



Outer West Community Committee

Calverley & Farsley, Farnley & Wortley, Pudsey

Meeting to be held in Room 6/7 Civic Hall, Leeds
Monday, 8th November, 2021 at 1.00 pm

Councillors:


- | | |
|---------------|--------------------------|
| P Carlill | - Calverley and Farsley; |
| A Carter | - Calverley and Farsley; |
| Amanda Carter | - Calverley and Farsley; |
| A Blackburn | - Farnley and Wortley; |
| D Blackburn | - Farnley and Wortley; |
| A Forsaith | - Farnley and Wortley; |
| D Seary | - Pudsey; |
| S Seary | - Pudsey; |
| T Smith | - Pudsey; |

Please Note - Members of the public are now able to attend the meeting in person but please be mindful that Coronavirus is still circulating in Leeds. Therefore, even if you have had the vaccine, if you have Coronavirus symptoms: a high temperature; a new, continuous cough or a loss or change to your sense of smell or taste, you should NOT attend the meeting and stay at home and get a PCR test. For those who are attending the meeting, please bring a face covering unless you are exempt.

Note to observers of the meeting: To remotely observe this meeting, please click on the 'View the Meeting Recording' link which will feature on the meeting's webpage (linked below) ahead of the meeting. The webcast will become available at the commencement of the meeting.

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=1001&MId=11584&Ver=4>





Agenda compiled by: Debbie Oldham
Governance Services, Civic Hall, LEEDS LS1 1UR

Head of Stronger Communities – Liz Jarmin Tel: 0113 37 89035

Images on cover from left to right:

Calverley & Farsley – Calverley Park; Farsley Town Street

Farnley & Wortley – Farnley Hall; Wortley Towers

Pudsey – Pudsey Town Hall; Pudsey Park

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTEREST</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM / COMMUNITY FORUM</p> <p>In accordance with Paragraphs 4.16 and 4.17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Community Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES - 6TH SEPTEMBER 2021</p> <p>To receive the minutes of the meeting held on 6th September 2021, for approval as a correct record.</p>	9 - 12
8	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>OUTER WEST COMMUNITY COMMITTEE FINANCE UPDATE REPORT</p> <p>The report of the Head of Locality Partnerships provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2021/22.</p> <p>(Report attached)</p>	13 - 26

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>OUTER WEST COMMUNITY COMMITTEE UPDATE REPORT</p> <p>The report of the Head of Locality Partnerships brings to members' attention an update of the work which the Communities Team is engaged in, based on priorities identified by the Community Committee. It also provides opportunities for further questioning, or to request a more detailed report on a particular issue.</p> <p>(Report attached)</p>	27 - 50
10	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>SUNNYBANK BD3 POSTCODE REQUEST REPORT</p> <p>The Chief Planning Officer submitted a report to update the Outer West Community Committee on a report that has been prepared by officers in Planning & Sustainable Development in response to a request by Stuart Andrew MP and the Sunnybank Residents group to investigate options for moving forward longstanding issues for residents who have a BD (Bradford) postcode but live within the Leeds City Council boundary.</p> <p>The report is brought for members to note and for discussion and questions.</p> <p>(Reports attached)</p>	51 - 74
11	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>CLIMATE EMERGENCY UPDATE 2021</p> <p>The report of the Chief Officer for Sustainable Energy and Air Quality provides the Outer West Community Committee with a presentation on the council's updated climate emergency strategy and progress.</p> <p>(Report attached)</p>	75 - 94

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12	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>HIGHWAYS - WINTER SERVICES UPDATE</p> <p>The report of the Executive Manager is to provide the Outer West Community Committee with an update on the Highways Service, and to gather input from elected members and residents. The report focusses specifically on the winter service fulfilled by Highways, including snow clearance and road gritting.</p> <p>(Report attached)</p>	95 - 96
13	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>LEEDS ANTI-SOCIAL BEHAVIOUR TEAM - SERVICE UPDATE</p> <p>The report of the Interim Head of Service – Safer Neighbourhoods and Anti-Social Behaviour provides the Outer West Community Committee with a verbal update on the Leeds Anti-Social Behaviour Team (LASBT) and to gather input from elected members and residents.</p> <p>(Report attached)</p>	97 - 98
14	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>ENVIRONMENTAL PROTECTION TEAM - SERVICE UPDATE</p> <p>The report of the Environmental Health Manager is to provide the Outer West Community Committee with a verbal update on the Environmental Protection team, and to gather input from elected members and residents.</p> <p>(Report attached)</p>	99 - 100
15			<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting of the Outer West Community Committee will be on Wednesday 16th February 2021, at 1:00pm. Venue to be confirmed.</p>	
16			<p>ANY OTHER BUSINESS</p> <p>To discuss any other business in relation to the Outer West Community Committee.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p data-bbox="675 286 991 320">Third Party Recording</p> <p data-bbox="675 360 1382 577">Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p data-bbox="675 618 1321 689">Use of Recordings by Third Parties – code of practice</p> <p data-bbox="675 730 1401 947">a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p data-bbox="675 954 1385 1238">b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	

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OUTER WEST COMMUNITY COMMITTEE

MONDAY, 6TH SEPTEMBER, 2021

PRESENT: Councillor Amanda Carter in the Chair

Councillors A Blackburn, D Blackburn,
P Carlill, A Forsaith, D Seary, S Seary and
T Smith

13 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

14 Exempt Information - Possible Exclusion Of The Press And Public

There were no exempt items.

15 Late Items

There were no late items.

16 Declaration of Interest

There were no declaration of interests disclosed at the meeting.

17 Apologies For Absence

Councillor Andrew Carter submitted his apologies.

18 Minutes

RESOLVED – That the minutes of the meeting held on 5th July 2021, be approved as a correct record.

19 Open Forum / Community Forum

On this occasion there were no members of the public in attendance and there were no written submissions.

20 Outer West Community Committee Finance Report

The Head of Locality Partnerships submitted a report that provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund (YAF), Capital Budget, as well as the Community Infrastructure Levy Budget for 2021/22.

In consideration of the application for YAF 2021/22 funding by Dance Action Zone Leeds (DAZL), Members commented that more information was required and yet to be received. Therefore, Members agreed to allocate £2,138.40 to the project and that the remaining amount of £1,289.10 be kept to one side so that a conversation can take place regarding further sessions to be delivered.

In reference to the Capital Budget 2021/22, the Chair advised that a sponsor for the memorial in Farsley had been identified, but only on the basis that the metal barriers and flags at the memorial site be repaired. Therefore, Calverley and Farsley ward members agreed in principle to allocate £6,000.00 from the Capital Budget to the reparation costs – to be formally agreed at a later stage.

Members noted that the Mini Summer Sports programme funded by the Youth Activity Fund was extended last year and requested monitoring information for the summer period so far to understand if the programme is likely to also be extended.

Calverley and Farsley ward members agreed in principle to allocate £375.00 of the Covid-19 Discretionary Funds to the Farsley Charity for the installation of a memorial bench – to be formally agreed at a later stage.

After some discussion, Members agreed that remaining Covid-19 Discretionary Funds should still be accessible in the coming months, as opposed to being returned to the central budget.

RESOLVED –

- a) That the details of the Wellbeing Budget position be noted
- b) That details of the Youth Activities Fund position be noted
- c) That the YAF application as set out above be approved
- d) That details of the Small Grants Budget be noted
- e) That details of the Community Skips Budget be noted
- f) That details of the Capital Budget be noted
- g) That details of the Community Infrastructure Levy Budget be noted

21 Outer West Community Committee Update Report

The Head of Locality Partnerships submitted a report that brings to members' attention an update of the work which the Communities Team is engaged in, based on priorities identified by the Community Committee. It also provides opportunities for further questioning, or to request a more detailed report on a particular issue.

The Localities Officer introduced the report, providing an overview of the key information set out.

Members requested more detailed monitoring information for the CCTV camera funding by the Community Committee. Members were advised that this matter would be discussed with the Head of Locality Partnerships.

RESOLVED – That the contents of the report be noted.

22 City Plan Engagement

The Head of Locality Partnerships submitted a report that introduced a verbal update on the development of a City Plan for Leeds in the Inner South

Community Committee Area and an opportunity for input from elected members and residents to feed into the Plan.

The following were in attendance:

- Councillor J Dowson, Deputy Executive Member for the Leader's Portfolio
- Mike Eakins, Intelligence and Policy Manager

Councillor Dowson gave a brief introduction to the context behind the development of a new City Plan, highlighting the significant changes since the last City Plan was launched ten years ago – locally, nationally, and globally. The Intelligence and Policy Manager set out some of the key ambitions and drivers that will shape the new plan, and then sought feedback from Members on their priorities for Leeds over the next ten years.

Key themes from Members included:

- *Education and skills.* Members recognised education and training of young people to be a key issue for the city moving forward, noting that many young people leave the education system currently without the most basic skills.
- *A compassionate city.* Members preferred messaging focused on kindness, a theme that has been prominent throughout the pandemic, as opposed to the 'best city, best council' ambition.
- *Whole city approach.* Members were supportive of a whole city approach to the plan, recognising that the Council is limited in what it can achieve without the support of local businesses, third sector and other local organisations. Members specifically commented that the plan should seek sign up from other organisations, including NHS partners, to address some of the key issues for the city such as mental health.
- *Engagement.* Members suggested that a citizen's jury should be developed at the later stages of development of the plan, to ensure meaningful engagement and input from Leeds residents on their priorities for the city.

RESOLVED – That the contents of the report and presentation, along with Member's comments, be noted.

23 Library Service Update

The Chief Officer (Community Hubs) submitted a report that provided an overview of the activity of Leeds Libraries during the past 18 months and outlined the key priorities for the service as part of our Service Recovery Strategy.

The following were in attendance:

- Andrea Ellison, Chief Librarian
- Kate Midwood, Senior Librarian

Draft minutes to be approved at the meeting
to be held on Monday, 8th November, 2021

The Chief Librarian introduced the report, providing a brief overview of the key messages within the report, including the changes to the structure of the service and innovative projects and schemes that have taken place throughout and beyond the pandemic, as well as the priorities for the service over the coming year. Members were also advised that it is intended for each of the Community Committees to receive a future report with more detail of activity in each ward.

Members reported that communities without libraries are not currently being served by the mobile library service adequately, and that further analysis is required to ensure that the mobile library service visits suitable locations in the Outer West area.

RESOLVED - That the contents of the report be noted.

24 Date and time of next meeting

RESOLVED – That the next scheduled meeting will be on Monday 8th November at 1pm.

25 Any other business

No matters were raised on this occasion.



Report of: Head of Locality Partnerships

Report to: Outer West Community Committee
[Calverley & Farsley, Pudsey, Farnley & Wortley]

Report author: Mike Stevenson – Localities Officer – 07891 277427

Date: 8th November 2021 For Decision / to note

Outer West Community Committee - Finance Report

Purpose of report

1. This report provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2021/22.

Main issues

2. Each Community Committee has been allocated a wellbeing budget (revenue and capital) and Youth Activities Fund which it is responsible for administering. The aim of these budgets is to support the social, economic and environmental wellbeing of the area and provide a range of activities for children and young people, by using the funding to support projects that contribute towards the delivery of local priorities.
3. A group applying to the Wellbeing Fund must fulfil various eligibility criteria, including evidencing appropriate management arrangements and financial controls are in place; have relevant policies to comply with legislation and best practice e.g. safeguarding and equal opportunities and be unable to cover the costs of the project from other funds.
4. Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Community Committee before activities or items being purchased through wellbeing funding are completed or purchased.
5. The amount of wellbeing funding provided to each committee is calculated using a formula agreed by Council, taking into consideration both population and deprivation of an area.

