

**MINUTES
OUTER WEST AREA PANEL MEETING
5.30pm at Westfield Chambers
Wednesday 9th February 2011**

Attendees:

Area Panel Members

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

Officers:

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

Guest:

Lydia Appleby
Ted Wilson - Inner North West Area Panel Chair

Action

1.0 Apologies for Absence:

1.1 R Mell, Councillor Lewis.

2.0 Minutes of the Previous Meeting Held on 8th December 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 mentioned the work on the Conservatory had commenced last week.

Arising from Item 5.1

KS enquired when new members are allowed to join Area Panels. His understanding is that new applicants have to wait until march before they are allowed to sit on the panel. This seems ridiculous especially if there are numerous vacancies and only one application is received. JM commented when several applications have been received and there are limited vacancies then election process should be held but seems to be a waste of valuable time and finances if this is done for only one applicant where there are numerous vacancies available in the panel area.

MK to speak with P Catterick requesting him to get verification from LCC regarding applicants wishing to join the area panel, when there are numerous vacancies on the panel but fewer applications.

MK

Arising from Item 5.4

MPD informed members that a list of costings for works done by PMS has been received requesting payment. MPD is querying a number of these by asking for a breakdown of the work carried out, where it seems that minimal work was carried out for the amount of hours they are requesting payment for. An update will be given at the next panel meeting.

MPD

Arising from Item 5.5

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

An appeal had been received against the Area Panel decision. The appeal Panel was held however the Panel members have asked some clarification on the reasons for the refusal. This was not clear enough on the minutes of the meeting.

It was noted that the bid was refused as there was not enough value for the costs involved.

4.0 Customer Involvement

4.1 Update

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

Funding and Recognition for Tenant & Resident Associations

LW mentioned the team was working with Greenside RA to assist with re-establishing the group. Whingate RA has not met the criteria and despite offers of help we have been unable to assist, therefore this group is no longer recognised by West North West homes Leeds.

KS mentioned to LW regarding the Gambles TRA. LW said he would look into this.

Tenant Scrutiny

A trial shadow Tenant Scrutiny Panel is being set up in WNW. Interviews are to be held on 16th February and it is hoped this panel will be up and running by April. KS mentioned in October letters will be sent out to all tenants asking if they are interested in being on the Tenant Scrutiny Panel.

Service Standards

LW stated that the 16th February is the last day for return of completed surveys on the new service standards. A consultation workshop will be held in March to look at the draft standards.

Tenant Participation Advisory Service (TPAS)

WNW is one of the finalists for the TPAS Northern Regional Awards Final. Our two successful nominations are Faith United Project (Equality and Diversity Award) and Sheltered Computer Clubs (Best Practice in the Community Award).

4.2 Tenant Inspection

All Kier inspections have received a 100% satisfaction level and Lovells have an average score of 4.6. No service improvement suggestions have been made. Aids and Adaptations will change to Mystery Shopping on a quarterly basis by a Tenant Inspector, accompanied by an officer from the Community Participation Team. Six properties would be picked at random by the Tenant Inspector from a list of all properties where recent aid and adaptation work has been done.

Void Inspections mystery shopping will be done on a bi-monthly basis by a Tenant Inspector, accompanied by an officer from the Community Participation Team. Six properties would be picked at random by the Tenant Inspector from a list of properties that are ready to be let.

4.3 Tenancy and Estate Management

SG presented this report and the following points were noted.

November

Estate Walkabouts completed – SG mentioned target was not hit in November due to the bad weather.

Estate Grading - these are done on a quarterly basis.

Current tenant arrears – target was not met, however this could be due to difficulties in paying. It seems to be a trend for this time each year.

Poor results from the contact centre have been caused due to the lack of staff due to sickness. The introduction of penalties is being looked into re this and mystery shopping is to be implemented.

December

Current tenant arrears – target was not met, this could be due to difficulties in paying. It seems to be a trend for this time each year.

Contact centre results are extremely poor this month. KS mentioned GB and ST need to get pushed into starting the mystery shopping for this service.

BF said the mystery shopping has started. He mentioned he did about ten calls of which he waited on the phone for 29 minutes on one call.

4.4 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. Groundwork is working in the estate to identify a community champion and encourage community involvement. A community event is planned for the spring.
- A number of areas have been identified for clearance and improvement. The group will identify resources needed, possible partnership and funding source to undertake this work. Groundwork working with reparation teams have offered some workers and NMOs have submitted a number of referrals for litter picking, cutting vegetation back, railing painting etc.
- The proposal to carry out a pilot scheme using the groundwork partnership where residents oppose the demolition of outhouses has been agreed. 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 spots have been identified and projects are at different stages as shown in the action plan. MPD went over each of these in detail.

Young people :

- WNWHL will continue to engage with partners and support local youth initiatives which include the involvement of young people. To date a number of young peoples activities have received funding from Area Panel. These young people who have received funding from the Area Panel, would be encouraged to invited to participate in activities such as estate clean ups.

