

**MINUTES  
OUTER WEST AREA PANEL MEETING  
5.30pm at Westfield Chambers  
Wednesday 10<sup>th</sup> February 2010**

**Attendees:**

**Area Panel Members**

Kevin Sharp (Chair)  
Brian Falkingham (Vice Chair)  
Margaret Rimington  
Cynthia Ramsden  
Councillor Richard Lewis

**Officers:**

Sharon Guy	- Area Performance Manager Wortley/Pudsey
Lee Wright	- Customer Involvement Manager
MariePierre Dupont	- Neighbourhood Planner
Mary Kerr	- Administration Officer (Minutes)

**1.0 Apologies for Absence:**

1.1 Derek Armitage.

**2.0 Minutes of the Previous Meeting Held on 9<sup>th</sup> December 2009:**

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

**3.0 Matters Arising:**

3.1 Arising from Item 6.2 Area Panel Update

The following matters were brought up regarding outstanding schemes.

APO28 – Closing Archways Nutting Grove Terrace

MPD mentioned that the drawings for this scheme have been done and the residents will be given two options.

The two options given are bricking or fencing.

These options have been given as it has been found that if fenced off it would be cheaper.

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

KS mentioned this had been given for procurement and queried where we are with this now.

MPD said it is with PMS who are in the process of dealing with the scheme.

Feedback to be given at next meeting.

**Action**

**MPD**

AP12-09 - Conservatory to be installed on Rycroft Green

Queries were raised as to where we are with this scheme.  
MPD said that PMS are also dealing with this.

CR stated could the residents of this scheme not be kept informed as to the progress as the residents are uncertain as to what is happening with this.

MPD mentioned that she is not sure of the way PMS and their process works.

A comment was made that surely PMS should keep customers informed.

MPD said L Haley of the Capital Investment & Delivery Team is the officer dealing with this.

MPD will ask LH for a timescale for this scheme and other outstanding schemes.

Feedback to be given at next meeting.

**MPD**AP174-09 – Match funding to subsidise a Groundwork Future Jobs Fund and West North West Homes Partnership

SG stated areas of need are in the process of selection for the Pudsey and Wortley scheme that will be carried out by Groundwork.

AP180-09 – Funding for works to be carried out on the Stonebridge Embankment

It was mentioned a commitment has been received from the Environmental Team regarding this scheme.

A meeting has been arranged for Friday to carry out a major clean up in this area.

Once this clean up has been done, only then the actual scale of works required for this site and the funding required can be given.

AP151-09 – Widening the road from number 4 to the main access road

A query was raised whether only the warden can apply for MICE money from the council or could it be any resident.

A Tenant Representative or another member can apply for this.

## **4.0 Customer Involvement**

### **4.1 Update**

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

Customer Involvement Compact

LW mentioned in the next few weeks the Customer Involvement Compact will be finalised and should be available in March 2010.

Customer Training Programme

LW went over this additional report and informed panel members of the results.

It was mentioned that between April and December 2009, 75 different customers participated in over 150 training places, covering 25 separate topics.

After each of the training sessions, the attendees were asked to complete an evaluation form.

LW stated that overall the results from these training sessions were very pleasing.

One of the problems faced was if 30 customers stated interest in certain courses, when the course was arranged it was found only 3 customers actually attended.

This caused some courses not being filled and the budget not being used.

A focus group was held last week to get views from customers regarding finding out what courses customers would like and would they be willing to attend.

One of the popular courses attended was the Beginners DIY.

MR enquired when the new sessions will be starting.

LW said these will start in the first week of April.

A question was raised if the courses would be publicised better this time.

LW mentioned this will be looked into, to ensure the information is given out much earlier.

RL enquired if some of the training is practical and necessary, if so is this being offered to the younger tenants.

LW said a mail shot was done to all new tenant and cards were handed out at signups targeting the younger customers.

LW enquired due to the funding not being completely used could the balance be carried over to next year.

Panel members all agreed the funding could be carried over to next year.

#### 4.2 Walkabouts / Tenant Inspections

SG presented a report to the panel and queried if this information is what the panel would like to see.

Panel said they are happy with the information brought to the meetings.

SG went over the report and the following points were noted

95% of estate inspections were completed.

100% estate walkabouts were completed.

100% of complaints were responded to within the ten day target for both Pudsey and Wortley.

Estate grading reflects red. SG mentioned that this is due to areas in Wortley and not Pudsey. The terrain in Wortley is quite bad compared to Pudsey.

SG mentioned that there are 2 teams in Pudsey and 3 teams in Wortley but due to the terrain and area the teams are still finding it difficult to keep up.

KS said he would like to see the number of walkabouts that have taken place and who the inspectors were on future reports for each area.

SG said that 15 were carried out in Pudsey. 16 were meant to be done in Wortley but only 15 were carried out due to staff shortage.

### 5.0 Environmental Issues

- 5.1 It was agreed by all this would now be covered in Agenda Item 4.2 in future under the title of Tenancy and Estate Management.

### 6.0 Revenue and Capital Expenditure

#### 6.1 Capital Programme Update

KS asked panel members to note the contents of this report.

