

**MINUTES
OUTER WEST AREA PANEL MEETING
5.30pm at Westfield House
Wednesday 12th August 2009**

Attendees:

Area Panel Members

Kevin Sharp (Chair)
Brian Falkingham (Vice Chair)
Margaret Rimington
John Willshaw
Cynthia Ramsden

Officers:

Sharon Guy – Neighbourhood Housing Manager Wortley
Lee Wright - Customer Involvement Manager
Graham Little – Environmental Services Manager
Mick Parker - Housing Services Manager
Claire Smith - Tenancy Enforcement Officer
James Petrie – Neighbourhood Planner
Mary Kerr – Administration Officer (Minutes)

Action

1.0 Apologies for Absence:

1.1 Councillor Richard Lewis, Councillor Joseph Marjoram, Derrick Armitage.

2.0 Minutes of the Previous Meeting Held on 10th June 2009:

2.1 The minutes of the previous meeting were **agreed** as a true record.

3.0 Matters Arising:

3.1 Arising from Item 3.1 Customer Involvement

Stephen Towler stated he has approached Armley Juniors to enquire if a young person would be interested in coming to observe the meeting in the hope of encouraging them to join as a panel member.
There has been no response received to date.

Arising from Item 4.2 Walkabouts / Tenant Inspections

KS asked whether the meeting had taken place.
SG enquired who was meant to attend the meeting.
KS commented it was meant to be arranged with PP, SG, ST and Tenancy Enforcement.
SG said as far as she is aware the meeting has not taken place. SG to chase up.

SG

Arising from Item 5.0 Environmental Issues

A query was raised regarding the figures given for tree maintenance.
GL went over this and clarified the figures given are correct.

Arising from Item 6.1 Capital Programme Update

JW enquired if there was any capital works planned to be done on the Heights estate and RL enquired the same regarding the Waterloo Estate.
RM sent notification that at the present time there are no capital works planned on the Heights Estate or to the properties on the Waterloo Estate.

Arising from Item 6.2 Area Panel Update

May 2008 Bids

- AP17 – Heights East and West fencing bid
KS enquired if the price of the fencing has been reduced due to less meterage.
JP mentioned the price could be +/- £1000.00 as there is not much difference (about 50mtrs) between the original meterage and the new meterage. This also depends on the cost of steel prices.

October 2008 Bids

- APO5 – Tarmacing over the cobblestones at Brookleigh
KS stated that the cost for doing this work seems quite high.
JP explained the cobblestones once taken out needed to be removed from site and this also included pining. JP has a breakdown of the costs. This is to be presented to panel at the October meeting.
- APO133 – Removal of outhouses on Farrowes
JP mentioned due to the need to arrange a meeting with the leaseholders in this scheme, this has been placed on hold.

JP

JP

Arising from Item 6.3 Area Panel Bids

May 2009 Bids

- AP2-09 Notice board for Neighbourhood Action in Farnley
KS mentioned when this bid was initially presented to the panel the funding required was for £1500.00. Panel members felt this cost was high for a notice board and requested for other quotes to be given.
JP presented this bid in June with a cost of £695.00. Panel members approved this amount. Panel were informed that due to an error by the admin of the company approached an incorrect quote was given. The delivery and installation price had been omitted. The correct quote should have read £1200.00. JP enquired if panel members could approve the extra funding required which would total £505.00.
KS enquired if the panel members would like other quotes to be gained or would the extra funding be approved.
Panel members **approved** the extra £505.00 funding required.

Arising from Item 7.1 Cohesion & Diversity Team

KS enquired what are the team hoping to achieve through the two events to be held.
LW said the aim for these events is to bring different age groups together within the Outer West Area.

4.0 Customer Involvement

4.1 Update

LW went over the report and the following points were noted.

Recognition and Funding of Tenant & Residents Associations

To date 9 of the 10 TRA's within the Outer West area have successfully met the criteria and have been awarded an Annual Support Grant totalling £1,575.00

between them.

The 10th TRA has posted the form but has not been received to date.

LW commented that a new Tenant and Residents Group is in the process of applying for recognition and funding. This will be the Whingate Tenant and Residents Group.

Diverse Community Fund

This has now been launched.

This new initiative is aimed at enabling and encouraging TARA's and Area Reps to increase involvement of the diverse communities they represent. Groups can bid for a grant up to a maximum of £500 to carry out new activities or projects which meet the funds aims.

Customer Training Programme

Meetings are being held with training providers and other partners to put together a Customer Training programme based on the priorities identified from the survey.