6. Capital (CRIS) injections are provided as a result of council assets being sold. 5% of the sale price (up to a maximum of £100k) of a council asset is pooled city-wide and redistributed to the Community Committee areas on the basis of deprivation. The Community Committee will receive a new capital injection every 6 months.
7. Each Community Committee has also been allocated a Community Infrastructure Levy budget. For each CIL contribution, Leeds City Council retains up to 70-80% centrally, 5% is needed for administration and 15-25% goes to be spent locally. The money will be vested with the local Town or Parish Council if applicable, or with the local Community Committee and spend decided upon by that body. This local money is known as the 'Neighbourhood Fund' and should be spent on similar projects to the Wellbeing Fund (capital).
8. In the Outer West Community Committee this means that the money for Calverley & Farsley, Pudsey, and Farnley & Wortley will be administered by the Outer West Community Committee.
9. It was agreed at the Outer West Community Committee on the 22nd November 2017 that CIL monies for Calverley & Farsley, Pudsey, and Farnley & Wortley would be spent in the ward it was generated in.
10. Projects eligible for funding by the Community Committee could be community events; environmental improvements; crime prevention initiatives, or opportunities for sport and healthy activities for all ages. In line with the Equality Act 2010, projects funded at public expense should provide services to citizens irrespective of their religion, gender reassignment, marital status, race, ethnic origin, age, sexual orientation or disability; the fund cannot be used to support an organisation's regular business running costs; it cannot fund projects promoting political or religious viewpoints to the exclusion of others; projects must represent good value for money and follow Leeds City Council Financial Regulations and the Council's Spending Money Wisely policy; applications should provide, where possible, three quotes for any works planned and demonstrate how the cost of the project is relative to the scale of beneficiaries; the fund cannot support projects which directly result in the business interests of any members of the organisation making a profit.
11. Any request for funding would involve discussions with appropriate ward members. Where projects do not have support from the Community Committee and are not approved, applicants are offered further discussions and feedback if this is requested.
12. In order to provide further assurance and transparency of all decisions made by the Community Committee, any projects that are not approved will be reported to a subsequent Community Committee meeting.
13. Sometimes urgent decisions may need to be made in between formal Community Committee meetings regarding the administration of Wellbeing and Youth Activity budgets, and also regarding the use of the Community Infrastructure Levy (CIL) Neighbourhood Fund which has been allocated to the Committee. Concurrently with the Committee, designated officers have delegated authority from the Director of Communities, Housing and Environment to take such decisions.

14. The Community Committee has previously approved the following 'minimum conditions' in order to reassure Members that all delegated decisions would be taken within an appropriate governance framework, with appropriate Member consultation and only when such conditions have been satisfied:
- a. consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
 - b. a delegated decision must have support from a majority of the community committee elected members represented on the committee (or in the case of funds delegated by a community committee to individual wards, a majority of the ward councillors); and
 - c. details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for members' information.
15. Members are reminded that the necessary scrutiny of applications to satisfy our own processes, financial regulations and audit requires the deadline for receipt of completed applications to be at least five weeks prior to any Community Committee. Some applications will be approved via Delegated Decision Notice (DDN) following consultation with Members outside of the Community Committee meeting cycle.

Budget Position 2021/22

16. The Committee is asked to note that since the last Community Committee Meeting on 6th September 2021, the following projects have been approved by DDN:

I. Farsley Cenotaph (CAP) 13.09.21

17. The Committee is asked to note that since the last Committee Meeting on 6th September 2021, 2 projects are highlighted to have been cancelled:

- I. Farsley Festival (YAF)**
- II. Breeze – Friday Night Project (YAF)**

Wellbeing Budget 2021/22

18. The total revenue budget approved by Executive Board for 2021/22 was £94,210.00. **Table 1** shows a carry forward figure of £87,040.08, which includes underspends from projects completed in 2020/21. £41,635.80 represents Wellbeing allocated to projects in 2020/21 and not yet completed. The total revenue funding available to the Community Committee for 2021/22 is therefore **£139,614.28**. A full breakdown of the projects approved or ring-fenced is available on request.

19. It is possible that some of the projects may not use their allocated spend. This could be for several reasons, including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement, or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in Table 1.

20. The Community Committee is asked to note that that so far, a total of **£92,421.62** has been allocated to Wellbeing ring-fences and projects.

21. The Community Committee is asked to note that there is currently a remaining balance of **£48,277.20** in the Wellbeing Fund. A full breakdown of the wellbeing projects is listed in **Table 1** below.

TABLE 1: Wellbeing Revenue and Projects 2021/22

Wellbeing Fund 2021/22	£
Income: 2021/22	£94,210.00
Balance brought forward from previous year	£87,040.08
Less projects brought forward from previous year	£41,635.80
Total Available 2021/22	£139,614.28
Area wide ring fences 2021/22	£
Small Grants and Skips	£5,000.00
Community Engagement	£1,000.00
CCTV Outer West	£11,000.00
Calverley Xmas Lights	£2,625.00
Farsley Xmas Lights	£6,180.00
Pudsey Xmas Lights	£9,530.00
Rodley Xmas Lights	£1,800.00
Pudsey Carnival / Feast	£2,600.00
Queen's Jubilee	£7,500.00
Total spend: Area wide Ring-Fenced funds	£47,235.00
Approved Wellbeing Projects 2021/22	£
Calverley in Bloom	£3,194.95
Farsley in Bloom	£2,960.78
New Farnley in Bloom	£1,000.00
Pudsey in Bloom	£5,001.74
Site based gardener	£13,807.15
Building Futures Together	£5,545.00
Money Buddies OW	£10,876.00
Lancasterian School Room Project	£2,801.00

Total projects approved	£45,186.62
Total spend: Area ring-fences + approved projects	£92,421.62
Underspend 2021/22	£1,084.54
Wellbeing balance remaining	£48,277.20

Declined Projects

22. Since the last Community Committee Meeting on 6th September 2021, 0 project application have been declined.

Wellbeing Applications for Consideration

23. Since the last Community Committee Meeting on 6th September 2021, there are 3 outstanding Wellbeing applications from the 2021/22 budget to consider:

24. **Project Title:** Summer Bands in Leeds Parks 2022

Name of group/organisation: Leeds International Concert Season

Funding amount requested from Wellbeing: £3,250.00

Wards Covered: All wards (Calverley & Farsley, Pudsey, Farnley & Wortley)

Start date: May 2022

Project description: Funding is requested for the following concerts in Outer West Leeds, as part of 'Summer Bands in the Parks' series:

- 2 in Farnley Hall Park
- 3 in Pudsey Park
- 2 in Victoria Park, Calverley
- 2 in Western Flatts Cliff Park, Wortley
- 1 in Westroyd Park, Farsley

These concerts will benefit the communities in Outer West, as people will be able to experience free music in their local parks, as well as coming from other areas of Leeds, all of which encourages community involvement, engagement, socialising, walking outdoors and appreciating local green spaces.

Community Committee Priorities: Best City for Communities, Best City for Health & Wellbeing

25. **Project Title:** Outer West ASB & Speeding resources

Name of group/organisation: West Yorkshire Police

Funding amount requested from Wellbeing: £5,920.00

Wards Covered: All wards (Calverley & Farsley, Pudsey, Farnley & Wortley)

Start date: November 2021 – March 2022

Project description: A data analysis from Police systems has highlighted issues in Outer West over the last 12 months, compared to the previous year. Anti-social behaviour has increased 9% to nearly 1,500 calls for service from the community in the 3 wards. Secondly, the report includes 473 reports of nuisance cars, vans, and moto/quad bikes. This includes speeding, inconsiderate parking and general antisocial vehicle use such as revving engines, loud music, tailgating and similar – this is up 8% from last year.

Insp Gill's team would like to work with colleagues from our Roads Policing Unit to address the increased issues of speeding, dangerous driving, antisocial driving, and antisocial behaviour, including that by young people. We will deploy a specialist traffic officer and an NPT officer in a traffic car where intelligence indicates speeding and dangerous driving. Where there are clusters of ASB, this would be better served with either a PCSO, or a PCSO and an NPT Officer.

The costings submitted allow for 160 hours of a specialist road traffic officer / police constable and 80 hours of a police community support officer from the ward areas. The overtime deployments will run with immediate effect and finish in late February or early March.

Community Committee Priorities: Best City for Communities

26. **Project Title:** Cycle Security

Name of group/organisation: West Yorkshire Police

Funding amount requested from Wellbeing: £1,460.00

Wards Covered: All wards (Calverley & Farsley, Pudsey, Farnley & Wortley)

Start date: November 2021 – September 2022

Notes: This funding application is a joint bid with Inner West, with total costs of £2,920.00

Project description: In the past 12 months we have had 148 reported pedal cycle thefts across the ward areas – and our Force Crime Prevention Officer advises that research suggests 3 times as many are stolen as are actually reported to the police. PCSO Michael Broxup is based at Pudsey Police Station and is a bike champion, meaning he has additional training and information around bike security. He would like to do a series of events across the 3 wards, to give residents advice on bike safety and security.

We are seeking funding to purchase 1,000 Selectamark products to be fitted to cycles at events and the code registered on the National Cycle Database, meaning if a stolen bicycle is recovered, we can immediately identify the owner. Officers can also scan a bike and determine ownership on the spot. We believe that marking will make the bike less desirable to thieves as security marking has been shown to drastically reduce offences of theft.

Community Committee Priorities: Best City for Communities, Best City for Health and Wellbeing

Youth Activities Fund Position 2021/22

27. The total available for spend in Outer West Community Committee in 2021/22, including carry forward from previous year, is **£69,371.02**.
28. The Community Committee is asked to note that so far, a total of **£47,010.00** has been allocated to projects and ring-fences, as listed in **Table 2**.
29. The Community Committee is also asked to note that there is a remaining balance of **£23,460.30** in the Youth Activity Fund. A full breakdown of the projects is listed in **Table 2** below.

TABLE 2: Youth Activities Fund 2021/22

YAF Revenue and Projects 2021/22	£
YAF Income 2021/22	£43,230.00
Carried forward available from previous year 2020/21	£26,141.02
Total available budget for financial year 2021/22	£69,371.02
YAF Ring-fences Approved	
Youth Summit	£1,500.00
DAZL Outer West Programme 2021/22	£3,427.50
Andy's Youth Project	£2,400.00
Farsley Festival *cancelled	£4,350.00
Breeze Friday Night Project *cancelled	£10,154.00
Total YAF Ring-fences 2021/22	£21,831.50
Approved YAF Projects 2021/22	£
West Leeds Activity Centre – OW Activity Programme	£6,600.00
Farnley Youth Project	£1,600.00
Farnley Football Project	£770.00
Mini Breeze OW	£10,948.50
Pudsey Youth Café	£2,260.00
Air Cadets – Band Camp	£600.00
Youth Service – Summer Targeted Programme	£1,500.00
Youth Service – Mini Summer Sports Programme	£900.00
Total spend against projects	£25,178.50
Total spend (Ring-fences and projects)	£47,010.00
Underspend 2021/22	£1,099.28
Remaining YAF Balance 2021/22	£23,460.30

YAF Applications for Consideration

30. Since the last Community Committee Meeting on 6th September 2021, there is 1 outstanding YAF application from the 2021/22 YAF budget to consider.

31. **Project Title:** Beats on the Street

Name of group/organisation: The Music Box

Funding amount requested from YAF: £4,950.00

Wards Covered: Pudsey

Start date: 26th Nov 2021 – Dec 2022

Project description: The project addresses a gap in provision for young people living in Pudsey, who are involved in or are at risk of anti-social behaviour (ASB) and crime in the local and surrounding areas. The project will deliver a pilot urban music and arts based programme for young people in Pudsey ward who are at risk of ASB or crime.

The project will run every Friday night (starting from 26th November for 3 weeks then for 10 weeks every term until the end of 2022) from 6.30-8.30pm at St Andrew's Church, for young people aged 11 to 17 years old. This would be 33 sessions in total. The project will target a maximum 12 young people per week to take part in the project. Activities include:

- DJing and beat making
- Rapping, beatboxing and lyric writing
- Graffiti and visual arts

Community Committee Priorities: Best City for Children and Young People, Best City for Communities.

Monitoring Information

32. As part of their funding agreements, all projects which have had funding approved by the Community Committee are required to provide update reports on the progress of their project. These reports are so that the Community Committee can measure the impact the project has had on the community and the value for money achieved.

33. Detailed below is a project monitoring that the Communities Team has received since the last meeting of the Community Committee in September 2021:

Youth Service - Mini Summer Sports:

34. During the summer holidays, the West Leeds Youth Service organised outdoor sports sessions across all wards of Outer West. These sessions gave young people access to activities supported by qualified coaches and youth workers.