KS mentioned he would like to see a report of up and coming work to be done. He also would like to see more advanced notice of works due to take place.

SG said she would speak with the Capital Team re this request.

The contents of the report were noted.

#### 6.2 Area Panel Budget Update

MPD stated that there is still £31,307.14 still available from the budget this year. This would need to be used as this is the last meeting of this financial year.

Removal of the outhouses are to be done on the same contract. This will include the Farrows, Heights and others.

It is hopeful that by doing it this way and in one contract a saving could be made.

Requests have been sent to the Legal Department enquiring what documentation needs to be sent to owner/occupiers to get permission to demolish their outhouses.

Crimbles Court – when the lighting was renewed in this area one column was missed.

MPD will get confirmation and feedback will be given at next meeting.

### 6.3 Area Panel Bids

#### February 2010 Bids

- AP156-09 – An Induction Loop for the Neighbourhood Action Farnley Group Community Centre  
 The value for this bid is £595.00.  
 The above quote was for full install and supply of the induction loop.  
 Bid is approved providing cost is the same.  
 This bid was **approved**.
- AP169/170-09 - Upgrade the communal space at the back of Dawsons Corner  
 The value for this bid is £1,612.00.  
 The actual cost for this work to be completed will be £2,864.00. A total of £1,252.00 had already been previously approved. The remaining cost required for the complete work to be done is being asked for in this bid. It was mentioned the Groundwork Future Jobs Fund team which was funded under AP174-09 would be used to do the works here.  
 This bid was **approved**.
- AP201-09 – The demolition and making good of 3 blocks of 6 redundant bin sheds behind 163 – 173, 187 – 197 Heights Drive and 57 – 67, 69 – 79 Stonebridge Grove  
 The value for this bid is £14,800.00.  
 This would work out to £3,700 per block.  
 Maps and a picture were provided with this bid reflecting the areas in question.  
 It was mentioned these bin sheds are no longer in use since the introduction of wheeled bins. These are an eye sore due to the litter and rubbish left there.  
 This bid was **approved**.
- AP202-09 – Improvements to the redundant temporary garage site on South Royd Park  
 The value for this bid is £4,929.00.  
 Pictures and a map were provided with this bid to reflect the area in question.  
 RL mentioned that a Senior Planning Officer and Minton Homes had an agreement regarding this area. As far as he is aware they are waiting to see if Minton Homes will allow funding to be used.  
 RL will chase up on this and feed back as soon as he has an answer.  
 RL will ask the officer concerned to liaise with MPD re this issue.  
 This bid was **approved**.
- AP203-09 – Funding for the construction of a hard standing area and two bins for Clifton Court  
 The value for this bid is £2,000.00.  
 Maps and a picture were provided for this bid reflecting the area in question.

Leeds City Council are covering the cost for the provision of the two bins to the value of £250 each.

A consultation is to be carried out by the Neighbourhood Management Officer to all residents concerned before the works can commence.

This bid was **approved**.

- AP204-09 – Funding for sports equipment for Wortley Football Club under 7's team

The value for this bid is £1,120.00.

This funding will provide 28 tracksuits for the players.

KS enquired if the WNWHL logo will be on the back of the tracksuits.

MPD said yes.

This bid was **approved**.

- AP205-09 – Funding for ten street signs for Greenside Sheltered Scheme

The value for this bid is £1,000.00.

A map was provided reflecting the locations of the street signs.

RL enquired if the signs are done could they be made readable without having to go right up to the signs.

MPD said they would be the standard size for signs.

SG asked if there was any timescale for this to be done.

MPD mentioned that if approved the signs could be ordered the next day.

A meeting will be held on sight to discuss the appropriate locations.

RL enquired if the sign could please reflect the number of the properties, the street name with a directional arrow.

This bid was **approved**.

- AP206-09 – Funding to supply fencing at the back of 2 – 12 Newton Square

The value for this bid is £7,000.00.

Pictures and a map were provided with this bid reflecting the location.

It was mentioned that there is a lot of information given from residents living in this area about the lack of privacy.

RL commented as long as access is available for the grass cutters to do their work.

MPD said there will be a double gate for this.

Before the work proceeds consultation is to be carried out with all residents concerned.

This bid was **approved**.

The total of bids approved this meeting was **£33,056.00**.

## 7.0 Any Other Business

7.1 MPD enquired if the panel members are interested in funding towards the educating and awareness of motorcycles. The funding would enable the motorcycle unit to work for longer hours.

KS commented there are not many staff in this unit as when needed they always seem to be held up in another area.

KS also said he would like to see what the funding would be paying for and the work that would be gained for the money.

**Action**

7.2 KS requested a get well card be sent to Derek Armitage on behalf of the Panel members.  
MK to do this.

**MK**

**8.0 Date, Time and Location of Next Meetings for 2010**

8.1 **Date : Wednesday 14<sup>th</sup> April 2010**

**Time: 5.30pm (5.00pm – Refreshments)**

**Venue: Westfield Chambers**

**Signed.....**

**Date.....**