln Green Centre.

He informed Members that the centre is owned by Leeds City Council and he paid half a million pounds in rent and rates. He had been at that location for 12 years and he provided a good service to the community.

Mr Bullah informed Members that he had been in consultation in relation to the viability of the Lincoln Green Centre. He said that the following concerns had been raised:

- No parking near the supermarket
- Invested £100,000 in the Post Office

- That the nearby junction was always busy
- Aldi is to build a Supermarket nearby on the former Renault site

Ms Bath on behalf of Heron Foods informed the Panel that Heron Foods wanted to invest in the Burmantofts area. The food store would provide 10 local jobs selling everyday foods. Heron foods would not unduly impact on the nearby centre as it does not sell cigarettes, alcohol, newspapers or provide postal services.

Ms Bath said that the store would be open by the end of the year if permission granted.

In response to questions about the junction she said that most people in the area do not own cars and would walk to the store therefore 15 car parking spaces were thought to be adequate, deliveries would take place for 1 hour when the store was closed so minimising any impact on the junction.

In response to a question on condition 5 regarding deliveries and potential noise nuisance, the Panel were informed that no objections had been received from Environmental Health or residents. Ms Bath said that Heron would be flexible with delivery times if concerns were raised.

The presenting officer highlighted conditions missed from the submitted report which would need to be added to deal with;

- Contamination
- Coal legacy issues
- Drainage

Members discussed the following:

- Delivery times – suggestion of review mechanism to include as part of Condition 5
- Air conditioning units need to be covered up and shielded to reduce noise and visual impact
- Revitalisation of the area
- Design of the building – suggestion that design could feature art work relating to the local area on the Beckett Street frontage

**RESOLVED** – To defer and delegate approval to the Chief Planning Officer in accordance with the officer recommendation as set out in the submitted report subject to further design improvements being agreed, an amendment to condition 5 relating to deliveries to include a review clause and additional conditions to cover contamination, coal legacy issues and drainage matters.

**147 Application 15/05529/FU - 41 Nunroyd Road, Moor Allerton, Leeds, LS17 6PH**

This application had been brought to Plans Panel at the request of Cllr. Sharon Hamilton. The planning reasons cited for the request were whether the proposals were harmful to the character of the building and the impact the proposals had on neighbouring occupants.

Draft minutes to be approved at the meeting  
to be held on Thursday, 10th March, 2016

Photographs and plans were displayed at the meeting.

The application sought planning permission to extend the existing property at two storey to the sides and part of the rear and a flat roofed single storey rear extension. The remaining roof forms would be dual gable features to the front with the two storey rear element having a hipped roof. The proposal was also to increase the height of the roof.

Members were informed that two previous applications to extend the property with a two storey extension to rear and both sides had been refused. Reasons for refusal were related to character and appearance, shading and over-dominance towards No. 43 Nunroyd Road.

The Panel were informed that the original plans had changed and an element at the rear of the property had been taken out so as not to impact on neighbours.

In response to a question the Panel were informed that the property did have a conservatory at the front of the property for which there was nothing on file. The conservatory was not felt to be sympathetic with the design of the property but no enforcement action could be taken against it. The property is set back from the road and hedging surrounds the front garden.

Members were told that there was sufficient parking on site for the size of the proposed property.

Three letters of objection had been received from neighbours and the impact on them had been carefully considered. Officers believe that of the two immediate neighbours No. 43 would suffer the most impact but this was not considered significant enough to refuse.

Members discussions included the size of the property and the layout.

**RESOLVED** – To grant permission to the application in accordance with the officer recommendations.

**148 Application 15/07027/FU - Land rear of Shoulder of Mutton Public House, Garmont Road, Leeds, LS7 3LW**

The application sought permission to build 7 residential units in the form of apartments on what was the beer garden of the former Shoulder of Mutton Public House. The land had been used by the Inkwel Organisation as part of their activities. This used ceased during 2014 and the land is now unused.

The proposal was for a modern design consisting of a three storey element located to the north of the site, (closest to the Inkwel building), dropping to a

single storey element which houses a roof terrace closest to the boundaries of properties facing St Martin's Road.

Members had visited the site earlier in the day, photographs and plans were displayed at the meeting.

Clarification was provided to the Panel that conditions would be added if granted requiring the submission of existing and proposed ground and finished floor levels.

Members were informed that no objection had been received from Flood Risk Management to the proposal subject to submission and approval of a drainage scheme.

A brief history of the site was provided for the Panel including information in relation to the previous applications which had been withdrawn.

The Panel were informed that the floor space provided in each apartment exceeded the national accepted floor space standards.

Members noted the cessation of use of the site by Inkwel Organisation which effectively removed the objection to the scheme on the basis that it was considered to be a community facility as recognised by Policy P9 of the Core Strategy.

The Panel heard from Wendy Callaghan and Mr Mackie who raised the following concerns:

- The design had not changed significantly and looked like a barn
- The design of the property would impact on the neighbouring properties
- Impact on the sub-station
- Destruction of greenspace
- Residents amenity affected
- Local residents not consulted
- Increase in traffic
- Discrepancies in planning information

Mr Mowat the agent for the applicant addressed the Panel saying that it had always been the intention of the applicant to develop the site. He said that the lease on the Inkwel building would end in July 2016. The lease for the sub-station had also ended.

The Agent told the Panel that the applicant would accommodate suggestions. The proposals already set out plans for a footpath and lighting. The design had sufficient car parking and no technical issues had been raised by Leeds City Council.

