

**MINUTES  
OUTER WEST AREA PANEL MEETING  
5.30pm at Westfield Chambers  
Wednesday 14<sup>th</sup> April 2010**

**Attendees:**

**Area Panel Members**

Kevin Sharp (Chair)  
Brian Falkingham (Vice Chair)  
Cynthia Ramsden  
Councillor Joseph Marjoram

**Officers:**

Sharon Guy	- Area Performance Manager Wortley/Pudsey
E Gaughan	- Customer Involvement Support Officer
MariePierre Dupont	- Neighbourhood Planner
Rebecca Mell	- Investment Planning Manager
Mary Kerr	- Administration Officer (Minutes)

**Action**

**1.0 Apologies for Absence:**

1.1 Councillor Richard Lewis, Margaret Rimington.

**2.0 Minutes of the Previous Meeting Held on 10<sup>th</sup> February 2010:**

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

**3.0 Matters Arising:**

3.1 Arising from Item 5.3 Area Panel Update

The following matters were brought up regarding outstanding schemes.

AP12-09 - Conservatory to be installed on Rycroft Green

Queries were raised as to where we are with this scheme.

MPD said this scheme is in the planning process and is progressing slowly forward.

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

MPD mentioned this scheme is still going through PMS.

Unfortunately this is a lengthy process but has been assured it is still in hand.

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

Comments were given about how improved the site is and what a difference it has made to the area. Area Panel Committee and the Environmental section put in funding for this work to be carried out.

SG mentioned that a lot of compliments have been received in the Housing Office since this scheme has been carried out. Customers are extremely happy with the works done.

Overall 21 tons of litter were taken to the tip during the clear up.

The hedge is still to be put in place at the top.

Letters will be sent informing all residents if dumping is done in this area they can call a number at WNWH. The number given will be for the Environmental Action Team who are the ones who will be dealing with this.

This scheme has turned out to be an extremely positive reflection on what can be achieved through Area Panel funding.

The letter and photographs will be brought to the next panel meeting so members can see the difference this scheme has made through the works that have been done with the funding provided.

There is still funding left from this scheme which benches and litter bins could be looked into being provided. The litter bins will be placed at the top and bottom of the embankment.

When removing the trees the roots were poisoned so they will not seed.

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

A question was raised if the WNWH logo has been placed on the back of the tracksuits.

MPD said yes this has. MPD also mentioned that this team will play matches at Elland Road which will be a good way of promoting the company and the involvement made.

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

There seemed to be a bit of confusion regarding the positioning of the street signs. It was also mentioned that some signs were missing.

SG explained that consultation was carried out with the locations for the signs with all concerned.

A comment was made that the NMO for the area seemed to be unclear where the signs were to be placed.

SG stated the NMO was consulted along with the residents regarding this so does not understand the confusion.

#### Arising from Item 7.1 Any Other Business

The panel members feel they would not like to fund this type of scheme or project.

## **4.0 Customer Involvement**

### **4.1 Update**

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

#### Annual Support Visits for Tenant & Residents Associations (TRA's)

EG mentioned the present form is being reviewed to see if it can be changed slightly which is causing a slight delay with these.

The new form will have place to capture any achievements that have been gained.

#### Customer Involvement Compact

EG commented the surveys that were sent out are starting to be sent back in.

CR enquired what NING is.

EG mentioned that NING is an area on the Social Networking site where customers can post notices. Groups can also use this area to put comments and publicise any event they may be planning.

#### Diverse Community Fund

A question raised was what criteria would be needed when applying for this funding?

EG mentioned there is an easy form with guidance notes available for any interested customers who would like to apply for this funding.

Support will also be available from ST and GB.

#### 4.2 Tenant Inspection Update

EG went over the report and the following points were noted:

Between September 2009 and January 2010 the following tenant inspections took place:-

- Aids & Adaptations 8 Sessions (49 Properties)
- Cleaning of Multi Storey Flats 2 Sessions (25 Blocks) from December
- Estate Walkabouts 56 Sessions
- Void Inspections 6 Sessions (14 Properties)

KS queried the figure for the Void Inspections and asked if there were only 14 properties inspected in the four months. Clarification and information is required regarding this matter.