The first part of the training programme is to run from mid September to the end of November 2009.

Tenant Inspection Programme

A review of the Tenant Inspection process across all areas has taken place.

Meetings of Tenant Inspectors took place in March and April and their recommendations are now being implemented.

These seek to expand the areas that are inspected, introduce an element of Mystery Shopping and ensure that activities are spread amongst all Tenant Inspectors.

A tenant and residents inspection will be taking place on the 13th August 2009.

Members were asked to note the contents of this report.

The contents of this report were noted.

4.2 Walkabouts / Tenant Inspections

SG went over this and the following points were noted.

16 walkabouts/tenant inspections were planned for Wortley but due to staff shortages only 12 were done.

15 walkabouts/tenant inspections were planned for Pudsey of which all were completed.

Tenant inspectors who did the walkabouts/tenant inspections were Brenda Mann - Calverly, Chris Wilkes – Daleside Road & Swinnow and Joyce Ives - Farsley.

SG mentioned that two more took place on Brook Lane and Stonecliffe's but will need to inform at next meeting who did those inspections as they have not been included on the list.

SG

4.3 Community Partnership Agreements

JP went over the Community Partnership Agreements and the following points were noted.

A meeting regarding the CPA's will be held next Friday which will enable some results to be seen.

Litter / Rubbish

Improve estates cleanliness – A Junior Warden scheme is being looked into to be rolled out over all ALMO's. Update will be given when available.

Education, Raise Awareness – Kevin Bradbury team to deliver brief and assist in marketable delivery of education.

JP

Car Parking

Legal process being sought, therefore all car parking is on hold until clarification is received.

JP met with Councillor Carter who has mentioned the possibility of match funding car parking schemes pending on the outcomes of our investigations and whether the scheme is viable or not.

Update to be given at next area panel meeting.

JP

Decency

There was no information to update.

Address Under Representation

Increase the number of tenants under 45 consulted – New methods of communication for all tenants who have emails and text.

Increase the number of BME customers consulted – RM and JP to correlate tenant information and work on a visit programme.

LW stated that more progress had been made regarding the above but has not been reflected here.

A Diversity Forum is planned in the near future.

JP to clarify and inform area panel members of the update.

JP

5.0 Environmental Issues

5.1 GL went over the report and the following points were noted.

Grounds Maintenance

A survey to seek customer views in regard to the grounds maintenance service group has now commenced and the results of this are due to be available by the 20th August 2009.

The proposals arising from the above consultations have suggested the following:

- Reduce height of cut from 2" to 1"
- Remove the enhanced specification from sheltered complexes and cut all sites to the same frequency
- Cut grassed areas a minimum of 13 times each year with option for 2 additional cuts if budgetary resources permit
- Cut shrub beds a minimum of twice a year (specification may only be once with option for a second cut)
- Assess costs for removal of clippings from sites
- Explore possibility of specific equipment being utilised, eg, cylinder mowers in place of rotary to improve quality.

GL enquired if the panel members agreed with the specifications reflected.

Panel members agreed.

Estate Maintenance

GL went over the charts and explained them in detail.

Targeted environmental works will be undertaken by the Environmental Estate Caretaking Teams in the Outer West Panel Area. This is proposed to commence on the 17th August.

Due to lack of resources the aim is to spend a week focusing on the really bad areas to improve them. This will be done as a trial for now.

The Housing Office will follow up with inspections after completion of areas.

GL mentioned that a week is being planned for Wortley area. SG will be providing the areas to be done.

Once the work has been completed the Inspectors will go out to grade the work.

Feedback will be given at the next meeting of the success.

GL

A question was raised about how the grading system is done.
KS mentioned it is worked on a numerical system from 0 – 3.
0 – Perfect, 1 – Good, 2 – Fair and 3 – Poor.
KS enquired what will be brought to the next panel meeting.
GL said could do one that reflects August and October (before and after) as that will make it easier.
It is hopeful that the HUB will be working by October.

Building Cleaning

GL mentioned that Gamble Hill Grange has a low quality standard. To improve this an extra mobile team will be placed there to help bring it up to standard with the other buildings.

Tree Maintenance

The current expenditure for the Outer West area is as follows:

Orders since June	Total Expenditure to date
Pudsey - £1,448.00	£ 3,422.00
<u>Wortley - £4,629.92</u>	<u>£ 8,132.84</u>
Total = £6,077.92	£11,554.84

The total expenditure to date for the ALMO to date is £81,479.22 which leaves a balance of £84,000.78.

