



Environmental Sub-Group  
 Friday 7<sup>th</sup> October 2011  
 12.00pm  
 Conference Room  
 Dewsbury Road One Stop Centre

<b>ATTENDANCE</b>	
Councillor Adam Ogilvie	Ward Councillor
Councillor Geoff Driver	Ward Councillor
Tom Smith	Locality Manager
Gavin Forster	Area Management Team
Steve Ross	Area Management Team

<b>1.0</b>	<b>Welcome and Introductions</b>	<b>ACTION</b>
1.1	Cllr. Ogilvie welcomed everyone to the meeting.	
<b>2.0</b>	<b>Apologies</b>	
2.1	Cllr. Iqbal – who had a weekly event. Steve to check what this was with Cllr. Iqbal.	SR
<b>3.0</b>	<b>Minutes and Matters Arising</b>	
3.1	The minutes of the last meeting were agreed as a true record.	
3.2	Parks and Countryside (Kris Nenadic) to be invited to future meetings.	SR
3.3	Tom to talk to Jason Kirk re AVHL attendance at these meetings.	TS
<b>4.0</b>	<b>Service Level Agreement</b>	
4.1	Tom circulated the final version of the Service Level Agreement (SLA).	
4.2	Various issues raised at the previous meeting (para 4.9 refers) are covered by Section 6 of the SLA.	
4.3	Priority neighbourhoods (Section 6 (d) of SLA) to be reviewed as part of the SLA review.	
4.4	Cllr. Driver emphasised the importance of collecting local intelligence re environmental problems and of giving feedback to community groups. Tom said that this was covered in S9 of the SLA even if not completely explicitly. Need to ensure community groups know how to complain/get feedback.	
4.5	Agreed that in year changes with resource implications need to be brought to this group.	
4.6	Orphaned pieces of land – issue covered by Section 6 (g) of the SLA. Tom is to start project on this issue and priority areas are to be identified for action including e.g. land between ring road extension	TS

4.7	<p>and motorway.</p> <p>Performance reporting:</p> <p>(a) to be via this meeting.</p> <p>(b) Format for reporting on performance to be December meeting of this group. Reporting will include quantitative data and case studies</p> <p>(c) Pilot of framework for neighbourhoods in each Ward to be considered.</p> <p>(d) Group to discuss the format of the reports that will go to the Area Committee including the Group's overview of the direction of the work.</p> <p>(e) Reporting format to community groups to be developed.</p>	<p>TS</p> <p>TS</p> <p>TS</p>
<b>5.0</b>	<b>Future agenda items</b>	
5.1	A community engagement plan is to be developed.	Locality Tea/Area Management Team
5.2	Fleet procurement: Tom explained that this is a developing area of work for the team. Tests are being carried out on new vehicles, new street sweepers. Discussion on impact of fleet procurement on service delivery to come to this group, including a discussion about what is needed. There will be a new contract for one year to test different vehicles.	TS
5.3	Enforcement: a review of regulatory services is being carried out by Helen Freeman. Further discussion about this review at this meeting. Tom to check what is available for discussion at the next meeting.	TS
<b>6.0</b>	<b>Any other business</b>	
6.1	<p>Bonfire night/week:</p> <p>(a) preparations are in hand for this.</p> <p>(b) Any particular sites that are at risk to be notified to Tom.</p>	<p>TS</p> <p>All to action</p>
<b>7.0</b>	<b>Date of Future Meetings</b>	
7.1	<p>Future meeting dates:</p> <ul style="list-style-type: none"> <li>• Friday 16th December – 10.00 a.m. Cottingley Community Centre</li> <li>• Friday 13th January 2012</li> <li>• Friday 17th February (provisional?)</li> </ul>	