35. The sessions engaged with 54 different young people, with an average attendance of 8 per session, and 2 sessions attracting more than 20 young people. The sports sessions enabled

young people to take part in a healthy outdoor activity supporting mental health and wellbeing.

36. Feedback from young people and parents was positive, and because of this project, a number of young people have remained engaged with the Youth Service and now attend weekly provisions such as mobile sessions or youth clubs.

SUMMER SPORTS SESSIONS

AGES 11-17

WHEN AND WHERE
WEDNESDAYS (August) 11:00 – 12:30 Grassed area outside Tyersal Residents Club
WEDNESDAYS (August) 14:30 – 16:00 Calverley Victoria Park
WEDNESDAYS (August) 17:00 – 18:30 Farnley Recreation Field
FRIDAYS (August) 11:00 – 12:30 Swinnow Moor
FRIDAYS (August) 13:30 – 15:00 Hainsworth Park

DELIVERED BY LEEDS YOUTH SERVICE AND PE PARTNERS

FEATURING - FOOTBALL - ROUNDERS - DODGE BALL - QUICK CRICKET -
 For more information please ring : 07891276104

WWW.WWW.FACEBOOK.COM/LEEDSYOUTHSERVICEWNW

Leeds CITY COUNCIL
 Leeds Youth Service

PARTNERS
 PE PARTNERS TRUSTist

FUNDED BY
 Community Committee
 Outer West Community Committee

Building Futures Together - Rock-Up to do a Mock-Up

37. Rock-Up to do a Mock-Up engaged with young people with a bespoke offer unlike any other in the area. With a skills shortage in the construction industry, the project offered young people an opportunity to experience hands on practical sessions, and an insight into pursuing a career within the industry.

38. Our programme took place in the summer holidays from our facility in Pudsey on a Tuesday and Thursday (from Tuesday 27th July to Thursday 26th August) Our sessions took place between 10-00am– 3-00pm with a break for lunch. We provide a maximum of 8 places per session in total 10 sessions with 80 places available and accepted.

39. Our initiative provided support for employability, it included those who may be drawn into crime or those seeking employment after criminal justice.

40. Feedback from the sessions has been very good, and the participants have shown a desire for more sessions in the future. We will be working with local schools, partners, and agencies to showcase our work and how we can collaborate going forward.



"The impact your course has had on J has been fantastic. J is 15yr old and recently moved to the area to live with his father and me. He has had a very turbulent 3 years which has seen him involved in criminal activity and knife crime. We were desperately trying to show J that he had choices, that he has wonderful qualities and a lot to offer. We were trying to show him that choices you make today affect your future. Having joined the BFT programme J has blossomed and is full of a new focus on getting his GCSEs and life at college after school."

Small Grants & Skips Budget 2021/22

41. The Community Committee approved a small grants & skips budget of **£5,000.00** for 2021/22. To date the Committee has allocated **£4,810.45** through small grants and skips. There is currently a remaining balance of **£189.55**. Members are asked to note the small grants & skips allocation outlined in **Table 3** below.

TABLE 3: Small Grants & Skips 2021/22

Project	Date	£
PHAB Club SG	30.03.21	£338.24
SpinStar Twirlers Majorettes SG	08.06.21	£500.00
Leeds Walking Football SG	06.07.21	£500.00
Calverley Cricket Club Nets SG	05.07.21	£500.00
Traditional Daido Karate SG	05.07.21	£432.00
Gymnastics Elite SG	11.08.21	£500.00
Pudsey Scarecrow Festival SG	31.08.21	£500.00
Kids N Co SG	22.09.21	£130.45
Crimbles Allotment Association Pudsey SK	15.04.21	£221.59
Calverley Gatescroft Allotment C&F SK	24.04.21	£394.26

Tyersal Residents Association Pudsey SK	30.04.21	£152.45
Pudsey Scarecrow Festival SK	04.09.21	£152.45
St Johns Community clean-up SK	19.08.21	£152.45
Pudsey Meadowhurst Gardens SK	01.10.21	£184.11
Pudsey Ryecroft Gardens SK	11.10.21	£152.45
Current Total Spend 2021/22		£4,810.45
Balance Remaining 2021/22		£189.55

42. Since the last Community Committee Meeting on 6th September 2021, there are 0 outstanding Small Grant Applications from the 2021/22 budget to consider.

Capital Budget 2021/22

43. The Community Committee is asked to note that following a recent Capital injection, there is a current Capital budget of **£23,239.00** available to spend. Members are asked to note the Capital allocation outlined in **Table 4** below.

TABLE 4: Capital Budget

	Total	Calverley & Farsley	Farnley & Wortley	Pudsey
Starting budget 2021/22	£26,238.00	£9,822.36	£10,575.26	£5,658.38
Injection 1 May 2021/22	£11,100.00	£3,700.00	£3,700.00	£3,700.00
Injection 2 Nov 2021/22	£3,100.00	£1,033.00	£1,033.00	£1,034.00
Total Budget Available 2021/22	£40,438.00	£14,555.36	£15,490.26	£10,392.38
Farnley Falcons ARLFC	£5,000.00		£5,000.00	
Lancasterian School Room Heating	£2,199.00		£2,199.00	
C&F Farsley Cenotaph Restoration	£10,000.00	£10,000.00		
Total Remaining Budget	£23,239.00	£4,555.36	£8,291.26	£10,392.38

44. Since the last Community Committee Meeting on 6th September 2021, there are 0 outstanding Capital applications from the 2021/22 budget to consider.

Community Infrastructure Levy (CIL) Budget 2021/22

45. The Community Committee is asked to note that there is a current CIL balance of **£85,991.74**. Members are asked to note the CIL allocation outlined in **Table 5** below.

TABLE 5: Community Infrastructure Levy (CIL)

	£	Ward split		
		Calverley & Farsley	Farnley & Wortley	Pudsey
Budget as of April 2021	£110,991.74	£8,512.61	£19,194.08	£83,285.05
Injection 2021				
Total Available in 2021/22	£110,991.74	£8,512.61	£19,194.08	£83,285.05
Pudsey Community Project	£25,000.00			£25,000.00
Remaining Balance 2021/22	£85,991.74	£8,512.61	£19,194.08	£58,285.05

46. Since the last Community Committee Meeting on 6th September 2021, there are 0 outstanding CIL applications from the 2021/22 budget to consider.

Covid Funding

47. **Table 6** below provides the Community Committee with an up-to-date balance statement on the Outer West Covid-19 Discretionary Funds. The committee is asked to note the contents of the table.

TABLE 6: Outer West Covid-19 Discretionary Fund – Balance Statements

Pudsey	Amount	Accumulative Balance spent	Accumulative balance remaining
Pudsey Parish Centre	£2,500.00	£2,500.00	£7,500.00
Swinnow Community Centre	£2,500.00	£5,000.00	£5,000.00
Pudsey Live at Home Scheme	£1,000.00	£6,000.00	£4,000.00
Bramley Elderly Action	£300.00	£6,300.00	£3,700.00
Swinnow Community Centre	£1,500.00	£7,800.00	£2,200.00
Pudsey House Gazebos	£1,700.00	£9,500.00	£500.00
Swinnow Community Centre	£500.00	£10,000.00	£0.00
Calverley & Farsley	Amount	Accumulative Balance spent	Accumulative balance remaining

Farsley Live at Home Scheme	£1,000.00	£1,000.00	£9,000.00
Farsley Live at Home Scheme	£1,000.00	£2,000.00	£8,000.00
Pudsey Parish Centre	£2,000.00	£4,000.00	£6,000.00
Leeds Samaritans	£500.00	£4,500.00	£5,500.00
Calverley Rotary Club	£1,000.00	£5,500.00	£4,500.00
Farsley Live at Home Scheme	£1,000.00	£6,500.00	£3,500.00
Farsley Rosslyn Chair	£375.00	£6,875.00	£3,125.00
Farnley & Wortley	Amount	Accumulative Balance spent	Accumulative balance remaining
Armley Helping Hands	£2,500.00	£2,500.00	£7,500.00
Armley Helping Hands	£2,500.00	£5,000.00	£5,000.00
Armley Helping Hands	£2,500.00	£7,500.00	£2,500.00
Outer West CC Total		Total Balance Spent	Total Balance Remaining
		£24,375.00	£5,625.00

Corporate Considerations

Consultation and Engagement

48. The Community Committee has previously been consulted on the projects detailed within the report.

Equality and Diversity/Cohesion and Integration

49. All wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Communities Team ensures that the wellbeing process complies with all relevant policies and legislation.

Council Polices and City Priorities

50. Projects submitted to the Community Committee for wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

1. Vision for Leeds 2011 – 30
2. Best City Plan
3. Health and Wellbeing City Priorities Plan
4. Children and Young People's Plan
5. Safer and Stronger Communities Plan
6. Leeds Inclusive Growth Strategy

Resources and Value for Money

51. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

Legal Implications, Access to Information and Call In

52. There are no legal implications or access to information issues. This report is not subject to call in.

Risk Management

53. Risk implications and mitigation are considered on all wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

Conclusion

54. The Finance Report provides up to date information on the Community Committee's budget position.

Recommendations

55. Members are asked to note/discuss/approve:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Large Grant proposals for consideration and approval (Paragraphs 24-26)
- c. Details of the Youth Activities Fund (YAF) position (Table 2)
- d. YAF proposal for consideration and approval (Paragraph 31)
- e. Details of the Small Grants & Skips Budget (Table 3)
- f. Details of the Capital Budget (Table 4)
- g. Details of the Community Infrastructure Levy Budget (Table 5)
- h. Details of the Covid-19 Discretionary Fund Budget (Table 6)



Report of: Head of Locality Partnerships

Report to: Outer West Community Committee
[Calverley & Farsley, Pudsey, Farnley & Wortley]

Report author: Mike Stevenson – Localities Officer – 07891 277427

Date: 8th November 2021 **To note**

Outer West Community Committee - Update Report

Purpose of report

1. To bring to members' attention an update of the work which the Communities Team is engaged in, based on priorities identified by the Community Committee. It also provides opportunities for further questioning, or to request a more detailed report on a particular issue.
2. This report provides regular updates on some of the key activities between Community Committee meetings and functions delegated to Community Committees, Community Champions roles, community engagement, partnership and locality working.

Main issues

Cleaner Neighbourhoods Team – Update from Sharron Almond (Area Manager)

3. This report is in relation to work completed by the Cleaner Neighbourhoods Team for both street cleansing and environmental action.

COVID-19 update

4. Since the last report in August, West CNT have had 3 staff who have tested positive for COVID and 6 new instances of self-isolation. We have 1 Enforcement Officer who is still doing limited visits until an updated Covid risk assessment is completed. This work is however being covered by other officers who are completing site visits. Annual Leave and some general sickness absences are still affecting some of the service delivery.

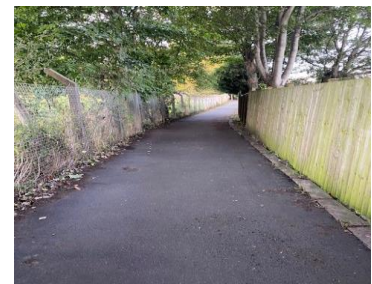
5. The service is now back to full working hours for street cleansing staff, and we will continue to have the additional unit at Henshaw depot, this is for staff to keep social distance due to the number of staff working and using the welfare facilities at lunch times. This has caused some issues within the depot around parking and a health and safety meeting is being held soon to address the new issues brought to light around staff safety, this will not affect street cleansing activity.

General Staffing

6. I took over the management of Zone 15 with the added ward of Farnley & Wortley, so now cover 3 wards including, Calverley & Farsley, Pudsey, and Farnley & Wortley. With this move, 3 staff transferred across.
7. A recruitment campaign for CNT is ongoing. Once this is completed, we have some additional resource we could tap into following this recruitment. Over the past few weeks, we have used some additional resource to assist with some of the larger cutting jobs in the area to help the team catch up.
8. In the August update, you were informed that we now have a vacant Chargehand position and interviews are scheduled this month to fill this vacancy.
9. Currently we have a member who is absent from work due to sickness in Zone 15. Cover is being provided using overtime where possible or moving staff from other zones when needed.

Street Cleansing

10. We have fitted some additional bins in the area which are being paid for Councillor Seary.
11. We have also used CEL on some of the larger cutting and ginnel jobs to clear the backlog created over the past months.