**RESOLVED** – To grant permission to the application in accordance with the officer recommendation with an additional condition requiring the submission of existing and proposed ground and finished floor levels

Draft minutes to be approved at the meeting  
to be held on Thursday, 10th March, 2016

**149 Application 15/06025/FU - Methodist Church, Spa Lane, Boston Spa, LS23 6AA**

This application sought to make small changes to the design of a house that was granted planning permission in February 2015. Minute 129 refers

The application had been brought to Plans Panel at the request of Cllr. J Procter due to concerns over the design.

Cllr. Wilkinson had advised the Panel of an other interest Minute 139 refers

A site visit had been undertaken by the Panel earlier in the day.

Photographs and plans including 3D drawings provided by the applicant were displayed at the meeting.

The Panel was informed of the changes as set out at 2.2 of the submitted report.

Members were informed of the following:

- Two years left on approved plans
- Car parking to remain the same
- Trees to be retained
- Land previously held by the church – the applicant had signed Certificate A to say he now owned it
- No representations received initial conservation objections through discussions and revised plans had been address

Members were informed of the conservation perspective with the Officer explaining that the new modern building best way to deal with the site as a more traditional build would need to be higher so detracting from the setting of the listed church.

Members discussed the following;

- The conservation of the site
- The changes being made
- Concerns about possible flooding
- Reference to house as a 'piece of architecture' as set out at 10.9 of submitted report
- Efficiency and sustainability of the proposed house

**RESOLVED** – To grant permission to the application in accordance with the officer recommendations subject to checking that the site would not flood in light of recent flood events and an additional condition to be added requiring details of the glazing and insulation to the house.

**150 Application 15/05600/FU - Scarcroft Grange, Wetherby Road, Scarcroft, Leeds, LS14 3HJ**

This application had been brought to Plans Panel on 7<sup>th</sup> January 2016 Minute 132 refers and had been deferred for some outstanding matters to be clarified.

The application proposed the erection of an agricultural building located within the Green Belt, on the edge of the village of Scarcroft. The application had been brought to Plans Panel by Cllr. R Procter who raised concerns relating to the size and scale of the barn to be necessary for the needs of this agricultural holding.

Members were informed that the applicant had agreed to position the door of the barn to the rear of the building. However, the applicant did not wish to change the roof of the barn to a mono pitched roof as he did not feel that it was in keeping with a rural area. The building had been reduced in height with a lower pitched roof.

Members were given clarification as to the access rights of a neighbouring property. The applicant had purchased the fields and had an agreement with the neighbours for legal rights of way. The Panel were also informed that there was a gated access.

Members were informed that a site visit had not yet taken place and the appeal was still pending.

Members discussed at length their concerns that the building as proposed could in future be changed to domestic use.

Given these concerns the Panel requested the submission of a legal agreement to restrict future conversion of the barn to a dwelling and linking the use of the barn to the land in order to prevent future severance.

**RESOLVED**– To defer the application for a Section 106 agreement to be secured as part of the application which ensures that the land is retained with the barn in future.

**151 Application 15/07233/FU - 23, Copgrove Road, Gipton, Leeds, LS8 2SP**

This was a retrospective application for an open porch to the front of No. 23 Copgrove Road.

The dimensions of the porch are:

2030mm(w)x1480mm(d)x 3800mm(h)

Members were informed that the height of the porch puts the application outside the scope of Permitted Development.

The Panel were aware that the applicant was an Elected Member of Leeds City Council and requested that a note be sent to Member Development Working Group regarding the need to avoid retrospective planning applications by Members as it sets the wrong example and is difficult for Panel to Deal with.

**RESOLVED** - To grant permission in accordance with officer recommendation subject to the condition set out in the submitted report.

**152 PREAPP/1500743 - Allerton House, Pelham Place Chapel Allerton, Leeds**

The purpose of the report was to inform Members of a forthcoming proposal for the development of a previously developed site located in Chapel Allerton town centre. The site had previously been the subject of planning permission for a Morrison's foodstore who had decided not to pursue the development.

Officers gave a brief introduction to Panel of the proposal and set out the main issue of the siting of the store as set out in the submitted report.

Representatives of ALDI and their consultants presented their proposals to the Plans Panel.

Members were informed of the following:

- Consultation undertaken with residents and local retailers
- Creation of 50 local jobs
- The store would be located to the rear of the site with the car parking to the front to reduce issues of theft and anti-social behaviour
- 77 car parking spaces
- Car parking would not be limited to customers of Aldi but for use by visitors to local shops, amenities and business
- The store would open between 8am until 10pm
- After local consultation the preferred building materials were stone in keeping with Yorkshire Bank nearby
- Transport assessments had been carried out including pedestrian access
- Store would be open during 2017

The Panel were shown three design options.

The Panel heard from Ian Collins on behalf of Chapel Allerton Neighbourhood Plan (CANPLAN) he expressed concerns in relation to:

- The demolition of Allerton House
- The use of the site for Aldi for solely retail
- The existing building could be used for mixed use including residential, retail and business. He explained to the Panel that he was an architect and had looked at this site as a potential mixed use scheme
- Requested that Members not be influenced by previous application
- A survey by the Chapel Allerton Residents Association showed that 85% of those surveyed did not want an Aldi on this site

The Panel in answering the questions raised within the officer report confirmed the principle of a retail development on the site was acceptable, and that they were satisfied that the layout presented by Aldi (i.e. store to the rear) was appropriate in urban design terms provided that an improved interface with the public realm was brought forward which could include improved landscaping. Also, that the boundary wall is high quality with stone required and that Members expressed a preference for the 3rd option (stone with pitched slate roof) in terms of the design of the store.

