

**Cottingley Neighbourhood Improvement Plan Steering Group Meeting  
Friday 12 October 2012  
MINUTES**

**Attendance:**

Cllr Adam Ogilvie	Ward Councillor (Chair)
Greg Sallabank	Environmental Services
Joanne Hainsworth	Extended Services
Rachel Brighton	NHS
Adele Bosworth	TRAC
Christine Robinson Perkins	TRAC
Heather Hart	Cottingley Children's Centre
Elizabeth Comer	Aire Valley Homes
Neil Collins	Aire Valley Homes
Dianne Elson	Cottingley Primary School
Ellie Rogers	Priority Neighbourhood Worker
Aretha Hanson	South East Area Support Team
<b>Apologies:</b>	Robyn Holland, TRAC Lisa Scott, Leeds Anti Social Behaviour Team Jayne Holland, South Leeds Live at Home Nicola Moss, Recycling Lynn Bailey, Health for All Cllr Angela Gabriel, Ward Councillor Cllr David Congreve, Ward Councillor Inspector Paul Akerman, WYP Tom O'Donovan, South East Area Support Team St Clair Brown, Youth Service Ali Gilfillan, Cottingley Youth Project Brandon Mannion, Commercial Asset Management

1	<b>Welcome and introduction</b>	<b>ACTION</b>
1.1	Welcome and introductions were made.	
2	<b>Minutes and matters arising from the meeting held on 23 July 2012</b>	
2.1	The minutes of 07/09/12 were looked at and the following amendment made:  4.1.C The price for room hire at the school stands at £7 until 6pm, £17 after 6pm.  The minutes were then agreed.	
2.2.	There were no matters arising.	



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4.2	Recycling Bins will be placed in frames.	<b>GS</b>
4.3	It was confirmed wheelie bins will be labelled with addresses and there will be enforcement to ensure these aren't left out all week.	<b>GS</b>
4.4	There had been no calls to the contact centre with questions or complaints.	
4.5	There will be a Health and Safety assessment for interested parties including the unions, once this process has happened they are ready to move forward to implementation. This will hopefully happen week commencing 15/10/12.	<b>GS</b>
<b>5</b>	<b>Budget</b>	
5.1	There is a £3000 budget attached to the NIP. Examples of things this could be spent on are :  Leaflet printing Community Event Youth Provision Lunch Club Allotment Project	
5.2	Ellie Rogers invited people to send a submission of interest to her by the 26 <sup>th</sup> October.  Please include a project outline, the amount requested, whether this is a contribution or full cost and when the project will take place.  Applications to be sent <a href="mailto:ellie.rogers@leeds.gov.uk">ellie.rogers@leeds.gov.uk</a> by Friday 26 <sup>th</sup> October.	<b>ER/ All</b>
5.3	Ellie Rogers will meet with TRAC members to consider submissions which will be brought for final decision to a future NIP meeting.	<b>ER/ TRAC</b>
5.4	Joanne Hainsworth put forward a suggestion for a Christmas Holidays provision, the group thought this was a good idea, Joanne to email Ellie if she wishes to pursue this.	<b>JH</b>
5.5	It was also suggested it could be used for newsletter printing costs, TRAC to pursue if they wish.	<b>TRAC</b>
<b>6</b>	<b>Any other business</b>	
6.1	Rachel Brighton has submitted a bid for free school meals in school holidays and subsidised breakfast and after school clubs. This would fund a post	

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	across Inner South.	
7	<b>Date and time of next meeting</b>	
7.1	09/11/2012 at 2.00 pm : Cottingley Community Centre	<b>All</b>