12. We are now well on our way with the planning of our de-leafing rota, and with the addition of Farnley and Wortley this year the team leader has worked with the local Cllrs using their knowledge and experience of the area to plan the de-leafing maps as this has never been officially mapped or planned out in the past. The Team Leader will provide updates to Councillors.
13. We are still experiencing some backlog issues with business support staff who are managed centrally which is outside of our Directorate, these issues have been addressed within business support management directly.
14. We have also had several issues where litter bins have been vandalized and where 2 have ended up in water courses, 1 at the Pudsey Road reservoir where the bin had been thrown in the water at the deep end of the reservoir. This has now been retrieved and the bins have been cleaned and are back in service. The 2nd at Rodley Canal has also been restored.



Enforcement

15. Enforcement Officers are carrying out site visits but are still aware of social distancing and not entering properties unless necessary. Enforcement Officers are still working remotely but visiting the office regularly and are in contact with Team Leaders.
16. There are still some delays in hearing court cases. Most cases I believe are still being dealt with out of Leeds and some recent results have been disappointing which Chris Chamberlain will be addressing with legal in the hope to do some work with the Magistrates to improve convictions.

Service Changes

17. From the 5th July, the changes to CNT management arrangements took place in West Leeds. These changes were included in Jason Singh email in early June. The changes came about a service review in February 2021.

18. There have been several changes at management level, these reductions were made to effectively manage and deliver the financial savings across environmental services as part of the 2021/ 2022 budget:

- Stacey Rockcliffe leads the CNT Citywide: Stacey can be contacted on: stacey.rockcliffe@leeds.gov.uk Tel: 07562 439 539
- Victoria Whalley is the West Area Manager: Victoria can be contacted on: victoria.whalley@leeds.gov.uk Tel: 07891 279 600.
- Sharron Almond is the Outer West Team Leader. Sharron has responsibility for street cleansing and enforcement. Sharron can be contacted on: sharron.almond@leeds.gov.uk Tel: 07891 272746.
- Johanna Taylor – Enforcement Officer. Johanna can be contacted on 0113 3782145 or 07891 272749. Johanna.Taylor@leeds.gov.uk
- From now on Chris Chamberlain will no longer be involved with the Outer West. Chris has now moved across to manage a specific team to investigate and deal with fly tipping citywide.

Community work

19. We have existing work being completed across Outer West with the support of the various Litter Free Groups and their hard work and dedication is greatly appreciated by all the CNT team.

20. We will continue to support this work by providing purple bags to community groups which are delivered by our CNT staff to the nominated bag holders and then collecting the waste, when left at the side of serviceable litter bin.

21. We have also provided additional equipment for some of these groups. We will continue to support our local community groups and individuals.

Gully Cleansing – Update from Eleanor Jordan (Gullies Operational Supervisor)

Covid 19

22. Since my last update in August the Gully Cleansing Team, which usually functions with 20 operatives (10 teams) across two shifts, has been operating with Covid-19 measures in place in line with government guidance. Not all the operatives are fully vaccinated, meaning these individuals still have to isolate if they come into contact with someone with symptoms.

Staffing

23. I currently have two operatives who are on long term sick and one vacancy, meaning we currently have 85% of staff at work. This vacancy is about to be re-advertised following an external candidate giving backward a week before they were due to start in

post in September and no other candidates were appointable in the original recruitment exercise. Assuming there are no further hold-ups this post should be filled by the beginning of December.

Cyclical Clean

24. We remain 6 weeks behind schedule as a direct result of the ongoing pandemic and spending 5 months at 40% capacity last year. Since my last update we have averaged 60% of teams at work daily due to annual leave, sickness and the vacancy. There are spending restriction in place meaning I am having to use overtime to make up teams sparsely.

25. I appreciate that since my last report not much (if anything) has changed in two of the Outer West wards. This is because our main focus has been to get into the wards in the other parts of the City that have had very little attention in the last 2.5 years.

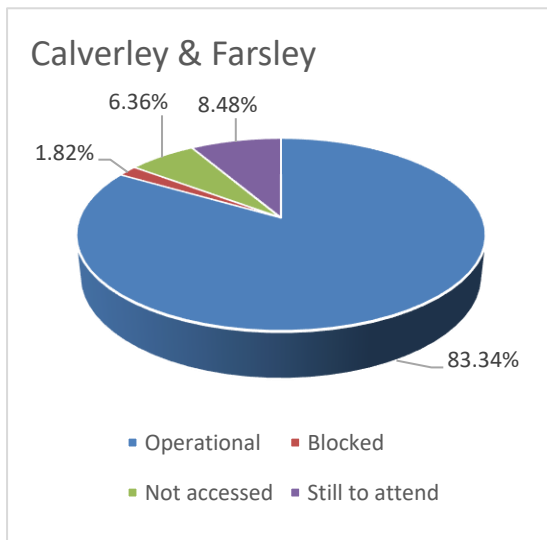
Planned Works

26. We are scheduling Stanningley Bypass, which equates to 418 gullies in all three Outer West wards, for January. Ring Road Farsley (83 gullies) will be serviced before the end of the year.

Ward Updates

Calverley & Farsley – 4448 gullies

27. This ward has been visited in Cycle 3. Of the 1.82% (81 gullies) blocked:

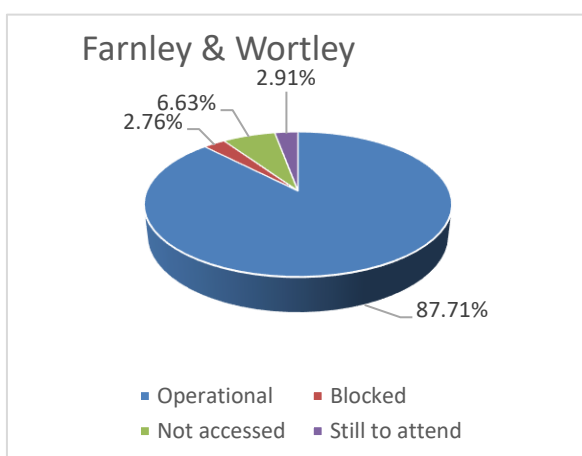


Fault Description	No Traffic Management Required	Traffic Management Required	Totals
NOT KNOWN	1	0	1
CCTV survey	2	0	2
Clean	2	0	2
Connection excavation	34	6	40
Cover replacement	0	3	3
External problem report	4	1	5
Investigate	0	9	9
Main line clean	9	4	13
Pot design change	4	1	5
Rectify unknown fault	2	0	2

Farnley & Wortley – 4646 gullies

28. This ward has been visited in Cycle 3 although we still have a bit of outstanding work that we need to programme in.

Of the 2.76% (128 gullies) blocked:

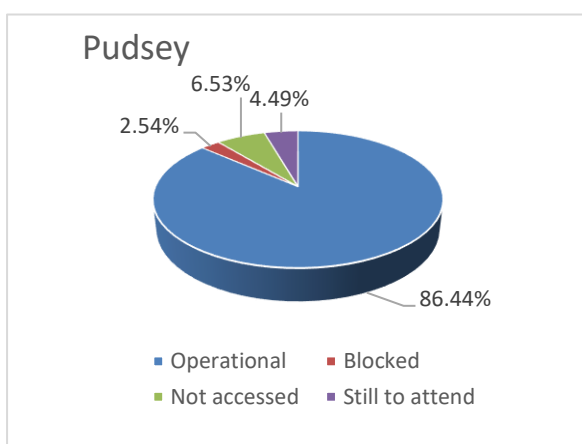


Fault Description	No Traffic Management Required	Traffic Management Required	Totals
Clean	9	4	13
Connection excavation	57	9	66
Cover replacement	0	2	2
External problem report	5	1	6
Investigate	2	14	16
Main line clean	2	3	5
Pot design change	2	4	6
Rectify unknown fault	13	0	13
Root cutting	1	0	1

Pudsey – 3627 Gullies

29. This ward has been visited in Cycle 3 although we still have a bit of outstanding work that we need to programme in. As predicted in my last report, the number of blocked gullies has fallen from 100 to 92.

Of the 2.54% (92 gullies) blocked:



Fault Description	No Traffic Management Required	Traffic Management Required	Totals
Clean	4	1	5
Connection excavation	46	5	51
Cover replacement	0	1	1
Dig out	0	1	1
External problem report	9	0	9
Hedge cutting	4	0	4
Investigate	1	1	2
Main line clean	3	1	4
Pot design change	7	2	9
Rectify unknown fault	3	1	4
Refer to client	0	2	2

30. If you require any further information, please do not hesitate to contact Eleanor Jordan – Eleanor.jordan@leeds.gov.uk 07595211067

Health and Wellbeing & Adult Social Care – Update from Jon Hindley (Public Health)

Pop Up-Vaccination Centre planned for Farnley

31. A pop-up vaccination centre is being planned for Farnley to help more local residents get vaccinated and stay safe this winter. Once a suitable venue has been agreed dates

will be set and it will be promoted by door knocking outreach, leafleting and targeted local social media and groups in the area. The venue is likely to be Old Farnley and District Community Association, LS12 5AA.

Leeds Big Chat in Pudsey

32. Despite the weather, some very insightful chats were had, and it was a very worthwhile afternoon for the Pudsey Team who undertook it. The results will be published later when all the events across the city have taken place. More details about the Leeds Big Chat can be found below.

33. We know that as a city, only thinking in terms of a big city when planning health and social care services is not effective. Big Chat on tour will be having conversations with citizens, groups, communities, and children to seek advice and insight in planning services. What works for people in Beeston will be different to what people in Pudsey want. Hearing directly from our people in local areas will help the planners and decision makers understand what is working, what needs improving and what works. There will be conversation makers ('chat starters') and decision makers to listen to.



34. September and October 2021 saw the Big Chat return. The Big Chat on tour was slightly different due to Covid. Teams went out in smaller groups in a Covid safe and risk assessed way. It engaged with people at markets and shopping centres as well as within online forums, as this sometimes works better for local residents, local community and children's groups. If you would like more information, please contact; Jonathan.Hindley@leeds.gov.uk or go to <https://healthwatchleeds.co.uk/our-work/bigleedschat/>

Leeds City Council Contract Tracing Service

35. The outreach component of this service is delivered through our trusted commissioned third sector partners (Barca in the West), many who have worked in their communities and geographical areas for over 25 years. This service has over a 48% success record. It helps local residents track contacts they may have had if they test positive and offers isolation advice and help. The service is highly flexible and is proving a strong model for work of this nature.

'Would Like To Know More' Sessions - Leeds City Council Public Health Resource Centre

36. Leeds City Council Public Health Resource Centre are offering a number of free sessions currently in webinar form due to the coronavirus epidemic. Please note all the sessions are recorded so if you miss the event you can catch up at your leisure.

37. Currently on offer to attend or catch up at a later date:

- **Getting Ready for Winter:** Autumn and Winter Vaccinations: Covid-19 & Influenza - Webinar (Thursday 4th November 2021 12:30pm to 2:00pm)
This webinar will look at the Phase 3 Covid-19 and Influenza vaccinations and how the council and health partners address health inequalities in ensuring every citizen has equal access.
- **Young People Gambling & Gaming-A Webinar**
(Wednesday 3rd November midday to 1:00pm)
Examining participation in young people in these activities, how prevalent is it? And investigating possible solutions).
- **Mental Health in an Unequal World:** Covid-19s impact-A Webinar
(Friday 8th October 11:00 am to 12 noon midday)
Join or listen to Gabrielle Obeng Nyarko and delegates as they examine the impact of people living in a nonequal world. This essential topic is explored as the World health Organisation report 970 million people, 13% of the world population may be facing mental and emotional health problems at one time.

38. You can watch all previous training and webinar videos here:

- [Leeds Public Health Training - YouTube](#)

39. To access more information please click on the link below.

- [Want to know more about ... \(leeds.gov.uk\)](#)

40. If you have recently attended a WTKMA session and would like a copy of the slides, please e-mail phforall@leeds.gov.uk to request them.

Housing Team – Update from Sophie Roberts (Housing Manager – Pudsey, Calverley & Farsley)

41. The Pudsey team continue with hybrid working, with some days in the office and some days at home. It has been nice for the team to see their colleague and we continue to feel the benefit of this way of working.

