



MINUTES
OUTER WEST AREA PANEL MEETING
5.30pm at Westfield Chambers
Wednesday 13th June 2012

Attendees:**Area Panel Members:**

Kevin Sharp (Chair)	KS
Brian Falkingham (Vice Chair)	BF
Margaret Rimington	MR
Lydia Appleby	LA
Marjory Cook	MC
Corinne Brown	CB
David Atkinson	DA
Cllr Richard Lewis	CllrRL

Officers: Sharon Guy - Area Performance Manager Wortley/Pudsey SG
 Lee Wright - Resident Involvement Project Officer
 John Joseph – Area Technical and Quality Control Officer
 Charlotte Jones – minute taker

1.0 Apologies for Absence:

1.1 Apologies for absence were received from, Cllr Rod Wood.
 Introductions were given for the benefit of those present.

1.2 KS welcomed Marjory Cook and David Atkinson to the panel

1.3 Marie Pierre Dupont was invited to attend this meeting, SG apologised on MPD's behalf.

2.0 Minutes of the Previous Meeting Held on 8th February 2012

2.1 These were recorded as a true record.

3.0 Matters Arising

3.1 It was queried whether members were allowed to substitute. According to Governance, substitution is allowed but only as an observer and they would not have any voting rights.

3.2 A request was sent to Morrison's but unfortunately we were told that they would not be able to support WNWLH on this occasion.

Action

4.0 Update on Planned works

- 4.1 JJ has been working with Neil Broxup since April and is looking at how better to spend funds. The works should be a 60/40 split between the planned/batch works.
- 4.2 JJ outlined his role within the new team and handed out the Strategy and Procedure for Developing and Delivering Planned/Batched Scheme and also a spread sheet showing 2012 Planned Works. Page 1 shows how works are identified. JJ or NB will visit areas so they can batch works, for example, if there is one address that requires the guttering repairing, they would look at all of the gutters in that scheme. They have been out to various Housing Offices to see what they can actively pick up.
- 4.3 Flagged areas is an issue, generally we are looking at tarmacing these areas as there are multiple repeat orders for flagged areas. This will take away trip hazards and there will be a reduction in cost. If the Area Panel were to put a bid in for tarmacing, this could be cross referenced with the planned works.
- 4.4 The paved area has been completed at Rycroft Green. Unfortunately it was done in blocks of 20 paving slabs, this was because the SOR code is for 20 flags.
- 4.5 JJ has spoken to MPD and any Area Panel member can help with recommendations. The budget is not just limited to what is on the spreadsheet. On
- 4.6 the 2012 Planned Works spread sheet, the costs have not been broken down but they will have been by August. The target costs come from the SOR's, if the cost is over this then we need to get quotes from Morrisons. Also for the August meeting, there will be completed works with examples.
- 4.7 Planned works have identified a rolling programme. JJ is working with the Capital Investment team and there should be guarantees with any works carried out.
- 4.8 It was queried if hall tiles in the MSF's would be replaced – they were not defective, they were just patchy after being replaced at different times. JJ responded yes to this as it is also about bringing up standards. We would need to find uniform tiles that will be around in the next few years time.
- 4.9 It was queried why only one of the Heights was having a new roof when they were all the same. JJ responded that this shouldn't be the case as the information will have come from the Stock Condition Survey. It is also important that all works needed on MSF's are done at the same time – there is no point putting up scaffolding at great expense one year only to find that something else in the planned works programme is needed the next year.
- 4.10 JJ wants the spreadsheets to be fully accessible so anyone can see what has already been included in the plan.

5.0 Customer Engagement and Inclusion**5.1 Update**

- 5.1.1 Since the report a training programme has been put together. Leeds Tenants Federation are the main trainers. If additional training is required we do this ourselves. There will be another training programme in autumn. Most of the courses are free to tenants, where there is a charge there are grants available. There are additional events, LW handed out a leaflet with these on.
- 5.1.2 Anyone is welcome to attend the training. If training needs are not met, if we are informed we can include these training needs in future programs. If anyone is

interested in training, they just need to call the number on the programme. If courses are booked up and there is demand, another course will be put on.

- 5.1.3 Community involvement week is between 8th and 15th July. The aim is to get WNWHL into the community, to highlight our good work and to open up involvement opportunities for tenants.
- 5.1.4 There will be an Area Panel Members bus tour, this is an opportunity for Area Panel Members to view some of the bids that have been approved or are in the pipe line and to see some of the positive outcomes of the bids. There will be an opportunity for four members from the OW to join the tour along with the other three Area Panels. This is not coming out of the Area Panel budget. SG will take any expressions of interest. It may be possible to have lunch provided on one of the schemes, this could get more people involved.
- 5.1.5 LW pointed us to item 5.0 on his report. The scrutiny report has been set up to respond to the localism act, tenants will have a greater roll within WNWHL. This is in addition to tenants being on the Board of Directors and the Area Panel. The panel have chosen two topics and will look at policies and procedures for these topics. The panel will be talking to staff, managers and tenants and will write a report of recommendations to the Board.
- 5.1.6 There are vacancies for members for the Tenant Scrutiny Executive. KS noted that tenants could not be on both the Tenant scrutiny Executive and the Area Panel. Tenants will have to chose between the two in October.
- 5.1.7 CllrRL spoke about Neighbourhood Plans, this is a Government initiative to help shape the neighbourhood. There is funding available but neighbourhoods have to apply for this and sometimes some areas miss out. SG said that WNWHL is also working on local neighbourhoods and the work that the NMO's are doing can feed in to the Government initiative.
- 5.1.8 The AGM for Tenants and Residents – there is a contract with WYCAS, they will be providing their services to the Tenant's Group and will be signing off accounts. At the meetings, whichever officer is there can sign off the meetings.