Performance Report Environmental and Estate Management.

10% sample check of Communal Cleaning (flats / offices) – this was a cause for concern but GL stated that due to staff absence this was not able to be completed.

% of Complaints responded to within 10 days – this result of action required was due to the relevant information not being dealt with on time causing late responses.

Environmental Schemes / Groundwork

GL mentioned the Environmental Services team are presently involved in:-

Identification of the 3rd masterplan area on the Bawn Estate – proposals to be developed for July to September 2009. This will include the Nutting Grove area.

Progression of funding bids to support Junior Warden Youth projects on the Bawn and Gamble Hill Estates.

JW enquired what is the Junior Warden Youth Project.

GL stated it is to teach the youth to be more environmental focused.

Members were asked to note the contents of this report.

The contents of this report were noted.

6.0 Revenue and Capital Expenditure

6.1 Capital Programme Update

KS mentioned that RM will be giving a list for the October meeting of the proposed schemes to be done.

6.2 Area Panel Update

April 2009

- AP14-09 - Increasing the car parking area facilities on Bawn Approach
The value for this bid is £26,889.00.
JP mentioned this scheme is still **on hold**.

RM

- AP18-09 - To provide car parking at Tong Drive
The value for this bid is £15,000.00.
JP mentioned this scheme is still **on hold**.
- AP30-09 – Fencing New Street Grove
This work has been started with a proposed completion date of the 14th August.

June 2009

- AP75-09– Pathways on The Gardens
This work has been completed.
A consultation will be carried out enquiring from the residents if they are satisfied with the works that have been done.

JP

6.3 Area Panel Bids

August 2009 Bids

- AP12-09 - Conservatory to be installed on Rycroft Green
The value for this bid is for £15,999.00.
BF declared an interest and left the room while this bid was discussed. This bid was a resubmission where changes were made that would be suitable for the scheme to proceed. The concerns and queries raised by officers and panel members were noted and rectified in the design. The concern was raised about if this is passed it could open up for other bids to come in for the same thing.
A response was given that each application would need to be judged for its merits.
A query was raised who would benefit from this being done. Would it be used by the other blocks in the area.
The reply given was that this was a sheltered scheme so would benefit the residents of the block.
JP to send a copy of the design to panel members.
This bid was **approved**.
- AP16-09 - Fencing to be placed around Gamble Hill Croft & Grange
The value for this bid is £24,622.00 for minimal individual fencing (as close to the blocks as possible) or £42,633.00 for fencing (including a grassy area).
This bid was resubmit with the two options mentioned above.
The panel members felt that fencing off the two blocks would not achieve any purpose.
This bid was **refused**.
- AP21-09 – Removal of free standing canopies at Gamble Hill Grange and Croft
The value for this bid is £1,500.00.
The panel felt that removing the free standing canopies would not achieve the bidders proposal to deter the youth from congregating at the entrance.
This bid was **refused**.
- AP89-09 – Demolition and removal of bin stores to rear of 163 – 173 Heights Drive
KS and JW declared an interest and left the room while this bid was discussed.
JP mentioned he has visited the site in question and spoken to the residents who have said they do not want these removed.
The residents take good care of these bin stores and they are well used.

JP

There are bin stores further down however which are in a bad state of disrepair therefore believes incorrect information was provided initially. This bid was **refused** due to the information provided.

- AP94-09 – Provision of fencing to the front of Claremont Grove
The value for this bid is £4,500.00.
The bidder states he would like this to be fenced off due to dogs fouling on the grass area and also restrict access to unwanted visitors.
JP mentioned that he feels there are other options that can be enforced besides fencing this off.
SG stated that fencing this area off will not really achieve any purpose due to there being many access routes in this area. Panel members agreed.
This bid was **refused**.
- AP95-09 – Removal of flags, provision of bollards and placement of signage to Greenside
The value for this bid is £865.00.
The original bid was to remove all the flags and tarmac due to flags being constantly broken due to vehicles going over them. This bid was amended with the bidders permission to include the removal and replacement of flags underpinning them where needed, the placement of bollards to prevent vehicular access and signage to inform visitors of their obligation to parking and access.
This bid was **approved**.
- AP96-09 – Supply and fit metal handrails on the Gamble Hill Estate.
The value for this bid is £3,727.00.
This bid is for handrails to be placed on numerous areas of the estate where there is consistent pedestrian use. This scheme would also enable residents who have varying levels of disability to use them.
JW enquired if the cost included repairs to the steps that are damaged.
JP said no as feels handrails would be sufficient to enable the residents to use the steps. The steps themselves would be a maintenance issue.
This bid was **approved**.
- AP112-09 – Funding for the Armley Juniors Project
The value for this bid is £5,000.00.
A query was raised as to where the other funding given is from.
£1,900.00 was match funded and £1,000.00 was raised through a variety of in house activities giving a total of £2,900.00.
The panel members stated they would like to see a report of how the previous funding approved in May 2008 has benefited this project.
It was requested that GB could attend the October meeting to provide the area panel members with the information required.
It was mentioned that there was information given that had been omitted when presenting this bid.
MK to send this information out to all panel members.
This bid was **approved**.
- AP115-09 – Funding for Multiple Tenant Training Sessions
The value for this bid is £2,000.00.
LW declared an interest and left the room while this bid was discussed.
Panel members would like updates and evidence will need to be provided of how the funding has assisted the training sessions.
This bid was **approved**.