42. We are currently in the middle of completing walkabouts for quarter three. There have been several staff changes within partner departments and the team are working hard to build new working relationships with these teams to get positive outcomes. We have been working closely with Cleaner Neighbourhoods to resolve environmental issues in both wards and we are very appreciative for the hard work of the team.

43. Anti-social behaviour continues to be reported and we continue to work with residents, colleagues in LASBT and the local NPT to try and resolve issues quickly. The case officer from LASBT who covers the area is due to leave shortly and the team will be working alongside a new case officer. We will continue to work together to resolve issues locally.
44. It was recently raised by residents at Claremont Grove that there were concerns regarding anti-social behaviour. The Housing Officer and Housing Manager attended a coffee morning alongside the new Neighbourhood Policing Team Sergeant to discuss concerns and offer advice. There are still outstanding issues that Housing is working on. Once resolved an outcome letter will be sent to all residents.
45. Coffee mornings have taken place at Retirement Life schemes in the Pudsey ward. Following the coffee morning at Rycroft Green several outstanding repair issues have been resolved, in addition a morning of action was arranged for the communal garden to be tidied up.
46. The Housing Officer and Housing Manager recently attended the pre-start meeting regarding the ground source heat pump. We are currently awaiting the start date for the work, but the start date is imminent.

Housing Team – Update from Andrew Sheader (Housing Manager – Farnley & Wortley)

47. The Wortley Housing Team continue to work from home but are now remobilised meaning Housing Officers are out on the patches they manage on a weekly basis. Wortley/Pudsey Office has opened for staff to work from, operating a booking system with a maximum of 10 person for both offices.
48. Housing Officers are addressing a variety of issues, such as concerns relating to the environment, doorstep arrears visits where all other means have been exhausted. Quarter 2 Walkabouts have been completed and Q3 walkabouts will take place between October and December. Outcomes will be fed back to Ward members within 10 days of the walkabout date.
49. Fly-tipping continues to be an ongoing issue in the Farnley & Wortley area, and we have identified a number of hot spots which we are working closely with Cleaner Neighbourhoods and Neighbour Housing services to look at measures to find solutions to minimise the impact on residents and the local community.
50. Housing Officers have also been reminded to report Fly tipping and Graffiti removal via the LCC website. Housing Officers have also been advised to report Self-seekers to West North West Environmental Action Team.
51. Housing Officers are also working with Neighbourhood Service Officers within the hotspots to look at preventative measures and submitting the projects to HAP for

consideration and we expect that if successful these measures will prevent fly-tipping occurring.

52. Hotspots identified, Bawn estate, Billy Lane grassed area, grassed area behind Nutting Grove Terrace estate and Gamble Hill Rise garage site (looking to install security lighting to prevent fly-tipping and repeat vandalism of garage doors and fly-tipping in the garages themselves).
53. HAP bids continue to be submitted and one example is to have the area opposite the Heights Drive office re-fenced.
54. The Heights East and The Heights West parking areas need painting (the parking areas and the Emergency hatched area). The Housing Officer has been asked to get prices and submit an OWONW Environmental Budget Allocation budget request for repainting.
55. Housing Offices have been busy populating the Winter works spreadsheet for Parks and Countryside to consider completing this works over the coming months. No guarantee has been provided for the work to be completed but we want to ensure that the Farnley & Wortley area has plenty of referrals. These include no man's land areas and areas of encroachment that can be costly to deal with.
56. Complaints regarding the cleanliness of Gamble Croft and Grange, this has been raised with the Team Leader for the area who has advised resources issues has impacted on the cleaning service provided to residents. Andrew Sheader visited the blocks on the 14/10/2021 and found them to be well managed, clean and no significant issues were found.
57. The Green Guardian Scheme is now up and running in the Wortley area in conjunction with Groundworks Leeds to tackle untidy gardens of vulnerable tenants. Referrals are taking between 6 to 8 weeks to action. Two gardens on Whincover Road and Whincover Drive will be completed this week.

Housing Advisory Panel – Update from Rukhsana Mahmood (Neighbourhood Officer – Tenant Engagement)

58. The OW HAP is part of a wider Tenant Engagement Framework and one of the ways Housing Leeds involve tenants.
59. The aim of the HAP panel is:
 - To use HAP funds to support a range of community and environmental projects in line with the Council and local priorities.
 - To work closely with local housing and other council teams to help review and monitor the delivery of local services and help shape services that meet the local community's needs.

60. Within the Regulatory Framework the 'Tenant Involvement and Empowerment Standard' requires all social housing providers give tenants a 'wide range of opportunities to influence', and be 'involved in the formulation of their landlord's housing related policies', and the making of decisions about how housing related services are delivered'.

61. OW HAP has continued to play an important role in supporting communities impacted by COVID and prioritising funding applications that help community groups and community activity in response. The OW HAP continues its approach to welcoming shorter applications for lower amounts of funding for this financial year.

Membership

62. The panel has 7 tenant members with 4 tenant vacancies at present. There are 3 ward members representing each ward in the area. These are Councillor Trish Smith (Pudsey), Councillor Andrew Carter (Calverley & Farsley) and Councillor Ann Blackburn (Farnley & Wortley).

HAP priorities

63. The current HAP priorities are outlined in the 'plan on a page' below:

- To enhance the environmental appearance of neighbourhoods including those that address littering, dog fouling and overgrown shrubs & trees.
- To support projects that give tenants an overall better quality of life in terms of health & wellbeing including mental health & social isolation.
- To support community cohesion projects and engagement projects that address social problems ie ASB, burglary, drugs and domestic violence
- To support projects that assist tenants affected by Universal Credit and other welfare reforms, budgeting, numeracy & literacy skills, jobs and skills projects.

Meetings

64. Over the last 18 months HAP meetings have been held online and this has had some advantages as several HAP members have found it easy to join the meetings. Also, it has helped the service reduce costs of running meetings at a time of significant budget pressures. Online meetings have also reduced everyone's travel time and reduced the administration supporting HAP. Due to the lifting of Covid restrictions we are going to be holding alternate meetings face to face and online.

HAP Budget 2021/22

65. The **Outer West HAP budget** for 2021/22 is **£37,347.09** plus the underspend from last year of **£9,582.11** so the total budget for Outer West is **£46,929.20**.

Budget Summary Sheet 2021/22		Totals
Outer West		
Budget for 2021/22	£	37,347.09
Carry Forward from 2020/21	£	9,582.11
TOTAL 2021/22 BUDGET	£	46,929.20
Approved Budget Spend 2021/22	£	20,748.82
Available Budget (Balance)	£	26,180.38

66. A second round of 'Parenting Programme' course was funded last financial year. Unfortunately, due to Covid restrictions the team and the partners we work with were unable to run these eight-week courses. Therefore £2,216 was returned to OW HAP, which will be used on more current projects in line with local priorities.

Projects approved for funding 2021/22

67. **Gamble Hill Rise Garages** – Lighting column £3989.39. To prevent anti-social behaviour around the garage site. The lighting is controlled by a dusk to dawn photocell. The cost of the project includes the full adoption of the unit by Street Lighting and therefore all lifetime maintenance and energy cost for the unit will be covered by street lighting whilst it is in existence.

68. **Farnley Children's Centre Summer Activities** – £500. A number of activities took place for children and their families during the summer months which also helped to combat isolation improve community cohesion.

69. **New St Grove** - fencing £3,017.70 – to install security fencing to enclose the rear gardens of 20 bungalows as this was the point of entry for several attempted burglaries that had taken place.

70. **Swinnow Lane** – signage Flat numbers £1,240.00. Tenants living in the flats at Swinnow Lane had difficulty in receiving their parcels as the flat numbers were not visible from a distance. The flat numbers were installed to the side of the property so that they would be visible from a distance ensuring that the delivery drivers delivered to the correct properties.

71. **Swinnow Community Centre** – Outdoor equipment £1,480.98. To enable residents to access the centre and use the open space and take part in outdoor activities.

72. **Swinnow Community Centre** – Seaside Event £500.00. A seaside themed event for residents was held at Swinnow Community Centre from Monday 30th August to Friday 3rd September.

73. **Meadowhurst Gardens** £5,460 – Cars parking in the bays and hanging over the edge obstructing grass cutters to cut the grass up to the edge the funding approved was to lay a tarmac strip so when cars were parked, they did not obstruct the grass cutting and the visual appearance of the area.

74. There are a number of HAP project in development that will be developed to present at future HAP meetings.

75. The Outer West HAP will continue to help support and raise awareness about future Community Committee activity, work with officers to explore joint funding opportunities to tackle joint priorities and help the Committee with community engagement.

CCTV – Update from Shaun Travis (CCTV Compliance Manager – LeedsWatch)

Quarter 2 2021/22

76. The LeedsWatch service is currently undergoing a review which is looking at all aspects of the service, including the operation of the control room, effectiveness of its cameras. The review is also to include a reporting strand which will serve to agree the way forward to provide information regarding CCTV to Councillors and Partners.

77. This report covers the different types of incidents captured by CCTV operators in real time for the cameras located in the Outer West area committee area, for quarter 2 2021/2022.

78. The Outer West Community Committee currently funds 11 cameras in the Outer West area.

79. The introduction of the GDPR 2018 regulations reviewed the area of information sharing and therefore restricted the detail of what can be provided. As a result, the content of this report may not have the detail of specific incidents previously reported but provides a summary of the types of incidents within the area.

Incidents captured by CCTV operators:

Qtr 2 - Outer West Cameras incidents (1st July – 30th Sep 2021)					
	July	Aug	Sept	Total incidents per category	
Alarm Activation	0	0	0	Alarm Activation	0
Animals	1	0	0	Animals	1
ASB	4	1	0	ASB	5
Cash In Transit	0	0	0	Cash In Transit	0
Drugs	0	1	0	Drugs	1
Enforcement	0	0	0	Enforcement	0
Fire	0	0	0	Fire	0
Health & Safety	1	2	1	Health & Safety	4
Police Operation	4	0	8	Police Operation	12
Public Order	3	2	12	Public Order	17
Road Traffic	1	0	0	Road Traffic	1
Sexual Offences	0	0	0	Sexual Offences	0

Suspicious Events	0	0	0	Suspicious Events	0
Theft	0	0	2	Theft	2
Travellers	0	0	0	Travellers	0
Weather	0	0	0	Weather	0
Metro	0	0	3	Metro	3
Total Per Month	14	6	26	Total sum of incidents	46

80. CCTV also contributes towards Police enquiries as requests are made for footage which may not have been observed “real time”. These incidents are not included in this report but can contribute towards arrests being made in the Outer West Area.

81. Following the recent announcement of the new Full Fibre Network provider being awarded to BT work will now commence to upgrade all CCTV cameras from analogue to digital. This will significantly improve the image quality and increased effectiveness of cameras in the Ward.

Requests for new Cameras

82. The Surveillance Camera Commissioner is appointed by the Home Secretary to ensure that surveillance camera systems in public places keep people safe and protect and support them.

83. Following changes to Data Protection legislation the council needs to ensure that all its CCTV systems are managed in line with the Commissioner’s recommendations to ensure there are no data breaches (this includes CCTV systems in all Leeds City Council assets including libraries, sports centres, council vehicles fitted with CCTV, etc.).

84. A dedicated CCTV compliance team has been established within Leeds City Council. The compliance team also work closely with Information Governance to assist in ensuring all system owners are compliant with their codes of practice, policies, and procedures.

Updates from Key Services:

Outer West Community Hubs – Update from Jason Newman (Community Hubs Manager)

85. The service continues to return to normal following the pandemic and we are now providing all our normal services. In addition to our services our partners are beginning to return to site and events are beginning to happen.

86. We have launched a job shop service at Pudsey Community Hub each Monday where there is a member of staff available to help customers with job searching, CV's, interview skills etc.

87. Week commencing the 15th of November will see the reintroduction of our story and rhyme times which will be at the below times each week

Pudsey	Mondays	10:30 – 11:30
Calverley	Wednesdays	10:30 – 11:30
Farsley	Fridays	13:30 – 14:30

88. We are also hoping to introduce digital drop ins where customers can come into our sites and get assistance from our librarians with any digital issues they may have.