5.2 Tenancy and Estate Management

- 5.2.1 SG presented the report for March and April 2012. These figures come from the reports from the NMO's we need to advertise the surveys so that local tenant groups can join in on inspections so that they have objective scoring. It makes sense that tenants go our and see how the grading is done. When issues are reported to the NMO's, they are then passed on to JJ's planned works team.
- 5.2.2 The figures are not split between Pudsey and Wortley, this means that Wortley is pulling down the figures for litter and grass cutting. The litter starts at the top of the hill and blows down, also, as Wortley is in a valley, grass cutting is difficult as they are cutting up hill. Continental say that where there is more than a 40% gradient there are health and safety issues.
- 5.2.3 The estates are moving more into excellent and good rather than acceptable or poor. These figures can feed into the Area Panel meetings and also into the planned works team.
- 5.2.4 Parking restrictions in the centre of town impacts on the residents as non-residents park in residential areas rather than in town.

5.2.5 WNWHL is working with the council, for example, if Tuesday is bin day this is when the area will look the worst. Caretakers are to go with the council street cleaners to stop the spread of litter. This will mean that there is improved grading in this area and satisfaction with environmental conditions go up for litter and fly tipping. We are also working across physical boundaries, if there is litter and it is on the highways side, we will pick it up (within reason). Likewise, on the bypass – when the grass is being cut, we will go in and pick up the litter. We are looking to a coordination of services.

5.3 Area Panel Budget Update

5.3.1 We need to commit to spending and not leave it until the back end of the year. If the funding is not spent, it does not roll over until next year, what ever is left is withdrawn. Last year we managed to secure funding from other areas because we had spent all of our budget.

5.3.2 This is to be brought back to the next meeting and MPD is to attend.

MPD

5.4 Area Panel Bids

5.4.1 Bid 1-2012: Funding is requested to improve the grassed traffic island on the junction of Cote Lane and Cotefields Avenue

SG informed the panel that the area was a large grassed area almost in a cul de sac and the intention was to stop parking on the grass. SG doesn't think that bollards are the answer and that she would prefer a more expensive bid to reduce the grassed area in size, which would be more appropriate.

It was not thought that bollards would be aesthetic or would help the situation.

A map and photo's would be beneficial with the bid.

The bid was rejected by the panel. The bid is to go back to the NMO to look at other options, even though they may be more expensive.

5.4.2 Bid 2-2012: to remove the dead and damaged hedges from the communal gardens to 163 – 173 and 187 – 197 Heights Drive and to erect a metal fencing along the boundary

KS expressed an interest in this bid.

SG reported that there is a drug problem in the area and presently users are hiding in the hedging.

This is a continuation of an earlier bid. The other bid was approved and has been successful. It may take several years to do the whole area but there has been positive feedback from the tenants, staff and police.

An initial quote of £8476.80 has been obtained from Leeds firm Kevin Kelly's

We could potentially do joint funding on this with the Planning Team on future bids.

5.4.3 **This bid was approved by the panel.**

Bid 3-2012: To erect a powder coated green metal palisade fence at the rear of

bungalows 52 - 59

Youths are using the area as a short cut and tenants are being abused when they challenge them. Also, there is an issue with dog fouling.

At 1.8m high, as the fence is at the rear of the properties, no planning permission is required.

5.4.4 This bid was approved by the panel

Bid 4-2012: To erect a barrier to prevent vehicles accessing the banking on the communal grassed area.

This bid has been resubmitted but the costing is the same as the last time.

This bid is to be resubmitted with pictures and correct costings

This bid was deferred

6.0 Revenue and Capital Expenditure

6.1 Capital Programme Update

6.1.1 KS advised the panel that the attached report is for noting the contents.

7.0 Any Other Business

7.1 Estate Management Framework

7.1.1 KS advised that MPD is to attend the next meeting to discuss this item.

MPD

7.2 Environmental Projects Timeline

7.2.1 KS advised that MPD is to attend the next meeting to discuss this item.

MPD

7.3 Volunteers for the coach trip

7.3.1 SG had four volunteers, DA, MR, LA and CB.

8.0 Date, Time and Venue of Next Meeting

8.1 **Date:** 8th August 2012

Time: 5.30pm (5.00pm – Refreshments)

Venue: Westfield Chambers Board Room