

**MINUTES  
OUTER WEST AREA PANEL MEETING  
5.30pm at Westfield Chambers  
Wednesday 13<sup>th</sup> October 2010**

**Attendees:**

**Area Panel Members**

Kevin Sharp (Chair)  
Brian Falkingham (Vice Chair)

**Officers:**

Sharon Guy	- Area Performance Manager Wortley/Pudsey
G Beynon	- Community Participation Support Officer
MariePierre Dupont	- Neighbourhood Planner
Rebecca Mell	- Investment Planning Manager
Nesreen Lowson	- Head of Property Investment
Mary Kerr	- Administration Officer (Minutes)

**Action**

**1.0 Apologies for Absence:**

1.1 Councillor Lewis, Councillor Marjoram, Margaret Rimington

**2.0 Minutes of the Previous Meeting Held on 11<sup>th</sup> August 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

AP12-09 - Conservatory to be installed on Rycroft Green

BF stated the works on the conservatory has not yet begun.

There seems to be a number of delays.

NL said will be looking into this and the project officer for this scheme will be asked to attend the next meeting to explain the reasons for the delays.

Outhouse Bid Delays

MPD mentioned that tenants are still slow coming forward with a signed agreement to relinquish their outhouse.

One block where residents opposed the demolition, has been referred forward as a pilot scheme for alternative solutions to the enhancement of the back gardens.

**4.0 Customer Involvement**

4.1 Update

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

Tenant Inspection

The Working Group established to review the Tenant Inspection programme continues to meet.

It is particularly looking at Estate Walkabouts and Estate Grading. A meeting of Tenant Inspectors who undertake walkabouts was held on 17 September and the information gathered at this meeting will inform any necessary changes.

Area Panel Vacancies

The article in the Spring edition of Buzz has resulted in some expressions of interest and information packs and application forms have been issued, with two applications received.

Customer Training Programme

At the end of September nine separate training sessions had taken place which had either been funded or part funded by WNWHL. 73 Individual tenants have taken part in this training. Following the Cross Almo Training review WNWHL held Hate Crime and Domestic Violence Training in September.

Diverse community Fund

There have been five successful bids from TRA's and Area Representatives. One of these is from the Outer West Area.

KS enquired who sets the criteria for the Diverse Fund as may be too stringent.

GB said if ideas could be given these would be taken forward to the panel who make the decision.

Involving Younger Tenants

In order to address this a Youth Forum has been developed to attract younger tenants that are aged under 25, to become involved. This forum has met 3 times over the last four months. It was agreed this meeting will take place every other month. The next meeting will take place on the 26<sup>th</sup> October.

Community Stars Awards

The judging of the nominations received was undertaken by a panel of tenants and senior staff members.

The awards will be presented at a ceremony to be held in the Civic Hall on 19<sup>th</sup> October.

4.2 Tenancy and Estate Management

SG presented this report and the following points were noted.

July

97% of enquiries dealt with within 10 days.

85 seconds was the average length of waiting time at the Contact Centre

93% of calls were answered at the Contact Centre.

The poor results in these areas were due to staff shortages.

August

100% of enquiries were dealt with within 10 days.

40 seconds was the average length of waiting time at the Contact Centre.

97% of calls were answered at the Contact Centre.

The results have greatly improved compared to last months performance.

KS has asked if a print out of estate gradings can be given at meetings.

SG said this can be done but this information is only done quarterly.

Information will be given end of December.

#### 4.3 Community Partnership Agreements

MPD went over this report and the following progress points were noted.

##### **Litter and rubbish :**

- Wellstone and the Waterloo's have been identified as in risk of decline and likely to attract litter and fly tipping. Partnership work is currently being undertaken in the Waterloo's/Owlcotes to encourage residents to take more pride in their neighbourhood.
- Steve Sinclair to be invited to next meeting to discuss issues of fly tipping preventing grass cutting and living patches of overgrown vegetation.
- Proposal to carry out a pilot scheme using the groundwork partnership where residents oppose to the demolition of outhouse. The aim of the scheme is to revitalise the back gardens and bring them to a level that residents are prepared to maintain. The scheme will identify barriers and explore how residents could be supported and encouraged in maintaining their gardens.

