



MINUTES
OUTER WEST AREA PANEL MEETING
5.30pm at Westfield Chambers
Wednesday 7th December 2011

Attendees: **Area Panel Members**
 Kevin Sharp (Chair)
 Brian Falkingham (Vice Chair)
 Margaret Rimington

Apologies: Lydia Appleby
 Jean Gray
 Corinne Brown (Board Member)
 Cllr Ron Wood

Officers:
 Sharon Guy - Area Performance Manager Wortley/Pudsey
 Lee Wright - Customer Involvement Manager
 MariePierre Dupont - Neighbourhood Planner
 Amanda Rudd - Governance Officer (Minutes)

Guests:
 Adrian Alderton

Action

1.0 Apologies for Absence:

Apologies were received from Lydia Appleby, Jean Gray Corinne Brown, Councillor Ron Wood, and Mick Parker.

2.0 Minutes of the Previous Meeting Held on 5 October 2011:

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

3.0 Matters Arising:

Items to be covered within main agenda.

4.0 Customer Involvement

4.1 Update

LW asked if all tenant representatives on the Area Panel had received a newsletter titled Impact, all assured they had. LW explained the reason for the newsletter, customers were not satisfied their views had been taken into account and the outcomes of involvement activities were not publicised. The newsletter will be published quarterly and will be in addition to Buzz, items will be supplemented in

Impact. LS asked for feedback on the newsletter. KS said it is a good idea to advise customers how to get involved and let them know that they are making a difference. BF said he had received comments that it was easy to read. BF added that not all customers had received the newsletter, LW replied it was sent initially to customers who are already involved with WNWHL. Depending on funding, the newsletter will be distributed more widely. BF said he was passing his newsletter on to other customers. LW stated it will be available on the website and will also at housing offices. MR asked for copies so she can distribute them in the communal areas where she lives.

LW

The project group will be meeting next week with the results of the satisfaction results. LW said satisfaction has deteriorated around opportunities for involvement. LW said the reasons could be that customers are not aware of opportunities to get involved. LW attended team meetings and is asking teams to promote opportunities more.

LW will provide an update at further meetings.

LW

Tenant Scrutiny

The scrutiny panel has been appointed with 10 members and 2 vacancies. Not formally established the name, whether it will be a panel, board etc. STowler to set up the first meeting and to look at training requirements etc. The Pilot Scrutiny Panel submitted a report to Board with 12 recommendations which were approved. These recommendations should be implemented by March 2012. The new panel is made up of new and existing members. KS said members can remain on the Area Panel and be part of the Scrutiny board for next 12 months then they must decide which to take, members cannot be on both. SG asked if this was for all members or the Area Panel Chairs, KS confirmed it is all panel members.

4.2 Tenancy and Estate Management

SG provided an update on the good garden competition and confirmed that funding from the Outer West Area Panel only went to Outer West winners. There were 4 categories, but no entries were received for the tallest sunflower category! Customers have requested that the competition starts earlier in the year. SG has photographs of winners for all areas and these will be put in next edition of Buzz. SG commented the standards of gardens entered were very good and neighbours were nominating each other and helping each other, SG said it was a very positive scheme. However, there was no overall improvement in estate conditions. SG has been out with NMO's and asked them to be more robust and aware. SG not sure if the scheme will be repeated next year. Further evaluation report to be submitted to SP in January, will bring back to AP after that.

SG

Performance

SG presented this update in the absence of MP. Caller waiting times and percentage of calls answered are well below target. Improvement was recorded in Sept – Oct although still off target. Early indications for Dec are performance has increased to mid to late 90's call rate answering. SG said a new Golden Number for chasing up repairs has been introduced which could be contributing to the increase in performance. KS said he has used the new number and it is much better system. SG commented that historically repair chase up calls have gone through to the contact centre, they will now go directly to the contractor. KS said this is also VFM.

Response rate from Morrisons for repairs is approx 98%.

KS noted tenant arrears for Pudsey and Wortley have improved to a green indicator.