MK

LW

- AP132-09 – Funding for improvements to the walkways around the Gamble Hill multi storey blocks

The value for this bid is £23,500.00.

This has been match funded from the Environmental budget to the value of £23,500.00.

The original total for this bid was £47,000.00.

Due to cost funding to do the walkways by Gamble Hill Grange is being requested.

It was mentioned that there are 98 tenants and 1 leaseholder in this block.

This bid was **approved**.

KS requested a final figure for the bids that have been approved this meeting.

A total of **£51,726.00** was given as being approved this meeting.

KS mentioned that a meeting is to be arranged regarding a query on fencing and car parking bids as with the current budget this is not able to be done via area panels.

7.0 Any Other Business

7.1 Election of Chair and Terms of Reference

The Terms of Reference was given to all panel members for their information.

SG said there had been only one expression of interest for the position of Chair to the Area Panel.

The expression of interest had been received from KS.

SG enquired if the panel members present had any objections or were in approval of KS being the Chair for this area panel.

All panel members present agreed for KS to stand as Chair.

7.2 ASB

CS mentioned there were 15 active ASB cases and 27 cases had been closed for the Pudsey area.

CS gave an overview of the various issues that are covered as ASB cases. These are items such as Noise Nuisance, Rowdy Behaviour, Drug Dealing, Foul & Abusive Language, Criminal Damage, Cultivation, Pets/Animal nuisance, Physical Violence/Assault and many other issues.

CS went on to state that if the Tenancy Enforcement Team are unable to resolve the issue then it will be passed to ASB unit. Majority of the time the team have been able to resolve issues thereby saving costs and legal fees.

CS mentioned there were 15 active ASB cases and 27 cases had been closed for the Pudsey area. There were 21 active ASB cases and 129 cases had been closed for the Wortley area.

A question was raised regarding what is Cultivation.

CS said it is when the perpetrators grow cannabis in their properties.

KS enquired regarding the Sexuality incident and has this been dealt with.

CS stated she will find out and feed back.

CS mentioned that they are still having a lot of trouble gaining access to do Gas Services in properties.

A comment was made about how would a problem with a motor bike going through multi storey blocks be dealt with causing noise nuisance.

CS said an officer from the Fire Station has the authority to seize the bikes.

MP gave an overview regarding the information that is received by themselves from the police.

KS enquired if copies of this could be sent out for future meetings.

The following points were noted.

CS

April

- ❖ Burglary
Calverly area and the Gamble Hill Estate had the highest amount of burglaries and car break ins.
- ❖ Damage and ASB
There have been 40 cases of ASB and 12 cases of Damage.
Nutting Grove Terrace had 15 incidents of damage and ASB. These were due to fires being started under the archways and other issues.

July

- ❖ There were not many problems in the Outer West area this time.
- ❖ There were 39 incidents of vehicle crime in Wortley area. Some of the areas used to fall under Wortley but now fall under Armley so more for Inner West.

MP enquired if the panel members would like this information on a regular basis.
KS stated yes as it would help the panel members to ensure correctly prioritising the Area Panel bids according to areas where needed most.

MP

KS enquired why are the bids being looked over by Claire Warren before they are presented to the panel.
SG said she will enquire from CW and inform KS.

SG

8.0 Date, Time and Location of Next Meeting

8.1 Wednesday 14th October 2009
5.30pm (5.00pm – Refreshments)
Westfield Chambers

Signed.....

Date.....