

**Cottingley Neighbourhood Improvement Plan Steering Group Meeting
Friday 7 September 2012
MINUTES**

Attendance:

Cllr Adam Ogilvie	Ward Councillor (Chair)
Cllr David Congreve	Ward Councillor
Greg Sallabank	Environmental Services
Rachel Brighton	NHS
Joanne Hainsworth	Extended Services
St Clair Brown	Youth Service
Robyn Holland	TRAC member
Adele Bosworth	TRAC member
Christine Robinson Perkins	TRAC member
Neil Collins	Aire Valley Homes
Elizabeth Comer	Aire Valley Homes
Brendon Manion	Aire Valley Homes
Dianne Elson	Cottingley Primary School
Paul Ackerman	West Yorkshire Police
Steve Stewart	Leeds Anti Social Behaviour Team
Ellie Rogers	Priority Neighbourhood Worker
Ali Gilfillan	Youth Worker
Aretha Hanson	South East Area Support Team
Apologies:	Jayne Holland, South Leeds Live at Home Lynn Bailey, Health for All Cllr Angela Gabriel, Ward Councillor Tom O'Donovan, South East Area Support Team Lisa Scott, Leeds Anti Social Behaviour Team Simon Lonsdale, Job Centre Plus Rev Jude Smith – Cottingley Church

1	Welcome and introduction	ACTION
1.1	Welcome and introductions were made.	
2	Minutes and matters arising from the meeting held on 23 July 2012	
2.1	The minutes were approved as an accurate record of the meeting.	
2.2.	There were no matters arising.	
3	Priority Neighbourhood Worker	
3.1	Ellie Rogers introduced herself to the meeting as the new Priority Neighbourhood Worker. Ellie was welcomed to the group.	

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4	Action Plans update	
4.1	<p>(a) Children & young people</p> <p>1. The local take-away has employed a couple of older youths.</p> <p>(b) Older People</p> <p>1. £500 has been given to Health for All (Healthy Communities Team) to run a winter wellbeing event. Partners involved in the planning include Jayne Holland and AVH. Event taking place on Wednesday 31 October.</p> <p>2. Christine Robinson is getting CRB checked so that more work can be done with a wider range of people.</p> <p>3. Bingo is no longer taking place. There is money in the bank account and the account needs to be closed. The suggestion is that the remaining money being donated to Macmillan Cancer Support and the group were asked whether they agreed to this suggestion.</p> <p>4. Diane Elson offered the school (within school time) as a venue for bingo which would also be an opportunity young people to engage with older people. Any arrangements need to be established by 1 December. TRAC to liaise with Diane Elson and develop plan.</p> <p>(c) Community Engagement</p> <p>1. Fixed rate room hire costs need to be established for TRAC to hire Cottingley Community Centre.</p> <p>2. Diane Elson offered school at £7 per hour during school hours and £6.50 up to 6.00 pm.</p> <p>(d) Community Safety</p> <p>1. There have been 14 offences of arson mainly on cars and policing has been increased.</p> <p>2. Reports have been made as young people on motor bikes are speeding around the estate.</p> <p>(e) Employment & Skills</p> <p>1. There is a city wide campaign to raise awareness of illegal money lending. The group were invited to let Rachel have local intelligence.</p> <p>(f) Health</p> <p>1. Smoking event taking place on 27 September and available to anyone working in or around Cottingley. Resource packs are available and the group were invited to contact Rachel for bookings.</p>	TRAC / Diane Elson

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	<p>2. Rachel to circulate contact details of Aimie Clelland who will be working with obese families or families at risk of being obese.</p>	<p>RB</p>
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	(g) Environment 1. Clarification was sought about when residents can put rubbish out. Confirmed that rubbish can be put out at 7.00 pm the night before collection. Tom Smith to look at the policy and liaise with refuse team. 2. Trees at side of properties: some have caused damage to buildings/conservatory. Liz Comer to liaise with Adele Bosworth.	TS LC/AB
4.2	Action Plan updates were provided see separate documents.	
5	Cottingley Refuse & Recycling Pilot Project	
5.1	Communications have been printed and circulated to residents this week. Leaflets have been handed out.	
5.2	The next stage is to continue communications with residents. AVHL has booked a "drop in bus" for 19 September for Cottingley Park/Cottingley Fold. There will also be another round of door knocking for those houses that have more steps.	
5.3	There is a question about whether there should be wheelie bins or communal bins at the bottom of Cottingley Chase.	
5.4	Highways are scheduled to put in hard standings and procurement for frames is ready to go out. Implementation expected November. The key over the next month is to get information from residents about what they want. Also want to utilise TRAC Facebook group, attend next TRAC meeting and attend AVHL surgeries. Greg to share contact details with TRAC.	GS
6	Any other business	
6.1	There has been feedback from residents that they have not seen the Police on the estate. However, TRAC have done a walkabout and have noticed that there are Police vans in the area.	
6.2	TRAC are organising a coach trip to see Blackpool illuminations which will take place towards the end of October. If there is any information which needs to be circulated to residents it can be handed to them during the coach trip.	
6.3	Christmas Fayre organised by the church will take place on 24 November.	
6.4	TRAC will be organising a carol service for Christmas in the shopping precinct. Open invite for police to join. Date to be advised.	

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6.5	Dog fouling: on Wednesday 5 September children were taken to the field but it was not possible for them to do anything due to the amount of dog fouling. Tom Smith will arrange for patrols on the field and explore including it as an area for patrols.	TS
7	Date and time of next meeting	
7.1	12 October 2012 at 2.00 pm : Cottingley Community Centre	All