Panel also confirmed that the developers should provide a pedestrian refuge at the access road and that additional contributions should be sought towards improvements to the public realm for the benefit of Chapel Allerton town centre through a S106 Agreement. There was a question mark as to whether 77 car parking spaces was enough on the site but that a car park management plan would be required – the provision of car parking which was free for shoppers and which would act as a town centre car park was welcomed but there would need to be restrictions on the length of use to prevent it becoming a commuter long stay car park.

### **153 Date and Time of Next Meeting**

Next meeting will be held on Thursday 10<sup>th</sup> March 2016 at 1:30pm

## **Joint Plans Panel**

**Thursday, 28th January, 2016**

**PRESENT:** Councillor N Walshaw in the Chair

Councillors J Akhtar, B Anderson,  
D Blackburn, A Castle, B Cleasby,  
R Finnigan, C Gruen, P Gruen, M Harland,  
J Heselwood, A Khan, G Latty, T Leadley,  
R Lewis, C Macniven, A McKenna,  
J McKenna, S McKenna, K Ritchie,  
B Selby, E Taylor, C Towler, P Wadsworth  
and R Wood

### **13 Election of the Chair**

**RESOLVED** – That Councillor N Walshaw be elected as Chair of the meeting.

### **14 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors J Bentley, C Campbell, D Congreve, M Coulson, R Grahame, S Hamilton, M Ingham, E Nash, J Procter, R Procter, A Smart, C Towler and G Wilkinson.

### **15 Minutes of Meeting held on 16 July 2015**

**RESOLVED** – That the minutes of the meeting held on 16 July 2015 be confirmed as a correct record subject to the inclusion of Councillor E Taylor's apologies for absence.

### **16 Matters arising from the Minutes**

Members were given a verbal update following the introduction of the Community Infrastructure Levy (CIL). It was reported that there had been a slow start in receiving CIL payments and that many current developments were still under Section 106 agreements. Monies would be distributed through Community Committees, Town and Parish Council and Neighbourhood forums.

With regard to viability and the impact on schemes, updates would be included in committee reports when sums were known. There had been discussions with the other West Yorkshire Authorities and the Planning Advisory Service regarding methodology for viability appraisals. Reference was also made to optional standards and how they could be linked to viability. A Development Planning Document was to be produced which would give further guidance on these issues.

### **17 Planning Services Performance Report**

The report of the Chief Planning Officer presented performance information in relation to Quarters 1 to 3, 2015/16 where it was available.

The following issues were highlighted from the report:

- It was reported that there had been a slight increase in the number of applications than the previous year; however there had been a significant improvement in performance in terms of determination of applications in time.
- Planning Services was currently operating within budget.
- Pre-applications were working very well.
- There were currently over 750 live applications including 106 major applications. Leeds had a higher proportion of majors compared to other core cities.
- Decision making at Plans Panels. Members were informed of the number of decisions made by Panels and of officer recommendations that had been overturned. It was felt that the number of officer recommendations overturned was appropriate. With regard to the increase in regularity of City Plans Panel meetings, Members indicated that they would prefer to see current arrangements remain and cancel meetings should there not be any business to consider.
- Enforcement – Members were informed of formal enforcement action which had been taken which is higher than many other authorities..
- Staffing – Members were informed about a number of staff who were leaving the service shortly. These include Steve Speak, Deputy Chief Planning Officer; Martin Sellens, Head of Planning Services and Margaret Horton, Head of Customer Services who are all retiring at the end of March. Members were informed of the development of public engagement in the planning process during Margaret's employment and expressed their thanks with a round of applause. Thanks were also expressed to Martin and Steve for their contributions to Planning in Leeds.

In response to Members comments and questions, the following was discussed:

- Tribute was paid to all staff across Planning Services for the continued improvement in performance.
- The success of pre-applications in the planning process.
- Charges and income – Members were informed of the charges made for pre application advice..
- Members welcomed decisive enforcement action and use of enforcement powers but expressed some concern regarding retrospective enforcement action.
- Planning applications over 6 months that had not had a decision made – it was reported that most of these had agreed extensions of time and some were awaiting decisions because of a number of other reasons eg the New Generation Transport scheme.
- To Let Boards – it was reported that proactive monitoring and enforcement in relation to To Let Boards was due to recommence in Hyde Park and Headingley. Members expressed a view that they would like this to be considered in other areas.

**RESOLVED –**

- (1) That the report be noted.
- (2) That a further performance report be received in six months time.

## **18 Travel Plans in the Planning Process in Leeds**

The report of the Transport Development Services Manager presented the following:

- The current position regarding travel plan policy, purpose and approach in Leeds.
- Information on the Metrocard Developer scheme operated by the West Yorkshire Combined Authority.
- Proposals for an alternative approach to the promotion of travel plan measures in Leeds, especially in residential schemes which would need to be agreed with the West Yorkshire Combined Authority.
- How travel plans were contributing to changing travel behaviour and sustainable development.

