

**MINUTES
OUTER WEST AREA PANEL MEETING
5.30pm at Westfield Chambers
Wednesday 11th August 2010**

Attendees:

Area Panel Members

Kevin Sharp (Chair)
Brian Falkingham (Vice Chair)
Margaret Rimington
Councillor Joseph Marjoram

Officers:

Sharon Guy	- Area Performance Manager Wortley/Pudsey
Sarah Birkinshaw	- Safer Estates Performance Manager
E Gaughan	- Customer Involvement Support Officer
MariePierre Dupont	- Neighbourhood Planner
Claire Warren	- Chief Executive
Mary Kerr	- Administration Officer (Minutes)

Action

1.0 Apologies for Absence:

1.1 Councillor Lewis.

2.0 Minutes of the Previous Meeting Held on 9th June 2010:

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

APO180-09 - Works carried out to the Stonebridge Embankment.

Photographs were shown to panel members by MPD which reflected the improvements made to the Stonebridge Embankment after works had been carried out.

Arising from Item 5.2

AP12-09 - Conservatory to be installed on Rycroft Green

MPD said that she was given the date of the 20th September with a completion date of 15th October weather permitting.

BF mentioned he had been given different dates.

AP202-09 – Improvements to the redundant temporary garage site on South Royd Park

A layout reflecting the proposed works for this area were handed out to panel members to view. This was done with the available cost in mind of £15,000.00.

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

A quote of £21,992.00 was give for this work to be completed through frame work contractors.

MPD stated there is a possibility that this could be done for approx £18,000.00, if small local contractors were used.

Outhouse Bid Delays

MPD said there is £24,000.00 set aside for Outhouse demolition.

Schemes where tenants and owners have not given consent, the funding will be used on areas where all tenants and owners have signed giving their consent.

NMO's have been requested to chase up any tenants and owners regarding the outstanding outhouses to see if consent can be signed. A deadline has been given for this to be done.

Update to be given at next meeting by MPD.

MPD

4.0 Anti Social Behaviour

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

In the Outer West area there are 54 cases currently being worked by the Pudsey and Wortley NMO's.

The role of the Tenancy Enforcement Team in these cases is to provide advice and guidance to ensure that procedures are followed correctly.

Once an ASB case has been closed the customers received a satisfaction survey through which they can express their views on the service they have received.

Satisfaction is gauged in two ways:-

- Overall satisfaction with the way the case has been managed
- Satisfaction with the outcome of the case

Based on feedback from customers in the Outer West area, the results are as follows:

- 67% overall satisfaction (3 Cases April to June)
- 100% satisfaction with the outcome (3 Cases April to June)

The improvements so far have been good.

Changes are being planned regarding the way ASB is being handled, this will be called Quest Review. This will enable all the information to be gathered from the different areas and it is hopeful this will be in place and in use from January.

The Tenancy Enforcement Team has agreed service standards for the turnaround of cases escalated from Neighbourhood Housing Offices. The target given is to deal with cases within three working days. This means the Tenancy Enforcement Team aim to return cases to Neighbourhood Housing Offices, or refer cases to ASBU within the three day period.

KS mentioned Panel members are interested in knowing the hot spots for the Outer West area as this could assist when Area Panel bids are brought before the panel. SB mentioned the only hotspots given for this area are the Waterloo and Owlcotes estates.

An ASB letter drop has been done on the Waterloo estate and several youths have been served with ABC's on the Owlcotes estate.

5.0 Customer Involvement

5.1 Update

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

Diverse Community Fund

There have been a low number of bids from the Diverse Community Fund from TRA's and Area Representatives, with only one bid being successful from the Outer West area.

A question was raised would it not be possible to increase access to the Diverse Community Fund pot?

BF stated that some people who have seen the form feel it is impossible to apply due to the criteria requested.

KS enquired who does the criteria for this application form.

This is done through the Customer Involvement Network.

KS mentioned that maybe the criteria needs to be reviewed.

MR enquired if the TRA's or Area Representatives could be given the criteria so they could advise anyone who would be interested in applying for this funding.

CW suggested that maybe ward members could be written to enquire if they are able to provide groups that could apply for this.

Funding and Recognition for Tenant & Resident Associations (TRA's)

Application forms have been sent out for the TRA's to apply for their Annual Support Grant and recognition. The team will be working with Housing Office Colleagues over the coming months to offer support for any groups who need help and advice regarding the running of their Association.

There are currently twelve recognised TRA's and two Area Representatives in the Outer West Area. Panel members are being asked to speak to customers with regards to promoting the benefits of forming a TRA or being an Area Representative.

KS enquired what is happening regarding inviting youth to observe meetings and inform them that this way their views could be heard.