4.3 Area Panel Budget Update

MD advised that not all the bids are able to be approved due to insufficient revenue budget remaining – original budget £25k, committed £21k.

Swinnow Fencing some planting not done but SG said caretakers can finish this but to leave £250 for plants etc.

Greenside – Improvements to parking area, this has now been completed

Tong Drive – Demolition of several outbuildings to rear of flats. SG confirmed that not all the outbuildings will be demolished, some will remain. Work has commenced on this scheme.

Due to the fact there are limited funds in the revenue budget, Panel members agreed to approve bids in priority order.

4.4 Area Panel Bids

AP40-2011 Low Moorside Close

First brought 4 months ago for a boundary handrail along footpath. There is a large population of elderly residents in the area. MD handed out a map of where the handrail would be placed. Shrubs already in place would be removed to make the area more easy to manage. Lottery funding has been applied for to replace the footpath to make it less slippery. Proposing to repaint the children's play area to help attract funding.

£25k scheme, £10k from lottery and £5k secured from the Environmental Budget. Remaining £10k being requested from Area Panel.

SG commented this area is currently open plan and the handrail/fence will increase security.

The bid was approved.

AP51 – 2011 Minster – Security measures for ground floor flats

This is to increase security at the 5 blocks of flats in Farsley. Recent burglaries have occurred through windows with the use of ladders to gain access to upper flats.

The cost is £6k but there is not enough funding for the whole works. MD said may have to decide between Minsters and New Street Grove who have had more burglaries. She also added it may be more beneficial to prioritise the window security rather than the door locks.

MR suggested carrying out the priority works and defer the non-priority to next years round of bids. KS agreed this is a good idea. SG confirmed New Street Grove is a 'hot spot'. MD suggested carrying out works on the window locks in New Street Grove and the ground floor windows at the Minster flats, SG agreed.

KS asked if the windows could be repair issues, MD said it would not come under repairs.

SG suggested going with the proposal from MD.

Panel agreed this would be the second highest priority for funding.

The bid was approved for window security for ground floor flats.

AP61 – New street Grove

As per previous discussion it was agreed to improve the window locks on bungalows only. This scheme would be the first priority scheme for funding.

Approved

AP61 – 2011 New Street Grove – Fencing

Funding is requested to provide additional fencing to prevent nuisance from young people and to add a 'fan piece' at the end of the fence to prevent children climbing on the garage roofs. Also to tidy up the waste ground in the area. The estimated cost will be £1,200.

MD

MD will check if it could be funded from Capital budget. Panel agreed if it can be funded from Capital, the bid is approved, if not, it is deferred to February and would be the forth priority for funding.

Deferred to February if cannot be funded from Capital budget.

AP67-2011 - Dog Watch Initiative

This initiative is to encourage local dog walkers to work in partnership with their local policing team and to provide extra 'eyes and ears' in the Pudsey neighbourhood to spot and report any suspicious activity.

£500 funding from Area Panel with a further £500 match funded from another funding stream.

The Panel agreed this was a good idea and would be the third priority for funding.

Approved

AP72 - 2011 Nutting Grove Terrace – Metal Fence

The proposal is to replace the old wooden fence with a 1 metre high powder coated bow top fence. A metal fence would not allow people to remove part of the fence to cut through to the street below. It would also 'smarten up' the area. It is also proposed to fit a small section of 0.60 metre fence on the garage base to deter young people who use the base as a sitting area. This will be funded from the Capital budget at an estimated cost of £6k

SG asked if the £6k is for the fencing and for a deterrent for youths sitting on the wall, MD confirmed it is.

BF said in the area where he lives, a concrete wedge with stones in was put onto the top of the wall to stop people sitting on it, this has remedied the problem. Panel approved funding for the fence but to create a concrete slope on the garage base wall to deter people from congregating and sitting on the wall.

Approved subject to the modifications.