In response to Members comments and questions, the following was discussed:

- What kind of scheme would be the most appropriate? – Suggestions included travel cards, car clubs and supporting electric powered vehicles.
- Trying to ensure employment for local people – whilst this could not be made a requirement under the planning process, local employment along with other factors such as home working and work travel outside peak hour were considerations.
- Metrocards – there were ongoing discussions to amend the scheme so that cards could be used by more than one member of a household. Concern that the Metrocard scheme was not giving value for money in areas where there was little public transport provision was expressed.
- Concern regarding the viability of the under use of the bus service provided following development of the Clariant site. It was recognised that this was currently under used but the service would require continued funding to ascertain whether the service would be viable and sustainable when the development was more built up.
- Development of a travel plan for Aireborough – it was felt that this was required due to the increase in housebuilding in an area that was not high in employment opportunities.
- Members were informed that should the revised approach to travel planning be endorsed, further thought would need to be given to how the changes would be implemented, how it would fit within the Community Infrastructure Levy and how to ensure off site contributions could be used effectively.

### **RESOLVED –**

- (1) That the report be noted.
- (2) That the revised approach to Travel Plan promotion in Leeds regarding a pot approach to travel plan promotions be endorsed.

## **19 Public Speaking Protocol**

The report of the Chief Planning Officer referred to the provision made for public speaking on planning applications at Plans Panels. Following a meeting of the Joint Member Officer Working Group in December 2015 a number of changes to the protocol had been recommended.

Main proposed changes to the protocol included the following:

- Increasing the time allowed for speakers on planning applications from 3 minutes to 4 minutes.
- Reducing the time for speakers on pre-applications to 10 minutes.
- Allowing public speaking on position statements.
- Allowing public speaking on all items where members were being asked to make a decision ( eg enforcement actions) but excluding appeals against non determination.

Further discussion included the following:

- Community Committee representations – these could be made by Elected Members as part of the public speaking arrangements or could be made in writing to be included in reports to Plans Panels
- Members welcomed the proposal to allow members of the public to speak on position statements.
- The role of the Chair in exercising discretion to allow speaking in a fair and reasonable manner.
- It was proposed that the revisions to the policy take effect from March 2016.

**RESOLVED** – That the report be noted and the revisions to the Protocol for Public Speaking be endorsed.

## **20 Housing and Planning Bill Update**

The report of the Chief Planning Officer informed Members of the progress of and the main measures outlined in the Housing and Planning Bill.

Issues highlighted from the report included the following:

- The Bill was currently progressing through the House of Lords and was due a further reading before it progressed to the Royal Assent stage..
- New Homes in England – Starter Homes and Self Build/Custom Housebuilding
- Planning in England and various measures being introduced
- Additional measures for the Secretary of State to intervene in the planning process.
- An amendment to the bill which could allow planning applications to be processed by other authorities and potentially the private sector. It was suggested that these designated people may be enabled to charge higher fees for a fast track service and there was a concern that this would reduce the democratic approach to planning.
- The use of a mediator in settling Section 106 agreements and the potential for exemption from affordable housing provision.

Members expressed concern regarding some of the proposals outlined in the Planning Bill particularly the potential for developers to be exempt from affordable housing and the impact it would have on the provision of social housing.

**RESOLVED** – That the report be noted.

**WEST YORKSHIRE JOINT SERVICES COMMITTEE  
THURSDAY 28 JANUARY 2016**

**PRESENT: Bradford**  
Councillor S Duffy  
Councillor V Slater

**Calderdale**  
Councillor A Collins  
Councillor A Miles

**Kirklees**  
Councillor A Pinnock  
Councillor K Smith

**Leeds**  
Councillor B Urry  
Councillor B Flynn  
Councillor P Grahame

**Wakefield**  
Councillor R Lund  
Councillor J Holmes

**51. APOLOGIES**

Apologies were submitted on behalf of, Councillors Hemingway and Swift and J Badger (Director of Finance & Property).

**52. CHAIR'S ANNOUNCEMENTS**

The Chair informed Members of the sad death Pat Sewell, senior archivist, with West Yorkshire Archive Service. Pat had been with the Archive Service for over 20 years and was a highly regarded member of the team. On the afternoon of the funeral, the Archive Service was closed so that all staff could attend that wished to do so.

**53. MEMBERS DECLARATION OF INTEREST**

No declarations were made.

**54. MINUTES**

**Resolved** - That the Minutes of the meetings of the Committee held on 3 December 2015 be signed as a correct record.

**55. EXCLUSION OF THE PUBLIC – EXEMPT INFORMATION**

**Resolved** – That the public and press be excluded from the meeting for consideration of Agenda Items 12 and 13 on the grounds that they are likely to

involved the disclosure of exempt information as defined in Part 1 of Schedule 12 A to the Local Government Act 1972.

**56. BUDGET STRATEGY AND ORGANISATIONAL DEVELOPMENT 2016/17 to 2019/20**

A report of the Business Manager outlined West Yorkshire Joint Services' budget strategy to manage budget reductions required by funding authorities. The Head of Commercial Services and Resources outlined the background to the report and summarised the savings that need to be made. Members were informed that the report is being heard in public so that staff can be aware of the planned four year strategy to achieve those targets. A number of sessions have been held for staff to ensure a fuller understanding of the figures which is being followed by further team meetings. The Officer updated on the robust monitoring process in place to ensure that income growth targets are met.

**Resolved** – (1) Members approved the budget and financial strategy for 2016/17 to 2019/20 as set out in the report and appendices including the need to deliver £938k of budget savings over the period.

(2) Members will receive a full progress review in September 2016 on progress towards achieving budget targets for 2016/17 and 2017/18.

**Reasons for the Decisions** – (1) The timescale for making budget reductions is such that action needs to be taken as soon as possible to ensure that a full year effect reduction s made in 2016/17. Regular review of the budget strategy is essential to ensure that amendments to the strategy are considered if there is a likelihood that targets will not be achieved.