EG said that S Towler and G Beynon are busy working on this at present to encourage interest from the youth.

An update regarding this will be given at the next meeting.

ST

5.2 Walkabouts / Tenant Inspections

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

May

100% of estate inspections were completed.

100% estate walkabouts were completed.

87% of enquiries were dealt with within 10 days.

June

100% of estate inspections were completed.

100% estate walkabouts were completed.

98% of enquiries were dealt with within 10 days.

SG mentioned the percentage of enquiries has improved from May results.

KS mentioned that over the last two years the estates have greatly improved. This is due to the combined workings of the Estate Inspections, Neighbourhood Management Officers and the Caretakers.

A question was asked how satisfied customers with their estates are.

CW suggested a focus group to deal with this and move from that to doing surveys by phone.

SG said that Inspections and Walkabouts are done regularly. Works done from these are noted and fed back through the Community Partnership Agreements which are updated on a regular basis.

SG mentioned to the panel members a review is being done on the way performance is being reported to the panel.

SG enquired what specific information would the panel members like to be given on this report as a standardised one would be done for each panel area.

KS stated if anyone would like to give suggestions they could pass these on to either himself or SG to feed back.

5.3 Community Partnership Agreements

Project Groups have been re-established for each Area Panel to co-ordinate the process. The aim of these groups is to decide on an action plan to address the issues that have been identified as a priority by customers.

For the initial stage the proposals are as follows:-

- Identify hot spot areas for litter and rubbish in order to identify any underlying issues and develop an action plan to tackle these accordingly.
- Identify two areas, (one for each housing office) that are in decline and explore how they could be revitalised.
- Continue to engage with partners and support local youth initiatives and the involvement of young people.
- Continue to deliver the Bawn Masterplan which aims to address both environmental and youth issues.
- Identify hot spots for car parking issues and continue to deliver car parking facilities/ improvements.

5.4 Area Panel Budget Update

AP23-2010 – Wateringcoates Project

This scheme was delivered at a much cheaper price than originally approved.

The approved price was £1,500.00, however, Parks and Countryside managed to complete this scheme for £800.00, which relates to a saving of £700.00.

MPD reminded the Outer West Area Panel that they are under spent at the present moment.

The total spend to date is £10,555.00 which leaves a balance of £109,445.00 still to be spent in the budget.

5.5 Area Panel Bids

August 2010 Bids

- AP17-2010 - Funding to construct two hard standing areas with fencing for 33 – 43 and 45 – 55 Stonebridge Grove

The value of this bid is £4700.00.

MPD went over this bid and a map was provided reflecting the areas in question.

It was noted that in order for these works to be carried out the walkway would need to be resurfaced and the kerb would need to be dropped to enable the wheeled bins to be easily moved. The cost for the additional work is included in the price given.

MPD mentioned should the scheme be approved City Services will provide both green and black bins free of charge.

A recycling scheme done at the Clyde's was given as an example.
This bid was **approved**.

- AP36-2010 – Funding to install extra lighting in New Street Grove Pudsey
The value of this bid is £5112.00.
MPD went through this bid and gave a brief overview of the problems faced by the customers living in this area. A photograph and map reflecting the proposed positions of the lighting were also provided.
The police have commented they feel the additional lighting is a good idea as it would help to address some of the crime and ASB issues the residents are facing.
Should this bid be approved consultation will take place with the individual residents before any work commences.
This bid was **approved**.
- AP39-2010 – Funding for the hiring of a venue and the purchasing of a trophy for Pudsey Diamond Majorettes
The value of this bid is £531.00.
MPD gave a brief overview of this bid.
JM enquired if the trophies would be re-used.
MPD said this funding would probably be for smaller ones and a big trophy.
CW enquired if there would be any way that WNWHL could get promotion out of this.
EG asked if they would be prepared to do the Community Stars Events, which would enable marketing to be involved.
MPD said she could speak to the group regarding these.
This bid was **approved**.
- AP42-2010 – Funding to demolish a redundant drying area and grass it over at the back of 67 Nutting Grove Terrace
The value of this bid is £1300.00.
MPD went over this bid and a map reflecting the area in question was provided.
This bid was **approved**.
- AP43-2010 – Funding for installation of two self closing gates for the Heights East and The Heights West
KS declared an interest and left the room.
The value of this bid is £2000.00.
This would be for 1.5 high green bow top double metal gates to match the existing fence. One gate is to be closed with a fixed drop bolt and the other gate is to have a heavy duty gate closer.
MPD went over this bid and gave an overview of the problems being faced by the residents of these two blocks of flats.
It was mentioned that the contractors have indicated that self gate closures are prone to vandalism.
A question was asked if there were any other alternatives that could be used if these are prone to problems.
The panel felt that further consultation is required with the residents of both blocks before a decision can be made.
This bid was **deferred**.
- AP44-2010 – Funding to provide and fit a 1.8m fence and gate to the redundant garage site adjacent to Swinnow Primary School
The value of this bid is £2000.00.