AP73 – 2011 CCTV Operation in Farsley

Proposals are being explored for the funding of a CCTV camera for the Farfield estate

in Farsley due to higher than average levels of anti-social behaviour and criminality around the Farfield shops/surrounding area. This is having an impact on the community, local business and police resources on the Farfield Estate in Farsley.

The capital costs of providing a new camera and new circuit for Farfield Avenue is between £20,000 - £25,000 and £1,360 annual rental. The Community Safety Teams are looking at securing rental funding for a period of 5 years. The Community Safety partnership are requesting 50% of capital costs and 50% of the running costs over a five year period which would be approximately:

Capital costs - £12,500
5 year running costs - £3,400

KS asked what evidence there is of ASB in the area, SG said there are no ASB issues in the Farfield area, she advised it is more youth nuisance such as loitering. KS said he has in the past requested information on 'hot spot' areas. SG said this information comes from the Police and is not easily accessible. KS asked if this information could come via the ABCL. SG said she will request it from the Police but may not receive it. BF said the Police direct enquiries to the West Yorkshire Police website.

MD

Suggested using the mobile CCTV unit which is funded from Local Community Safety budget.

Funding rejected.

AP74 – 2011 Gamble Hill Croft Walkways

Funding is being requested for the walkways at Gamble Hill Croft. The multi-storey blocks were built in the 1960's and the walkways around the block are layered with paving slabs. Over the years the condition of the paved walkways has deteriorated and have become an area of concern.

There are 2 options to consider which are:-

Option 1 – to tarmac all areas that are currently flagged and construct some drainage as tarmac is not a porous as flags.

Cost - £40,000. This cost does not involve any design or contingency funding.

Option 2 – to create 2 strips of grass at the side of the building which would act as soak up areas and therefore remove the need for constructing a drainage system thus significantly reducing the cost of the scheme. Technical feasibility would need to be checked.

Cost - £30,000. These costs do not involve any design or contingency funding.

MD said any scheme above £10k needs to go through the procurement process and the Capital Team to be delivered. SG asked if this work would be delivered within this financial year. MD said she is meeting with the team and will obtain timescales. KS expressed concern that this scheme would come back to panel in Feb but not be able to be delivered this financial year due to budget restraints, this would mean the budget is lost. SG suggested approving the scheme but having a back up scheme in case it can't be delivered.

Option 2 approved if technically feasible and no objections from customers.

Budgeting for option 1.

Will bring the item back in Feb.

AP77 – 2011 Replacement of Carpet in Gamble Hill Croft Foyer

MD advised this bid does not come under the correct criteria.

SG said this issue has been raised with the Maintenance Team and has been added to the maintenance list.

Funding Rejected**5.0 Revenue and Capital Expenditure**Capital Programme Update

This item is just for information, the panel members noted the report.

6.0 Any Other Business

MR raised the issue of a bid submitted for works to the veranda at Brookleigh. No response was received and it has not been included in this round. MD said the bid did not meet the criteria. MR said it is very dangerous and cannot be used as it is extremely slippery in wet weather. MD apologised for not responding but will look into what can be done. SG said will speak to property maintenance to try find a solution to the issue.

KS asked that an email is sent to Richard Lewis asking if he is attending or sending apologies. AR agreed that emails will be sent to the Councillor representatives prior to the meeting to try ascertain attendance.

KS provided the Area Panel meeting dates for 2012 as follows:-

Feb 8th
 April 11th
 June 13
 August 8
 October 10
 December 5th

Feb 6th 2013

KS expressed thanks to SG for the Area Panel report that is being submitted to Board on 14 December. This is a report on the progress of the panel, difficulties the area panel has experienced, where the panel is and where going etc. KS has asked SG to distribute it out to the panel members. BF suggested going around the different areas where schemes have been carried out to see how areas have changed.

8.0 Date, Time and Location of next meeting

8.1 **Date:** 8th February 2012

Time: 5.30pm (5.00pm – Refreshments)

Venue: Westfield Chambers Board Room

MD

SG/MD

SG

SG

Signed.....

Date.....