EG said clarification would be given on this figure at the next panel meeting.

EG

#### 4.3 Walkabouts / Tenant Inspections

SG presented this report to the panel and the following points were noted:

95% of estate inspections were completed.

100% estate walkabouts were completed.

89% of enquiries were dealt with within 10 days.

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

### 5.0 **Revenue and Capital Expenditure**

#### 5.1 Capital Programme Update

RM presented this report and the following points were noted:

The Capital Programme for 2010/11 was approved at WNWHI Board on the 16 December 2009.

The Capital Programme amounts to £22.1 million and consists of the following types of work:-

- Decent Homes Work  
Kitchens, bathrooms, windows, doors, roofing and heating.
- Essential Investment  
Adaptations, Defective Housing, Multi Storey Remedial works, capitalised Void works.
- Non Essential Investment  
Community Safety, Multi Storey Communal Areas, Sheltered Housing, Garages, Environmental works and Parking.
- Compliance Works  
Gas capitalisation, Electrical, Access / DDA works and Fire Safety.

Breakdown for areas of expenditure for Capital Programme 2010/2011 for WNW is as follows:

Work Type	£000's
Voids	3,150.0
Windows and Doors	3,560.0
Heating and Energy Efficiency	1,923.0
Defective Houses	523.0
Community Safety	25.0
Roofing	967.1
Multi Storey Works	1,200.0
Sheltered Housing	550.0
Kitchens and Bathrooms	4,700.0
Environmentals	100.0
Compliance Works - eg Fire Safety/Gas/Lifts	2,350.0
Capital Repairs and Maintenance	100.0
Service Delivery Improvements	901.0
Adaptations	2,700.0
<b>Total</b>	<b>22,749.1</b>

Panel areas have been prioritised, with the top priority for work being the area with the most non decent homes:-

- Inner North West – May 2010 – July 2010
- Outer West – July 2010 - September 2010
- Inner West – September 2010 – November 2010
- Outer North West – November 2010 – February 2011

RM stated there are still properties which need to be surveyed.

KS said the article in the buzz could be misleading as gives the street but not all properties in the street would be done therefore feels this was not very clear. RM confirmed that only some properties in the street would be done not all. RM stated that there is an option on the WNWH website where customers can put in their house number and postcode. This will enable them to check if any works are proposed to be done on their address.

## 5.2 Area Panel Budget Update

MPD gave an update on the budget sheet so far.

A question was asked what it means to accrue.

MPD commented this means even though the work has been done now in this year the finances will be paid in the following year as the funding has been kept aside for this work to be completed.

A letter was sent from the Neighbourhood Action Farnley Group, thanking the panel members for the funding received.

## 5.3 Area Panel Bids

April 2010 Bids

- AP08-2010 – Funding to Clear up and grass over an old Garage site on Heights Close  
KS declared an interest and left the room whilst discussions took place. The value for this bid is £9,500.00.

MPD gave a brief description of the bid.  
JM enquired if once this work had been done would there be restrictions put in place to stop the fly tipping being done in this area.  
MPD said yes there would be a gate. This gate will enable grass cutters to access the site.  
MPD also stated once this area has been cleared it will allow better viewing for the residents, which will help prevent further fly tipping being done.  
BF enquired if any consultation had been carried out.  
SG said no formal consultation had been carried out, but numerous residents have pointed this out as an eyesore when estate walkabouts have been done.  
This bid was **approved**.

**6.0 Any Other Business**

Code of Conduct and Terms of Reference

KS informed the panel members the Code of Conduct and Terms of Reference have been changed and asked that all panel members read over these.

**7.0 Date, Time and Location of Next Meeting**

**7.1 Wednesday 9<sup>th</sup> June 2010**

**5.30pm (5.00pm – Refreshments)**

**Venue Westfield Chambers**

**Signed.....**

**Date.....**