MPD went over this bid and a map was provided reflecting the location in question.

It was understood that the school will manage this site and a lease agreement will be signed between WNWHL and Swinnow Primary School should this bid be approved.

JM enquired fencing would be used wood or metal and who would be the contractor?

MPD said it would be metal fencing and Fisher would be the contractor used.

This bid was **approved**.

- AP45-2010 – Funding to build a footpath on Highfield Green

The value of this bid is £2852.00.

The actual cost for this work to be completed will be £5,704.00. MPD mentioned that Area Committee will be approached regarding match funding this scheme. This will be submitted in October for the amount of £2852.00.

MPD went over this bid and a map and photographs were provided for the panel showing the area in question.

A consultation was carried out regarding the request for the footpath and the residents were unanimous in their views about having a proper path placed in the area in question. Customers' comments and views were provided for the panel.

The path in question would be a tarmac path.

KS enquired if this would mean that kerbs would need to be dropped to allow access for mobility scooters and wheelchairs.

MPD mentioned she will liaise with Highways regarding this but there is a possibility that it would be.

This bid was **approved**.

- AP55-2010 – Funding to build 8 Car parking spaces on the Gardens Farsley

The value of this bid is £1625.00.

The estimated cost given by Highways for this work to be completed would be 25K. This cost however would not include planning permission fees and the cost for any services that would need to be moved.

MPD went over this bid and a map and photographs were provided regarding the areas in question. MPD also stated that further research would be required but to do this a cost would be involved.

KS enquired if this scheme could possibly be match funded.

MPD stated that when Highways were approached regarding this they could only discuss it in 2013.

JM said that as members we could ask that this information be brought forward to 2011. He also stated that 25K seems to be high and maybe something else could be done like maybe widening the roadway in the areas in question.

MPD said a consultant would need to be brought in for this and that would require funding.

If PMS do this they would charge 6.5% which would total £1625.00.

JM said he would like to see if other proposals could be done with an actual cost after services have been identified.

The area panel members requested for a quote to be provided for a consultant to do research work and formulate a proposal with costs.

This bid was **deferred**.

- AP60-2010 – Funding to create a community space at the side of Hillside Community Centre
The value of this bid is £11,250.00.
MPD gave a brief overview of this bid and the proposed plan for the works to be done was provided for the panel.
The provisional estimate cost for all the works to be done on this proposed project would be 84K.
49K is being sought from Green Leeds/Biffa Award with an expected decision date for early January 2011.
7.5K is also being sought from the OW Area Committee with an expected decision date for Mid October 2011.
The Big Lottery Fund has also been approached for funding.
The funding requested from the Area Panel is for £11,250.00.
There are a number of concerns that need to be addressed such as :-
The future maintenance of paved area.
The space must include something for all.
There are strong reservations about an “oak pavilion”.
There may also be issues with trees leaves in autumn and damage to foot ways.
Reviewed plan were submitted before scheme goes ahead.
This bid was **approved in principle** only.

Total value spent this meeting £29,370.00.

6.0 Revenue and Capital Expenditure

6.1 Capital Programme Update

KS went over this report and the following points were noted:

Decent Homes Kitchen and Bathroom and Rewires 10/11.
These works have a completion date of Sept 10.

Total spend to date for the Outer West Area is £1,784,936.00.

The contents of this report were noted.

7.0 Any Other Business

7.1 Code of Conduct and Terms of Reference

Conflicting sentences in the Terms of Reference and Code of Conduct.

The Code of Conduct and Terms of Reference are currently undergoing a review where any discrepancies on the documents will be removed.

It was noted that the Area Panel Review have accepted 3 meetings, non attendance with no apologies.

The new Code of Conduct and Terms of Reference will be sent out as soon as completed.

- 7.2 An article was forwarded to the panel members regarding the funding approved for the Wortley football Club.
In the article the club thanked WNWH for their fantastic support. The club is keen on working with WNWHL and will be displaying a large WNWHL banner in their pre-season 2010 tournament.

7.3 There was a query regarding TSA and they are not going to be a body any longer. CW gave an indepth overview of what is happening regarding this. Following the spending review in the Autumn, the situation will be clearer. Once completed this will be pulled together and presented to the Board in October. It was mentioned that the TSA will still be in place for at least 18 months after a decision has been reached.

8.0 Date, Time and Location of Next Meeting

8.1 **Wednesday 13th October 2010**

5.30pm (5.00pm – Refreshments)

Venue Westfield Chambers

Signed.....

Date.....