89. The JESP program which makes use of the ESIF funding, supporting people in our communities to find work and supporting them through the initial stages of employment is continuing to embed and we have started to use our hubs in outer west to provide this service for local customers rather than them needing to travel.

90. From the 1st of November we will be moving to our new permanent opening hours. The Outer West Hubs and Libraries are now be open:

Pudsey	Monday	9am until 5pm
	Tuesday	10am until 5pm
	Wednesday	9am until 7pm
	Thursday	9am until 5pm
	Friday	9am until 5pm
	Saturday	10am until 4pm
Calverley & Farsley	Monday	9am until 5pm
	Tuesday	Closed
	Wednesday	9am until 5pm
	Thursday	Closed
	Friday	9am until 5pm
	Saturday	10am until 4pm

Leeds Libraries – Update from Andrea Ellison (Chief Librarian)

91. The Mobile Community Hubs that usually service areas within Outer West are still being used as Mobile vaccination centres in support of the citywide vaccination programme.

92. This situation is likely to stay the same until at least the early part of the new year.

93. The Libraries Service is hoping to get the Story Buses out across all areas of Leeds over the next couple of terms as a taster programme. The aim will be to encourage a love for reading from a young age, and support parents and carers to facilitate this.

Community Centres

Swinnow Community Centre – Update from Yvonne Allman (Centre Manager)

94. From the 30th August until 3rd September, Swinnow Community Centre held a week-long event on site called 'A Week at the Seaside'. This allowed children and families who have not been able to go to the beach to access the fun of the seaside in their own community.

95. The event included a wide variety of games, entertainment, bouncy castle, beach, face painting, performances and takeaway activity packs.

96. Over 220 people attended on a daily basis, and they were all provided with free food including sandwiches, burgers, hot dogs, fruit and snacks, drinks, ice creams and lollies.

97. Bringing the seaside to Swinnow was amazing, the children absolutely loved it, and the event brought so much joy after the past 18 months of Covid, it was just what the community needed.

98. We would like to put this event on every year ending the school holidays with the seaside.

Community Engagement: Social Media

99. **Appendix 3 Social Media Report** provides the Committee with the latest information on posts, and details recent social media activity for the Outer West Community Committee Facebook page, along with the three ward-based Coronavirus Facebook help pages for the area.

100. The report highlights key themes promoted through social media posts, as well as topics addressed relevant to the period of time.

101. The report covers the last 2 months 1st Sep 2021 to 31st October 2021.

Corporate Considerations

Consultation and Engagement

102. The Community Committee has, where applicable, been consulted on information detailed within the report.

Equality and Diversity/Cohesion and Integration

103. All work that the Communities Team are involved in is assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Communities Team ensures that

the wellbeing process for funding of projects complies with all relevant policies and legislation.

Council Polices and City Priorities

104. Projects that the Communities Team are involved in are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

1. Vision for Leeds 2011 – 30
2. Best City Plan
3. Health and Wellbeing City Priorities Plan
4. Children and Young People’s Plan
5. Safer and Stronger Communities Plan
6. Leeds Inclusive Growth Strategy

Resources and Value for Money

105. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

Legal Implications, Access to Information and Call In

106. There are no legal implications or access to information issues. This report is not subject to call in.

Risk Management

107. Risk implications and mitigation are considered on all projects and wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

Conclusions

108. The report provides up to date information on key areas of work for the Community Committee.

Recommendations

109. The Community Committee is asked to note the content of the report and comment as appropriate.

Background documents¹

110. None.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting Accordingly this list does not include documents containing exempt or confidential information, or any published works Requests to inspect any background documents should be submitted to the report author.

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Outer West Community Committee

FACEBOOK highlights

1st September 2021 – 31st October 2021

Outer West Community Committee

<https://www.facebook.com/LCCOuterWest>

The Facebook page for the Outer West Community Committee has continued to provide support, information, and access to multiple services. With regular updates, the number of followers and interactions has been reflected in the interaction of the local community. Since 1st September 2021 the Outer West Community Committee Facebook page has:

- Further increased the total number of page followers to **1,258**
- Held a position as the **4th most popular** Community Committee Facebook page across Leeds

Definitions:

- **'reach'** is the number of people the post was delivered to
- **'engagement'** is the number of reactions, comments, or shares

Engagement tends to be a better way of gauging if people are interested and have read the posts because they wouldn't have interacted with it otherwise. For example, a post might reach 1,000 people but if they all scroll past and don't read it, the engagement is 0 and it hasn't been an effective way for the Community Committee to communicate.

Having said that, many posts can be read without any further interaction!

The most popular post since the 1st September 2021 was a post on local glass recycling points. This post:

- **Reached a total of 250 people**
- **Was shared, liked, commented on 3 times**
- **Was clicked on 10 times**

1st Place – Local glass recycling points (23.09.21)



250 people had this post delivered to them and it had **10** post clicks. A further **3** people liked, commented, and shared the post.

Leeds City Council Outer West Community Committee
23 September

Performance for your post

250 People Reached

3 Likes, Comments & Shares

2 Likes	2 On Post	0 On Shares
1 Comments	1 On Post	0 On Shares
0 Shares	0 On Post	0 On Shares

10 Post Clicks

1 Photo views	3 Link clicks	6 Other Clicks
---------------	---------------	----------------

NEGATIVE FEEDBACK

0 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

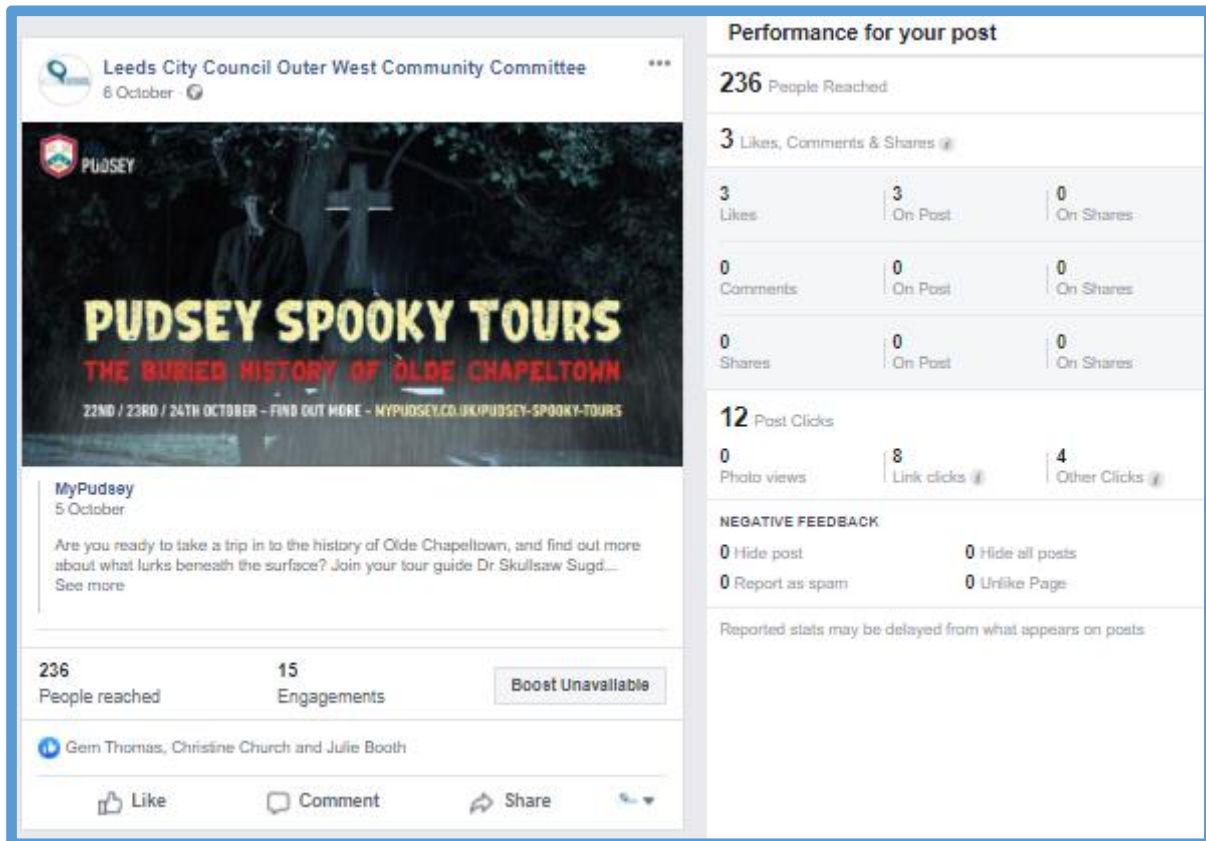
Leeds City Council
23 September

#Recycle Week challenge. Did you know we have over 700 glass banks in Leeds? Have a look on our map and find your nearest one - it may be closer than you think!

2nd Place – MyPudsey – Spooky Tours (05.10.2021)



236 people had this post delivered to them and it had **12** post clicks. A further **3** people liked, commented, and shared the post.



Leeds City Council Outer West Community Committee
6 October

PUDSEY

PUDSEY SPOOKY TOURS
THE BURIED HISTORY OF OLDE CHAPELTOWN
22ND / 23RD / 24TH OCTOBER - FIND OUT MORE - MYPUDSEY.CO.UK/PUDSEY-SPOOKY-TOURS

MyPudsey
5 October

Are you ready to take a trip in to the history of Olde Chapeltown, and find out more about what lurks beneath the surface? Join your tour guide Dr Skullsaw Sugd...
See more

236 People reached **15** Engagements Boost Unavailable

Gem Thomas, Christine Church and Julie Booth

Like Comment Share

Performance for your post

236 People Reached

3 Likes, Comments & Shares

3 Likes	3 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
0 Shares	0 On Post	0 On Shares

12 Post Clicks

0 Photo views	8 Link clicks	4 Other Clicks
----------------------	----------------------	-----------------------

NEGATIVE FEEDBACK

0 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

3rd Place – Careers in Policing (19/10/2021)

162 people had this post delivered to them. A further 1 person liked, commented, and shared the post.



Leeds City Council Outer West Community Committee
23h

Unlock your Potential, join the West Yorkshire Police.
An event for careers in policing for women is coming to Pudsey soon on the 12th November. See details below and contact details for how you can get involved 🌟

**Unlock your potential...
Careers in Policing
Events for Women**

Are you interested in a career in Policing?

West Yorkshire Police is currently under-represented by women, so we are holding events to give information and advice on what it is like to be a woman working for the Force.

Our next events will be:
Friday 12th November 2021, 3pm - 6pm
Co-op Academy Priesthorpe, Priesthorpe Lane, Pudsey, Leeds, LS28 59D

Saturday 20th November 2021, 10am - 2pm
Leeds City Academy, Bedford Field, Woodhouse Cld, Leeds, LS6 3LG

If you're unable to attend any of these events, but would like to speak to our team about the opportunities available, please email recruitment.support@westyorkshire.police.uk

**Make a difference
Join the police**
www.westyorkshire.police.uk/joinus

West Yorkshire Police - Leeds West
23h

Are you interested in a career in policing? There is a local event taking place on the 12th November (Further details can be found on the attached photo).

Interested? Come on down!

Performance for your post

162 People Reached

1 Likes, Comments & Shares (0)

1 Likes	1 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
0 Shares	0 On Post	0 On Shares

0 Post Clicks

0 Photo views	0 Link clicks (0)	0 Other Clicks (0)
---------------	-------------------	--------------------

NEGATIVE FEEDBACK

0 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on profile.

COVID-19 Facebook Groups

The Communities Team have set up **33** ward-based **Coronavirus Help Facebook Groups** as a way of promoting services, supporting communities, and cascading information to tackle the Coronavirus pandemic. Key charities, voluntary groups, community groups, Councillors, as well as the wider population in the local community are all invited to join the pages.

As well as key messages from the main Leeds City Council Facebook Page being used to deliver information to each ward, the pages are also there to generate discussion and debate but also hopefully facilitate conversations around being neighbourly during the national pandemic and assist if possible, in some of the volunteering efforts.

The table below outlines the total membership numbers for each Outer West ward page:

Outer West Ward	Number of Members
Calverley & Farsley	51
Farnley & Wortley	163
Pudsey	556
Total	770

Since 1st September 2021, the pages have maintained a stable membership.