##### **Car parking :**

- A number of hot spot have been identified and projects are at different stages.
- MPD went over the action plan regarding the areas in question.

##### **Young people :**

- The delivery of the Bawn Master plan which aims to address both environmental issues and youth issues is on going. A number of funding applications have been submitted.

#### 4.4 Area Panel Budget Update

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

The total spend to date is £38,745.00 which leaves a balance of £81,255.00 still to be spent in the budget.

##### August 2010 Bids

- AP17-2010 - Funding to construct two hard standing areas with fencing for 33 – 43 and 45 – 55 Stonebridge Grove  
MPD to meet with NMO to agree on size of platform for the bins.
- AP44-2010 – Funding to provide and fit a 1.8m fence and gate to the redundant garage site adjacent to Swinnow Primary School  
Scheme is cancelled as there is concern that if site is closed car congestion may occur when parents collect their children from school as this area will no longer be able to be used.

#### 4.5 Area Panel Bids

##### October 2010 Bids

- 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.  
KS enquired about the issues previously discussed at the August meeting regarding these types of gates.

MPD said that no background information was found regarding these and PMS when approached were unaware of any problems.

Consultation letters were sent out to all 120 residents in the two blocks of flats of which 45 respondent stating they support the proposal. 4 said they are not in favour.

NL said the gates would need to be done with accessibility for the disabled in mind.

This bid was **approved** by members present in principle providing it complies with disabled accessibility. The final approval of this bid is subject to absent members votes.

- AP52-2010 – Funding to improve pedestrian access from Wellstone Road to Swinnow Lane Shops

The value of this bid is £975.00.

MPD gave a brief overview of this bid and photographs were presented reflecting the area of path in question.

It was agreed that this could be a health and safety issue.

This bid was **approved**. The final approval of this bid is subject to absent members votes.

- AP56-2010 – Funding to support training three volunteers for a Gymnastic Club

The value of this bid is £1410.00.

MPD gave a brief overview of this bid.

The volunteers will be put through training at the cost of £470.00 per person.

The training of these volunteers will enable the club to offer more classes to the children who wish to attend.

KS enquired what the company will be able to get out of funding this.

MPD said the club is prepared to liaise with WNWHL and advertise. The club could also be approached to attend events.

NL mentioned this is a beneficial way where young people could be kept off the streets.

This bid was **approved**. The final approval of this bid is subject to absent members votes.

- AP58-2010 – Funding to build additional car parking space at Brookleigh Sheltered Complex

The value of this bid is £8022.00.

KS declared an interest.

It was decided due to one panel member being present who could vote this bid would be deferred until the next meeting.

It was requested that information be given on how many car parkings there are at present compared to the number of units in this complex.

In the report it was mentioned a petition had been received from residents, members would like to see a copy of this petition brought to the next meeting.

A query was raised whether a management arrangement could not be done here to alleviate some of the parking issues.

This bid was **deferred**.

- AP72-2010 – Funding to build additional car parking spaces on Butterbowl Gardens

The value of this bid is £12,015.00.

MPD gave an overview of this bid and a map was provided reflecting the

areas in question.

It was noted there are 36 maisonette flats in a cul de sac on Butterbowl Gardens but only 5 car parking spaces.

KS said when estate walkabouts are carried out in this area it is noticed how extremely narrow the road is. SG confirmed this.

NL enquired if lighting was included in this price.

MPD said this was not a problem as sufficient lighting.

Concerns were raised over the cost of this scheme. Previously when prices are given, once the work is carried out the costs tend to increase.

Queries were asked whether services could be under the paths.

MPD said unable to tell but possibly could be.

This bid was **approved** by members present in principle subject to the final costings. The final approval of this bid is subject to absent members votes.

- AP73-2010 – Funding to install handrails on the Gamble Hill estate.

The value of this bid is £700.00.

MPD gave a brief overview of this bid and the proposed locations for the handrails were reflected on a map.

This bid was **approved**. The final approval of this bid is subject to absent members votes.

- AP80-2010 – Funding to build a recycling area at the back of Rycroft Towers

The value of this bid is £2586.00.