**57. REVENUE BUDGET MONITORING 2015/16**

A report of the Business Manager updated Members on the in year financial position. The Resources Manger confirmed an overall forecast surplus against the revised budget which will be committed to reserves. The Manager reported that the surplus shown in resources is earmarked for the development of the website. The Business Manager updated on reasons for website development delays and explained there are still issues with communication which necessitation a fuller consideration of intranet provision to ensure the right investment is being made. Members were informed that commercial areas will continue to focus on growth and the Manager explained how forecasted deficits are being addressed and provided assurance that growth is achievable. The core service areas remain in a positive position and there has been no significant changes to the reserves position.

**Resolved** – (1) Members noted the projected out-turn position and the reserves position.

**Reason for the Decisions** – (1) To ensure Members are aware of the financial position of WYJS, the potential use of reserves, ongoing and future financial pressures faced by the service.

## 58. ANTI FRAUD AND BRIBERY POLICY UPDATE

The Resources Manager informed Members that the Anti Fraud and Bribery Policy was reviewed by the Governance and Audit Sub-Committee in September 2014. The Manager summarised the minor amendments that have since been made to the policy following an internal audit. Members were informed that policy awareness sessions have been held to ensure all staff are aware of the policy and what to look for and the policy is included in staff inductions. The Manager also confirmed that a whistleblowing policy is included in the WYJS employee handbook which is reviewed on annual basis. The Head of Commercial Services and Resources assured Members that a robust system is in place to support 'whistle-blowers' should any issues arise.

**Resolved** – Members approved the Anti Fraud and Bribery policy which will now be publicised to relevant parties.

**Reasons for the Decision** - It is important to review anti-fraud and bribery policies on a regular basis and to ensure that staff understand their responsibilities and operate accordingly.

## 59. MINUTES OF THE MEETING OF THE JOINT CONSULTATIVE COMMITTEE

The Business Manager submitted a copy of the Minutes of the meeting of the Joint Consultative Committee held on the 24 September 2015 for information. The Business manager updated on training and obligations around HR policies and awareness of the Disability leave policy.

**Resolved** – That the Minutes of the meeting of the Joint Consultative Committee held on 24 September 2015 be adopted.

**Reason for the Decision** – To ratify the Minutes of the Joint Consultative Committee.

## IN PRIVATE

## 60. ICT TRANSFORMATION UPDATE (EXEMPT UNDER PARAGRAPH 3)

A report of the Business Manager updated Members on work being undertaken to transfer ICT resources and infrastructure.

**Resolved** – Members noted and agreed the proposals outlined in the report.

**Reasons for the Decisions** – (1) To ensure that Members are aware of the ICT Transformation project and associated financial implications.

(2) The current ICT service and infrastructure was not sustainable in the future and so changes had to be considered to support the aspirations of the Service.

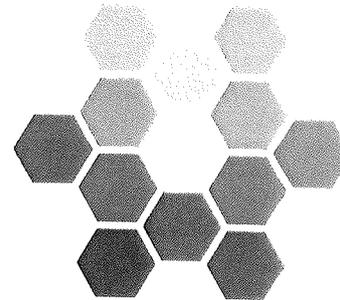
**61. ANALYTICAL SERVICES – REVIEW OF FUTURE SERVICE PROVISION  
(EXEMPT UNDER PARAGRAPH 1)**

Members considered a report of the Business Manager which provided details of the work done to review service provision in Analytical Services.

**Resolved** – Members noted and agreed the proposals outlined in the report.

**Reason for the Decision** – To allow speedy progress to be made to settle plans, and to give staff in the Laboratory certainty over their futures.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.



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Date: 12 February 2016

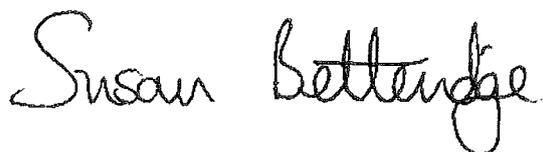
**To: All Members of the West Yorkshire Archives, Archaeology  
and Trading Standards Sub-Committee**

Dear Member

**WEST YORKSHIRE JOINT SERVICES COMMITTEE  
ARCHIVES, ARCHAEOLOGY AND TRADING STANDARDS SUB-COMMITTEE**

I am pleased to enclose for your information a copy of the minutes of the meeting of the Archives, Archaeology and Trading Standards Sub-Committee held on 28 January 2016

Yours sincerely



Business Manager Joint services



Certificate Number 125  
ISO 9001



**WEST YORKSHIRE JOINT SERVICES COMMITTEE  
ARCHIVES, ARCHAEOLOGY & TRADING STANDARDS SUB-COMMITTEE**

**THURSDAY 28 JANUARY 2016**

**PRESENT: Bradford**  
Councillor S Duffy  
Councillor V Slater

**Calderdale**  
Councillor A Collins  
Councillor A Miles

**Kirklees**  
Councillor A Pinnock  
Councillor K Smith

**Leeds**  
Councillor B Flynn  
Councillor P Grahame  
Councillor B Urry

**Wakefield**  
Councillor J Holmes  
Councillor R Lund

**30. APOLOGIES**

Apologies were submitted on behalf of Councillor Hemingway.

**31. CHAIR'S ANNOUNCEMENTS**

**GOOD FOOD BRADFORD**

Following the success of the Good Food Bradford project, Bradford Council have confirmed continued funding for 16/17. To date the initiative has worked with 140 takeaway businesses in Bradford, awarding 45 Gold Silver and Bronze awards for improvements in healthy cooking methods and options.