4.5 Area Panel Budget Update

MPD said that the outhouse bids will not be completed within this financial years due to PMS disbanding they have refused to take it on. Work will be passed on to the new contractor however due to these being only done next year the funding would be taken out of the new year's budget.

MPD will liaise with NL regarding the procurement procedures.

MPD will be discussing with NL regarding the gates for the Heights, to enquire if the level access at the car park would meet DDA compliance.

MPD
MPD4.6 Area Panel BidsAP57-2010 – Funding to install barriers at the front of 18 to 44 Gamble Hill Drive

MPD informed that more customers have requested Bollards as a preference to the hoop type barriers. The bollards will be placed on the grass verge so the pathways are not obstructed. Quotes have been requested for this work and should be received before the 22nd.

February 2011 Bids

- AP55-2010 – harden the grass verges at The Gardens, Farsley for the provision of Car Parking spaces

The value of this bid is £12,000.00.

This bid is to request funding to use a grass filled ground reinforcement system to create additional car parking spaces.

MPD stated that an application has been submitted to the Area Committee for match funding of £4k.

KS said that when this funding is requested from Area Committee it needs to be clear that the Outer West Area Panel supported and did design work for this project.

It was mentioned this has been done at Larkfield Mount and photographs were provided of the works done.

MPD stated that due to planning permission being required this would not be completed within the 2010/2011 financial year.

This bid was **deferred** until next year.

- AP119-2010 – Funding to provide Residents Only Parking signs

KS and MR declared an interest and left the room.

The value of this bid is £500.00.

This bid is a request to provide two Residents Only Parking signs mounted on posts at Brookleigh Sheltered Scheme.

The Independent Living Team Leader has agreed to monitor the bookings of the community room. Teams who have booked the rooms for meetings will be informed they are to park outside the site. A map with the street where they park will be sent.

JM voiced concerns the map sent would encourage people to park on a particular street which would cause problems for residents in that street.

A suggestion was made that a map be sent of the surrounding area informing on street parking is available in the vicinity.

This way people can freely choose where they wish to park without being directed to one particular area.

This bid was **approved**.

- AP125-2010 – Funding to clear and grass over a redundant garage site on Wellstone Road

The value of this bid is £6,000.00.

This cost is based on a similar scheme being carried out at Heights Close and St Catherines Crescent.

A number of residents have expressed an interest in using this area as a plot for food growing. Another resident has mentioned this could be an opportunity to meet local people and learn about gardening.

There is also the possibility of developing partnerships with local schools, Swinnow Community Centre, Youth Services and Ground work amongst others.

This bid was **approved**.

- AP126-2010 – Funding to clear and level a piece of land at the back of Waterloo Mount

The value of this bid is £2,000.00

Photograph reflecting the area in question was provided.

Letters were sent to all residents living near the site to inform of the proposal.

No objections had been received.

This bid was **approved**.

Total value spent this meeting £8,500.00.

5.0 Revenue and Capital Expenditure

5.1 Capital Programme Update 10/11

KS mentioned he would like to know the specifics of where the works will be carried out on schemes 13941 AO6, 14057 AP9 and 13941 AQ1, as in the appendix it just mentions in the Outer West Area.

MK to contact RM re this query.

5.2 Capital Programme Update 11/12

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

If there are any queries they can be fed back to KS or MK.

6.0 Any Other Business

6.1 TW gave an in-depth overview on the budget situation at the present moment.

A meeting held with G Jessop and P Catterick was attended by KS and himself.

It was explained that the budget for the Area Panels have changed. It was stated that any schemes which have not been committed (where works have commenced) this year, will be carried over to the next year and will be taken out of the new budget. Any funding kept back for these works will be put back into the Organisational fund and be lost to the panel areas.

It was said at the present moment between all four of the area panels there is a surplus of £36,000.00. All four panels are being approached to enquire if they would approve for any funding in their excess to be used across all four panels for worth while schemes. These could include environmental projects which could be committed as soon as funding was approved.

It was suggested for the new year that any bids needing planning permission before proceeding, are brought to the panels before October to enable completion of the works to be done before the year end.

MK

After October any bids put through need to be schemes that can be done straight away without any delays.

JM agreed that if there were more worth while projects across the four panels where funding could be more beneficial he could not see why this could not be done as makes sense.

Panel members were all in favour of the surplus being shared.

It was mentioned that NL was querying if this could be done and is still to get back to MPD.

Clarification will be requested for the next meeting.

MPD

6.2 MPD said that the work on Southroyd Park will be commencing next week. The local school has been approached to help plant and take part.

It was also mentioned that the path at Highfield Green has been completed.

An email will be sent inviting the relevant councillors to attend for a photograph. An invitation was also extended to KS.

MPD

6.3 KS requested if the election papers for the Chair and Vice Chair could be sent out next month.

MK to inform P Catterick of this request.

MK

7.0 Dates, Time and Location of Outer West Panel Meetings for 2011

7.1 **Date:** 13th April 2011

Time: 5.30pm (5.00pm – Refreshments)

Venue: Westfield Chambers Board Room

Signed.....

Date.....