MPD went over this bid and a map providing the proposed location of the recycling area was provided.

It was mentioned a full consultation will be carried out with all residents before any works commence.

A question was asked if there was a path required to enable easy moving of the bins.

SG stated there is a path already in place so this would not be a problem. Consultation feedback will be given at the next meeting.

This bid was **approved**. The final approval of this bid is subject to absent members votes.

- AP81-2010 – Funding to purchase food for a Community Cohesion event.

The value of this bid is £200.00.

MPD went over this bid.

It was noted that the August event was extremely successful and this would be another good way to promote interaction with all age groups in the community.

Questions were asked where exactly the group is wanting to do the bon fire as does not want to be done near residential properties, mention was also made about a new community garden that has been completed so could not be done there.

It was also mentioned that fire risk assessments would need to be carried out by the fire service. There is a charge for this and the Housing Office would need to be approached for permission before this can go ahead.

There is a possibility the group could use this funding to purchase food for another event instead of the bonfire.

MPD said she would speak to the group and pass on the concerns of the panel members.

This bid was **approved** in principle for a community event. The final approval of this bid is subject to absent members votes.

- AP81-2010 – Funding to purchase sports equipment for a girl football team.  
The value of this bid is £500.00.  
The complete total for this bid is £1000.00 of which £500.00 is also being requested from the Inner West Area Panel.  
This funding will provide 25 football strips for the players.  
KS enquired if the WNWHL logo will be displayed on the kit.  
MPD said as previously done this club will advertise WNWHL.  
It was noted that a member of staff had assisted with this bid.  
KS has requested that on future reports the members would like to know who has put the bid in and who the bid sponsor is.  
MPD said this would be done in future.  
This bid was **approved**. The final approval of this bid is subject to absent members votes.
- AP83-2010 – Funding to purchase a bingo machine.  
The value of this bid is £360.00.  
MPD went over this bid.  
It was mentioned that the make stated in the report is a difficult one to get parts for due to the location of the company who makes this machine.  
Advice was given that another model could rather be looked into.  
This bid was **approved**. The final approval of this bid is subject to absent members votes.

**Total value spent this meeting £20,746.00.**

## 5.0 Revenue and Capital Expenditure

### 5.1 Capital Programme Update

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

Actual spend to date £7,4 million.

Total schemes' relating specifically to the Outer West Area is £2,4284,736.00.

At the end of September 10.14% of the Almo stock was non decent.

The number of properties becoming decent is being monitored on a regular basis for example between July and August 177 properties became decent reducing the percentage of non decent properties from 11.17% to 10.32%.

A report was recently approved at Board which approved the following additional expenditure :-

£750k Decent homes kitchens and bathrooms  
£150k isolated capital works eg damp course works  
£250k non trad properties

A six month review of the 2010/11 Capital Programme is currently being undertaken to ensure that there is adequate budget requirement for decent homes and compliance works which are the current priorities.

Additional funding is required for the Gas Capitalisation scheme and a further £300k has been requested for voids works.

At present it is proposed to defer the MSF remedial scheme until 2011/12 but leave in £200k in 2010/11 for any emergency works that may arise.

RM went over the decent homes performance chart in detail and explained about non decency and what will be done regarding this.

It was suggested reports could include all schemes including ALMO wide schemes, not just schemes relating to the Outer West area.

**6.0 Any Other Business**

**6.1 Code of Conduct and Terms of Reference**

KS queried about the difference in the figures regarding non attending members.  
NL said she would clarify this figure and feed back will be given at the next meeting.

**NL**

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

**7.1 Wednesday 8<sup>th</sup> December 2010**

**5.30pm (5.00pm – Refreshments)**

**Venue Westfield Chambers**

After receiving 2 out of 3 absent members votes the bid outcomes are as follows;-

- AP43-2010 - **Approved**
- AP52-2010 - **Approved**
- AP56-2010 - **Approved**
- AP58-2010 - **Deferred**
- AP72-2010 - **Deferred**
- AP73-2010 - **Approved**
- AP80-2010 - **Approved**
- AP81-2010 - **Approved**
- AP82-2010 - **Approved**
- AP83-2010 - **Approved**

**Signed.....**

**Date.....**