The initiative has also recently been recognised as a best practice model in the National Toolkit for Encouraging Healthier Takeaways in Low Income Communities. Officers will shortly be meeting with public health and Environmental Health in Leeds to discuss the potential for creating a similar model.

## **TACKLING ILLICIT TOBACCO PROGRAMME**

This programme is funded by the 5 public health teams across West Yorkshire and has been running very successfully for 2 years, tackling the increasing supply of cheap and illicit tobacco in local communities. To date continued funding for 16/17 of £30K per district has been confirmed with 4 of the 5 districts, with the meeting with Calderdale public health taking place in mid-February. There is every indication that the programme will remain a West Yorkshire wide initiative for the coming year, and support from public health is very positive.

## **ARCHIVE SERVICE COLLECTION WEEK**

The Archive Service will be closing for its new collection week commencing 21 March 2016. This is to enable in depth work on Local Authority collections to improve public access and to assist the councils in dealing with FOI requests.

### **32. MEMBERS DECLARATION OF INTEREST**

No declarations received.

### **33. MINUTES**

**Resolved** - That the Minutes of the meetings of the Sub-Committee held on 24 September 2015 be signed as a correct record.

### **34. LEGAL REPORT AND PROSECUTION FILE AUDIT**

The Head of Trading Standards summarised the prosecutions and other enforcement activity concluded by West Yorkshire Trading Standards Service between January and December 2015 and drew attention to the outcomes of the most interesting cases summarised in the report. The Officer provided an update on how costs are awarded and answered queries from Members regarding 'legal highs' and business advice.

**Resolved** – (1) Members agreed that the enforcement activity undertaken by Officers is necessary and proportionate, and enforcement decisions have been taken in accordance with the WYTSS Enforcement Policy.

(2) Members noted the results achieved in relation to prosecutions and legal actions.

**Reasons for the Decisions** – (1) The Service follows a published Enforcement Policy, which takes into account the statutory Regulators' Compliance Code and Home Office guidelines. Members need to be satisfied that any enforcement action taken is in accordance with the overall policy. Members should also be aware of the variety and complexity of investigations that officers are required to undertake in the modern trading environment.

(2) Prosecutions and legal actions are an important function of WYTSS and along with other interventions they are an important component of our overall strategy of maintaining a fair and equitable trading environment.

**35. WEST YORKSHIRE ARCHIVE SERVICE, KIRKLEES: PROPOSED CO-LOCATION AT HERITAGE QUAY, HUDDERSFIELD UNIVERSITY**

A report of the Business Manager updated Members on discussions regarding the relocation of Kirklees Archives. The Head of Heritage explained that current archival storage at Kirklees falls below the required standards and asked to Members approval to put forward a stage 1 HLF application to relocate within the Huddersfield university campus at Heritage Quay.

**Resolved** – (1) Members welcomed the proposal.

(2) Members approved in principle a round one HLF application being made in 2016 (to be submitted by Huddersfield University) and agreed to delegate authority to the Business Manager in conjunction with the Chair to agree to the detail of the application.

**Reasons for the Decisions** – (1) Current archival storage conditions do not meet required standards. The majority of the collections for Kirklees are held at Red Doles (Huddersfield). The National Archives (TNA) have repeatedly highlighted that this building falls considerably short of the Standard for Record Repositories. Therefore, a move to a purpose-built facility would provide archival accommodation that meets the required standards.

(2) Both the university and WYAS are keen to accommodate the Kirklees office of West Yorkshire Archives at the university as it would complement their offers, increase footfall and, for the university, generate a rental. Additionally, for WYAS it would provide much improved accommodation for the general public in Kirklees as well as superior archival storage.

**36. WEST YORKSHIRE ARCHIVE SERVICE (WYAS) PRESENTATION BY TERESA NIXON**

The Head of Archives provided a brief update on the main project, which is the West Yorkshire History Centre which will be based in Wakefield and is due for completion at end of February 2016. Members were informed that WYAS has the biggest archive repository outside London and it will take four months to move the collections once the drying out process is complete. It is hoped the new centre will open in in autumn 2016 and there will be chance for the committee to visit before the opening. The Officer also outlined some of the risks associated with the project.

Members received updates on other Archive Service developments, including the new library building in Calderdale where the Archive Search room will be re - located with purpose built strong room and potential re-location of the Kirklees Archive Service.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.

## ITEM 4

**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON FRIDAY 20 NOVEMBER 2015 AT WELLINGTON HOUSE, LEEDS**

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<b>Present:</b>	Cllr Peter Box (Chair)	-	Wakefield MDC
	Cllr Tim Swift (Dep Chair)	-	Calderdale MBC
	Cllr David Green	-	City of Bradford MBC
	Cllr David Sheard	-	Kirklees MC
	Cllr Judith Blake	-	Leeds City Council
	Cllr Stewart Golton	-	Liberal Democrat Representative (Leeds City Council)
	Cllr Andrew Carter	-	Conservative Representative (Leeds City Council)
	Cllr Stephen Baines	-	Conservative Representative (Calderdale MBC)
	Roger Marsh	-	Leeds City Region LEP
<b>In attendance:</b>	Cllr Keith Wakefield	-	Chair of WYCA Transport Committee
	Adrian Lythgo	-	WYCA
	Nick Winney	-	WYCA
	Angela Shearon	-	WYCA

### 49. Apologies for Absence

Apologies for absence were received from Councillors Keith Aspden, Chris Steward and Jeannette Sunderland.