As a committee area of Leeds, Outer West remains **number 1** across the city in terms of collective membership to these Coronavirus help pages.

The committee is asked to note the specific **Coronavirus Facebook Ward Pages** links and are invited to share these links to increase traffic further:

- Calverley & Farsley - <https://facebook.com/groups/953541868438931/>
- Farnley & Wortley - <https://facebook.com/groups/197222391700687/>
- Pudsey - <https://facebook.com/groups/144186830248272/>

Contact Details:

The Outer West Community Committee Facebook page, along with the three wards based Coronavirus Help pages for the area, continue to be maintained by the Localities Officer and Engagement Officer for Outer West. The Outer West Community Committee wants to work with organisations and individuals in the area to promote local initiatives, advice, and good news stories that can benefit the local community.

If you wish to get in touch, please contact:

Mike Stevenson - Michael.stevenson@leeds.gov.uk
Localities Officer – Outer West Community Committee

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Report of: Chief Planning Officer

Report to: Outer West Community Committee

Report author: Rachel Antcliffe – 0113 3787629

Date: 8th November 2021

To note

Sunnybank BD3 Postcode Request Report

Purpose of report

1. To update the Outer West Community Committee on a report (see Appendix 1) that has been prepared by officers in Planning & Sustainable Development in response to a request by Stuart Andrew MP and the Sunnybank Residents group to investigate options for moving forward longstanding issues for residents who have a BD (Bradford) postcode but live within the Leeds City Council boundary.
2. The report is brought for members to note and for discussion and questions. Following this committee meeting the report will be released to residents who responded to the consultation and other involved parties.
3. It should be noted that the final decision in relation to a postcode change request lies solely with Royal Mail and is not a decision that can be taken by Leeds City Council. Therefore, for the avoidance of doubt, members of the OWCC are not being requested to make a decision on the postcode change itself.

Main issues

4. LCC were approach by Stuart Andrew MP, and the Sunnybank Residents group, in Jan 2020 to assist in investigating options for moving forward longstanding issues that residents who live in properties with BD3 postcodes (Thornbury) but within the Leeds City Council boundary experience. The residents affected have been campaigning for a postcode change from BD3 to LS28 (Pudsey) for a number of years, with the perception that this would resolve the issues that they experience.

5. The problem is not unique to BD3 (Stuart Andrew MP has collated similar examples from BD4 and BD10) but the residents group requested whether their area could be used as a test case.
6. A report has been produced by LCC Planning and Sustainable Development to summarise the issues raised from consultation responses by residents, and feedback provided by those organisations cited in the report; and to recommend a way forward (See Appendix 1). The key responses and issues highlighted in the report are set out below.
7. Issues raised by residents include referrals made to the wrong local authority or health care group, or incorrectly rejected by the correct local authority or health care group; confusion over which hospital a patient should be taken to; issues with midwifery services which operate using different geographic referral areas; confusion during COVID lockdowns when Leeds and Bradford were operating under different rules; and a perception of higher insurance costs, and lower house prices.
8. An interim report was produced in January 2021, and local ward members were briefed. The interim report highlighted a number of issues, the most serious of which related to health and social care services. As a result, a decision was taken to obtain feedback from organisations cited in the report to clarify referral policies, to identify whether such policies were being applied correctly and to determine to what extent the residents home postcode was a factor.
9. This feedback clarified that for some organisations (such as Yorkshire Ambulance Services) the home postcode of the patient could be relevant; but also, that clinical need and current demand would also influence which hospital a patient was taken to in an emergency. Community Health Services and the Leeds CCG confirmed that the home postcode of a person was not relevant to their referral systems and this would instead be based on the GP to which they were registered (whether it was a Pudsey GP or a Thornbury GP).
10. Royal Mail have always cited 'Operational Reasons' as the only grounds on which a postcode could be changed, in essence, it would need to be based on their own internal factors in relation to delivering mail. The decision was taken to contact Royal Mail for further discussion, and clarification on this. Royal Mail's response indicated that there was no precedent for a postcode change of this scale being made for these reasons. They stated that Royal Mail policy would not allow a postcode change as it would likely disrupt rather than enhance mail delivery / service provision from their own operational viewpoint.

Corporate considerations

Consultation and engagement

11. Residents of three streets in the BD3 postcode area (Sunnybank Lane / Grove / Avenue) were consulted between September and December 2020 to seek feedback on what issues were occurring, and how frequently. Residents were requested to feedback via the consultation on issues that had occurred between June and December 2020. This was then combined with evidence collected by Stuart Andrew MP during previous consultation exercises covering BD3, BD4 and BD10 (section 4 of report in Appendix 1).
12. A further consultation was then undertaken of organisations named in the report to gather further information on their awareness of these issues, and clarification on their referral procedures (where required) – See appendices 1 - 6 of the appended report.
13. Leeds City Council also undertook further engagement with Royal Mail to seek clarification on their definition of ‘operational reasons’, and also to determine what other evidence could be reasonably provided to support a postcode change request - see Appendix 7 of the appended report.
14. Ward members for Calverley & Farsley were briefed following the completion of the report, and following these briefings minor amendments were made to the report based on their feedback, and are included in Appendix 1.

Conclusion

15. The report highlights the following:
 - a. Some health referral systems are not based on the resident’s postcode, and therefore would not be resolved by a postcode change;
 - b. Some health referral systems are not being applied correctly;
 - c. Changing the postcode would resolve some of the issues;
 - d. BD3 is likely to be more affected than other BD postcode areas as the majority of BD3 is located within Bradford Council boundaries; and
 - e. There is no requirement for local authority and postcode boundaries to be aligned and the response provided by the Royal Mail to the consultation indicate they are unlikely to change the postcode for non-operational reasons.
16. The report identifies that further engagement is required between Leeds City Council, the relevant Health Services, and Royal Mail to help address issues with health referral systems and processes relating to postcode issues. This conclusion does not prejudice any further action residents or other parties may wish to take to continue engagement with Royal Mail.

Recommendations

17. Members are asked to note and comment on the contents of the Sunnybank, Thornbury, BD3 postcode request report set out in Appendix 1

Appendix 1

Sunnybank, Thornbury, BD3 Postcode Request

Final Report

October 2021

**Produced by: Planning & Sustainable Development
Leeds City Council**

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Executive Summary

Leeds City Council has prepared this report to gather evidence relating to reported addressing and postcode issues affecting residents who live on the edge of the Leeds / Bradford local authority, and postal town boundary.

The ultimate decision whether to change a postcode falls with Royal Mail, and whilst there are no specific criteria, it is understood that the outcome is usually determined by operational need and capacity. It is the role of Leeds City Council, in this instance, to determine whether the postcode is responsible for the addressing issues, what options may exist to resolve the reported addressing issues; and whether a petition to Royal Mail to request consideration of a change is the appropriate outcome.

This final report summarises the responses from residents of three streets in Thornbury, Bradford, BD3, to a consultation that took place between September and December 2020.

Phase 1 sought to gain a better understanding of addressing and postcode issues that residents of this area have reported for a number of years. The residents have requested that Leeds City Council consider whether it is appropriate for a request to be made to Royal Mail for the postcode of these streets to be changed from BD3 (Thornbury, Bradford) to LS28 (Pudsey).

Phase 2 sought to gather additional feedback from those directorates and organisations that have been mentioned in the responses from residents, with a view to better understanding internal policies and procedures, and to raise awareness of the issues that residents were experiencing.

The final report concludes that, Royal Mail are unlikely to change the postcode for non-operational reasons, but with absolute acknowledgement of the seriousness of the issues raised in this report, that efforts should be focused on engaging with those service providers identified in this report. Further recommendations are provided for a way forward to resolve the issues that residents are experiencing, and these focus on a joint engagement strategy between Leeds City Council, Royal Mail and those service providers identified in the report to understand more about why the issues are occurring and what we can do collectively to help.

1. Introduction

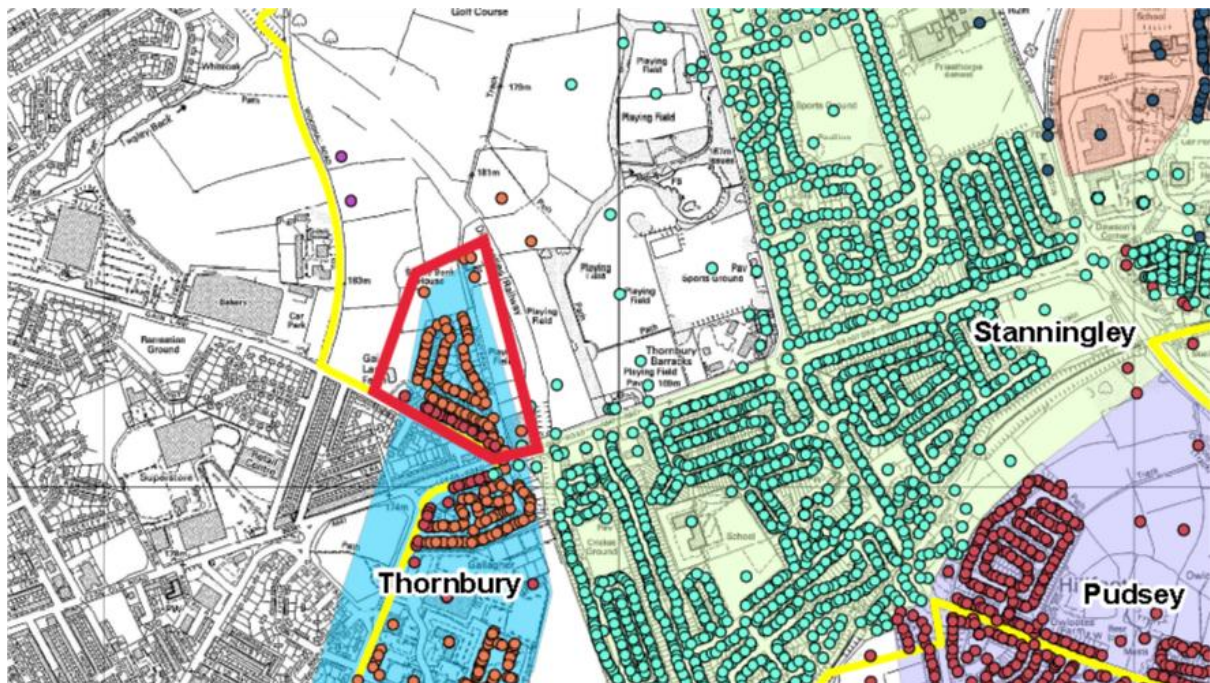
Leeds City Council's Street Naming and Numbering team were approached in January 2020 by Stuart Andrew MP, and residents of the Sunnybank streets in Thornbury, to request assistance with long standing addressing issues that affect addresses with BD3 postcodes that are located within the Leeds City Council boundary.

It was agreed that Leeds City Council would undertake a consultation of residents of the following three streets to gather current evidence of addressing / postcode issues:

Sunnybank Lane
Sunnybank Grove
Sunnybank Avenue

This would act as a 'test case' for wider discussions, regarding BD postcode issues located at the Leeds / Bradford Council boundary.

The location of these streets is shown by the red line boundary below.



(c) Crown Copyright and database right (2021) Ordnance Survey LA100019567

A consultation process was agreed with the resident's group, and was due to start in March 2020, however, following delays relating to COVID-19, the consultation ran from 7th September to 15th December 2020.

2. Background

Since the current Leeds City Council boundary was established in 1974, there has been an overlap with areas designated as Bradford (BD) and Wakefield (WF) postal towns for Royal Mail delivery purposes (see Table 1). It should be emphasised that this situation is not unique to Leeds, Bradford and Wakefield but is a feature of many postcode areas and local authority district boundaries across the country.

Table 1: Non-Leeds Postal Town postcode areas located within the Leeds City Council boundary.

Postcode	Locality	No of addresses
BD2	Fagley / Stanningley	1
BD3	Thornbury	388
BD4	Tyersal	800
BD10	Apperley Bridge / Rawdon / Calverley	117
BD11	Drighlington	2,690
BD18	Bingley	1
	Total (BD)	3,997

WF2	Kirkhamgate	14
WF3	Tingley / Carlton / Thorpe/ West Ardsley / East Ardsley / Robin Hood / Lofthouse	10,601
WF10	Allerton Bywater	2,541
WF12	Dewsbury	74
WF17	Batley	8
	Total (WF)	13,238

As noted above, this is a common occurrence nationally as there is no requirement for local authority and postcode boundaries to be synchronised. Indeed, there are also examples where LS (Leeds) postcodes are located within the boundary of Bradford Council (LS29 – Menston) and Harrogate Council (LS17 – Huby).