### 50. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by members at the meeting.

### 51. Exclusion of the Press and Public

There were no items on the agenda requiring exclusion of the press and public.

## **52. Minutes of the Meeting held on 17 September 2015**

**Resolved:** That the minutes of the meeting of the WYCA held on 17 September 2015 be approved and signed by the Chair.

## **53. Leeds City Region Growth Deal Delivery and Budget Approvals**

The Authority considered a report which provided an update on the status of the Growth Deal budget for 2015/16 and seeking approval to Growth Deal funding packages for several programmes and projects scheduled to commence delivery in 2016/17.

### Growth Deal Delivery 2015/16

Members were given an update on delivery of the Growth Deal and noted the progress to date on projects such as the Business Growth Programme, capital investment in further education colleges, housing and regeneration projects and the Wakefield Eastern Relief Road.

It was reported that due to the risks and challenges involved in delivering a major capital programme such as the Growth Deal, unexpected changes had meant that some expenditure would not go ahead as planned in the current year, details of which were set out in paragraph 2.2 of the submitted report. The Investment Committee had, in recent meetings, examined progress in delivering the Growth Deal allocation for 2015/16 and had made every possible effort to identify replacement schemes where original plans had been delayed or amended.

Members noted that the Government had now provided clarification regarding the ability to spend Growth Deal funding on other projects. Confirmation had been received that it was permissible for Growth Deal funding earmarked for projects planned for the current financial year to be re-allocated to other capital projects in the knowledge that the equivalent sum would be available to add to Growth Deal resources in 2016/17. It was noted that the option to carry unused funding forward into 2016/17 was not permissible.

### Funding Recommendations: Leeds City Region Growth Deal 2016/17

It was reported that in preparation for delivery of the City Region's Growth Deal programme for 2016/17, the Investment Committee had considered, and recommended for approval, the following funding packages:-

- Access to Capital Grants programme – a new business support offer to encourage innovation and local supply chains and to help start-ups;
- Four new Skills Capital schemes to modernise Further Education Colleges in Bradford, Selby, Shipley and Wakefield;

- the Resource Efficiency Fund - a further new business support product to promote the more efficient use of energy, water and waste in the City Region;
- the Energy Accelerator - to fill a gap in the market and develop major energy efficiency and renewable energy projects to the point where they are investment-ready;
- the next stage of work on the Aire Valley Park and Ride scheme (part of the West Yorkshire plus Transport Fund) to proceed with procurement and land purchase.

Details of the schemes were set out in the submitted report.

Members discussed progress with work on the Wakefield Eastern Relief Road which would, in addition to the transport benefits, also open up land development opportunities and welcomed the recent extension to the concessionary fare offer to all 16-18 year olds which would particularly benefit those undertaking apprenticeships.

Members welcomed the very significant progress made in delivering schemes to date and noted that, including the schemes requiring approval above, the WYCA had to date authorised £76.5m of Growth Deal investments that by 2021 will have created 5,800 jobs, built 800 new homes, constructed 58,000m<sup>2</sup> of new commercial floor space and levered an additional £350m of private investment into the City Region.

**Resolved:**

- (i) That, subject to completion of the appropriate due diligence and confirmation of funding following the Comprehensive Spending Review, grant funding be approved as follows:-
- (a) £15.7m from 2016/17 to 2020/21 to support the Access to Capital Grants programme;
  - (b) £3.327m in 2016/17 to support the proposal from Wakefield College;
  - (c) £693,748 in 2016/17 to support the proposal from Selby College;
  - (d) £300,000 in 2016/17 to support the proposal from Shipley College;
  - (e) £250,000 in 2016/17 to support the proposal from Bradford College;
  - (f) £720,000 from 2016/17 to 2018/19 to support the Resource Efficiency Fund; and
  - (g) £640,000 in 2016/17 to 2018/19 to support the Energy Accelerator.
- (ii) That, should the applications for further EU funding for the Resource Efficiency Fund and Energy Accelerator projects not be successful, the Investment Committee be asked to re-examine the relevant business case(s).

- (iii) That progression of the Aire Valley Park and Ride project through Gateway 2, together with expenditure of up to £2.823m from Growth Deal transport funding, be approved.

#### **54. West Yorkshire Area Based Review of Post-16 Education**

The Authority considered an update report on the recently announced Area Based Reviews of post-16 Education.

It was reported that on 29 September 2015 a letter was issued by David Collins, the FE Commissioner, and Peter Mucklow, the Sixth Form College Commissioner, to Local Authorities, the Leeds City Region Enterprise Partnership and FE/Sixth Form Colleges announcing that an Area Based Review was to be undertaken of post-16 education in West Yorkshire, commencing in November 2015. The objective of the review would be to support the restructuring of the post-16 education and training sector by ensuring that education institutions are strong and resilient and meet the needs of young people, businesses and communities now and in the future. The following 11 further education and sixth form colleges have been informed that they will be in the scope of the review:-

- Bradford College
- Calderdale College
- Kirklees College
- Leeds City College
- Leeds College of Building
- Shipley College
- Wakefield College
- Greenhead College
- Huddersfield New College
- New College Pontefract
- Notre Dame Catholic SFC

Members noted that West Yorkshire Leaders had been consulted on the leadership, timing and geographical scope of the review and that a steering group had been established to undertake the review comprising of chairs and principals of the colleges, representatives from all 5 Local Authorities, the LEP, the Regional Schools Commissioner, Further Education Commissioner and Sixth Form Colleges Commissioner, funding agencies and the Department for Business, Innovation and Skills. The group would be chaired by Cllr Green in his capacity as Deputy Chair of the LEP's Employment and Skills Panel and Chair of the Authority's Investment Committee.

Councillor Green reported that he had met with the FE Commissioner, David Collins and had stressed the fundamental principle that the review should be founded on the Strategic Economic Plan and the Skills Plan and its priority should be to arrive at the best outcome for the area. The FE Commissioner had, however, made it very clear that the intention of the review was to rationalise provision and realise savings.

Members discussed the negative impact that this would have on the quality of further education provided in West Yorkshire, particularly on top of the government cuts to funding which had already taken place. It was recognised that further education gives those young people leaving school without the necessary skills to succeed in the labour market, a chance to acquire those skills and also provided an opportunity for more mature students to re-train.

Members considered that it would be beneficial to review sixth form provision in schools at the same time as reviewing FE college provision whilst recognising that, as school sixth form provision was covered by the Department for Education rather than the Department for Business, Innovation and Skills (who are leading the review), this may not necessarily happen.

It was reported that a letter would be sent to the Secretary of State for Education requesting that a moratorium be imposed on changes to sixth form provision until the steering group had concluded the review and reported back. It was understood that the final report of the Group would remain confidential, although an Executive Summary would be published.

Dates had been scheduled for the steering group to meet between November 2015 and March 2016.

**Resolved:**

- (i) That the review of Post-16 Education be noted.
- (ii) That a further report on the review of Post-16 Education be submitted to a future meeting of the Authority.

**55. Leeds City Region Strategic Land and Assets Board**

The Authority considered a report on the establishment of the Leeds City Region Strategic Land and Assets Board.

It was reported that in March 2015 it had been agreed with the government that a Joint Leeds City Region Assets Board would be established with the Homes and Communities Agency (HCA) to jointly consider and make recommendations on the use, re-use and disposal of public sector land and assets, including rationalisation of the public estate. The aim of the Board was to identify suitable public sector land for development, taking a strategic view on the use of surplus public sector land whilst seeking to maximise the delivery of the LCR Strategic Economic Plan objectives and targets; particularly housing and economic growth.

Initially work would focus on mapping and considering land and assets from Network Rail, Highways England, NHS Trusts, Homes & Communities Agency and government departments such as the Ministry for Justice and Ministry of Defence, but with a view to considering the inclusion of Local Authority land and assets in due course.

The Board would report to the WYCA Investment Committee on land and asset acquisition proposals; although policy and strategy issues would continue to be reported through the WYCA and LEP Board. It was proposed that a principle be established that the WYCA/LEP has first right of refusal on buying land and assets.

**Resolved:**

- (i) That the key issues and principles raised in the submitted report with regards to the establishment of a Leeds City Region Strategic Land and Assets Board be noted.
- (ii) That proposals for the Leeds City Region Strategic Land and Assets Board to replace the existing LCR HCA Board, and to hold its first meeting in February, be noted.
- (iii) That authority be delegated to the Head of Economic Strategy, in liaison with the West Yorkshire and York Investment Committee, to finalise and agree the Terms of Reference for the City Region Strategic Land and Assets Board in liaison with the Homes and Communities Agency, and to report the Terms of Reference back to the WYCA at a future meeting.
- (iv) That the operations and activities of the Leeds City Region Strategic Land and Assets Board be reported back to future meetings of the WYCA on a periodic basis.

**56. Organisational Development**

The Authority considered a report on management arrangements for the Leeds City Region Enterprise Partnership (LEP) Loans.

It was reported that in 2011, the Government announced the Growing Places Fund (GPF) to help deliver the key infrastructure required to promote economic growth, create jobs and build homes. At that time, Leeds City Council were nominated by the LEP to act as the accountable body for managing the fund, with the LEP taking a strategic role in deciding how best to direct funds.

The third round of funding provided LEP loans of between £500k and £1m to businesses to invest in capital projects. Members noted that the loan fund was only able to be used to provide loans where there was no possibility of private finance being used and inevitably this meant taking on projects with a significant degree of risk attached to them; although assessment of risk was undertaken as part of project appraisal and, wherever possible, risk mitigation and security taken.

Members noted that the WYCA had now taken over the role of accountable body for funding received post 1 April 2015 and consequently the arrangements for managing LEP loans would need to be re-considered. It was proposed that the existing loans, issued when Leeds City Council were the accountable body, should continue to be

managed by them and monitored by WYCA but that WYCA should take on full responsibility for issuing any new loans made by the LEP through its LEP Loan Fund.

**Resolved:** That the West Yorkshire Combined Authority becomes the accountable body for new loans made from the LEP Loan Fund and monitors the existing loans previously made on behalf of the LEP by Leeds City Council.

**57. Appointment of Managing Director**

The Authority considered a report detailing the recommendations of the Recruitment Panel regarding the post of Managing Director for the West Yorkshire Combined Authority.

It was reported that, following a process of advertising, shortlisting and interviewing, the Recruitment Panel were recommending, for approval by the Authority, the appointment of Ben Still to the post of Managing Director on the terms previously agreed and as advertised for the post.

**Resolved:** That Ben Still be appointed to the position of Managing Director for the WYCA.

**58. Minutes of the meeting of the West Yorkshire & York Investment Committee held on 6 October 2015**

**Resolved:** That the minutes of the meeting of the West Yorkshire & York Investment Committee held on 6 October 2015 be noted.

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