Local ward councillors and MPs have reported receiving concerns from residents especially in the BD3, BD4, and BD10 postcode areas; and as a result, Stuart Andrew MP undertook a consultation of 800+ residential addresses in these three postcode areas to assist in further understanding what the issues were, and what might be causing them.

Stuart Andrew MP has submitted a number of requests to Royal Mail to request that the postcodes be changed to LS28 including this example on 2017 relating to BD4 -

<https://westleedsdispatch.com/ls28-postcode-tyersal-royal-mail-decision/>

The latest correspondence from Royal Mail (dated 4th November 2019) confirmed that they would be unable to change the postcodes due to 'operational limitations of the Pudsey Delivery office'; and previous correspondence with Kelly Tolhurst MP (then Minister for Small Business, Consumers and Corporate Responsibility dated 23 August, 2019) confirmed that 'Royal Mail can only carry out a change if it can identify an operational need to do so'. This is

also supported by Royal Mail's code of practice - https://www.pafboard.org.uk/wp-content/uploads/2018/06/PAF_Code_of_Practice_200618.pdf

Other than cited above, Royal Mail do not provide any further guidance or criteria on the grounds on which a postcode can, or should be changed; and there is no local precedent of a postcode change being successfully requested on this scale to provide a comparable basis.

3. Consultation

The aim of the consultation was to try and understand what issues are happening or had happened recently; and to try and determine what was causing those issues. Consideration would be given to whether there was anything that the Street Naming and Numbering service could do to resolve the addressing issues, or likewise, whether there was anything that Leeds City Council or external agencies could do.

It is recognised that changing a postcode is a last resort, but by better understanding the causes of addressing issues, Leeds City Council can assist in determining whether a recommendation to Royal Mail for a change of postcode to LS28 is the correct outcome; and it is important that there is certainty that such a change would resolve the issues that are being reported.

When analysing addressing issues, Leeds City Council will consider the following three questions:

- 1. Is this issue caused by the postcode?**
- 2. Will changing the postcode resolve the issue?**
- 3. Are there other alternatives to changing the postcode which should be explored in the first instance?**

It should be noted that a recommendation from Leeds City Council to Royal Mail does not necessarily carry any more weight than previous requests, and that ultimately it would be Royal Mail's decision, but it was felt that the evidence to support such a request that Leeds City Council could provide, would be the most important factor.

The consultation letter to residents provided the following explanation of the purpose of the consultation:

The purpose of this consultation is to see whether any of the issues that you may be experiencing can be resolved without the need for a postcode change, however, any evidence that is gathered that supports the need to change the postcode, and cannot be resolved in other ways, will be collated and potentially used for a future application to Royal Mail.

Following initial investigations it was found that a discrepancy existed between Royal Mail's database and the official street name records held by Leeds City Council such that Sunnybank was incorrectly held as 'Sunny Bank' in Royal Mail databases rather than the correct version of 'Sunnybank'.

This was of particular relevance as there was already a street in Bradford called Sunny Bank Avenue with a BD5 postcode, and there was some suggestion that these two streets were getting confused.

The Street Naming and Numbering team agreed to undertake a consultation for the following purposes:

1. To consult residents on a proposal to correct the spelling in Royal Mail databases from Sunny Bank to Sunnybank
2. To consult residents on whether they support the suggestion to change their postcode from BD3 to LS28
3. To request details of addressing issues that had occurred in the previous three months prior to the consultation
4. To request details of addressing issues that occurred during the course of the consultation (7th September to 15th December 2020).

4. Consultation Results

In terms of the consultation undertaken, of the 73 properties that were written to as part of the consultation, 20 provided responses during the three-month period of consultation, which equates to 27%. The overall level of response is summarised below:

Phase 1 consultation with residents:

Table 2: Summary of consultation responses to questions 1 and 2

Consultation Question	Number of responses	Percentage of properties to respond	Number of responses in favour or with no preference	Percentage of respondents in favour
1	16	22%	15	94%
2	20	27%	20	100%

With regard to Q1 (the correction of the spelling error with Royal Mail), there were 16 responses of which 14 were in favour, 1 not in favour, and 1 had no preference. As this was felt to be an essential correction, which was supported by a clear majority of respondents, this change was implemented on the 9th November 2020, and requires no further action.

All 20 respondents supported the proposal for a further application to request a postcode change with Royal Mail (Q2).

The following is a summary of the issues that residents feel are caused by the current postcode:

Health:

Some of the residents have Bradford GPs, and some have Leeds GPs. For those with Bradford GPs there were examples where referrals and services had been delayed as the referral was made to Bradford Council rather than Leeds Council in error; or the referral was incorrectly rejected due to an assumption that the address didn't come under the Leeds Council area. This could delay social services referrals including house adaptation and request for support, which has a particular impact on the vulnerable.

Different services are run based on different areas, so the Yorkshire Ambulance Service covers the whole of Yorkshire; hospitals are run by Leeds Teaching Hospitals NHS, and

Bradford Teaching hospitals NHS; and social care is run based on local authority boundaries. From the information provided by residents, it would appear that movement between the different systems can be complicated with referrals going to the wrong place and being rejected incorrectly. There would appear to be an issue with how some health services interface with one another, especially where assumptions have been made about postcode references. There could be a lack of joined up working which may be made worse when incorrect assumptions are made based on the postcode. Some examples cited included hospital in-patients whose discharge was delayed as the follow up support referral had gone to the wrong department or organisation. One example was given where the Leeds and Bradford referral systems were different therefore a user had to know which organisation the referral needed to go to, based on the postcode, to know which system to use.

ACTION: See Appendix 5 & 6 for responses from Community Health Services / CCG).

Ambulances, and the 111 service, will often take a patient to BRI, or Bradford out of hours by default even though in some cases patients will be under LGI, who will have all their records. One example cited in the 2019 consultation undertaken by Stuart Andrew MP was for a BD10 resident who received an ambulance from the Bradford area, but needed taking to LGI and was told that the ambulance driver did not know the route.

ACTION: See Appendix 1 and 4 for responses from Yorkshire Ambulance Service.

Some residents reported specific issues with Midwifery services, with care split between Leeds and Bradford and inconsistency with how care was managed.

COVID:

The initial months under COVID with different restrictions between Leeds and Bradford caused a huge amount of confusion. It was not clear to residents what was meant by 'Leeds' and 'Bradford', and some residents reported issues with employers who didn't understand that they could have a BD postcode but come under Leeds rules.

COMMENT: This was improved when Leeds started to come under additional restrictions and the wording was changed to emphasise that it was a council area i.e. the area that collects the bins.

When the NHS Track and Trace App was launched, initially, residents were told that they came under Bradford rules in error.

There were complaints that Royal Mail employees were delivering post but not wearing any PPE. This was of particular concern as the employee would potentially be delivering to Bradford Council properties for part of the time, and then crossing into Leeds Council to deliver to these residents at a time when the two areas had different levels of restriction.

An example was provided of a delay to the setting up of a mobile COVID testing centre on land at Gain Lane, after it was unclear which council area the land was located in.

ACTION: See Appendix 2 for response from Leeds City Council Public Health team.

BD5 Duplication:

Visitors, Taxi drivers and postal deliveries coming to Sunnybank Avenue, BD3 rather than Sunny Bank Avenue, BD5.

ACTION: Spelling error corrected with Royal Mail on 9th November. This still leaves two similar names in two different postcode areas however, there are also potential duplicates in LS8 (Sunny Bank Grove), and LS18 (Sunnybank Avenue).

Postal deliveries / Royal Mail:

It was felt that these BD3 properties receive a poorer level of service from Royal Mail deliveries compared to neighbouring houses in LS28. Postal deliveries now often arrive quite late in the afternoon (although COVID was acknowledged as a factor). It was questioned whether the 'operation reasons' cited by Royal Mail are an excuse rather than a true factor given the perception of a poorer service already.

Concerns with Royal Mail employees not wearing PPE (see COVID section).

ACTION: See Appendix 7 for response from Royal Mail.

Financial:

It was felt that the BD postcode led to higher insurance costs and lower house prices than would be the case if LS28. A number of residents reported that they had been refused car insurance in some cases, including examples where they had moved to the area and not had any issues in the past.

COMMENT: Neither of these issues are recognised by Royal Mail as being relevant (i.e. Royal Mail are not accountable for how third parties use the postcode to operate their decision making).

Mapping:

It was reported that those with the BD3 7DQ postcode had issues with delivery drivers finding them.

ACTION: Further investigation noticed that this appears to have been caused by an issue with how the postcode is plotted in Google Maps. This has been reported to Google by the SNN team.

Waste and Recycling:

Residents with valid permits were challenged by staff at Waste and Recycling centres due to BD postcode, and the assumption that they were Bradford council residents.

Leeds City Council:

Residents feel detached, not part of Leeds but not part of Bradford. Perception of less support from council and councillors, and a poorer quality level of service from all departments.

Phase 2: Additional consultation with Health Services

Following the conclusion of the consultation with residents it was clear that further clarification on policy was required from some of the health agencies cited in consultation responses, together with a need to raise awareness of the issues that residents are experiencing.

Representatives of the health agencies were asked whether they were aware of these issues; whether changes to their systems had been, or were to be, implemented to resolve issues such as these; and what their policy was in terms of how residents were allocated to different services.

It is clear from responses that service provision varied across different health service. Yorkshire Ambulance Service (Appendix 1 & 4) make decisions based on clinical need of the patient, current demand, and by postcode. However, Community Health services / CCG (Appendix 5 & 6) provided services were allocated based on GP registration rather than postcode; and social care referrals provided by local authorities are allocated based on local authority boundaries. Appendix 6 provided by Leeds Community Healthcare NHS Trust confirmed that the postcode of the resident is not relevant when making referrals, and therefore it can be inferred that changing the postcode would not alter where a resident was referred to.

An issue was raised by a resident following the closure of the consultation regarding Dental Hospital referrals and Leeds City Council attempted to contact the relevant CCG regarding this to clarify allocation policy for dental hospital services. A response is still awaited.

5. Conclusion

Residents living on the Leeds / Bradford boundary have to navigate confusing and varied systems, particularly relating to health and social care services, which other residents of Leeds or Bradford may not experience. It is also clear that the health services themselves may not have managed these referrals correctly in line with their own policies on some occasions. It is also possible that a resident's understanding of where they should be entitled to treatment is not in line with the policies set out by the service providers.

On the basis of the evidence collected during the consultations, the issues raised by the residents of the Sunnybank streets are similar to those raised both historically, and currently, by other residents living in properties with BD postcodes, but located within the Leeds City Council boundary. However, it is likely that those residents living in BD3 do experience a greater level of confusion. Unlike the other BD postcodes mentioned in this report, only a very small proportion of BD3 (Thornbury) properties are located within Leeds City Council, with the majority being located within Bradford Council.

Changing the postcode for these residents from BD3 to LS28 would resolve some of the issues that they are experiencing, particularly in relation to errors with referrals, and assumptions that all BD3 postcodes relate to Bradford council. However, the responses from Community Health Services / CCG indicate that changing the postcode will not affect where a resident is referred to, and that it is the GP to which a resident is registered that is key for their service provision. As social care provision is already provided by the Local Authority, and based on local authority boundaries, then this would also not be materially affected by a postcode change, albeit would provide a convenient synergy between Royal Mail and local authority boundaries which would eliminate confusion with some referrals. The response from Yorkshire Ambulance Service confirms that postcode could be a factor when deciding on a hospital to take a patient to, but that there would also be many other factors.

Royal Mail have confirmed that they would not change a postcode for the reasons cited in this report; and that there is no precedent for a postcode change for anything other than their own operational reasons.

'we have not and would not make changes to the postcode area responsible for a region unless it was done to improve the efficiency of our service. Disrupting the local mail delivery service for non-Operational reasons (such as another organisation mistakenly using a postcode area to define and deliver their non-mail services) would be illogical and contradictory to our responsibilities' (see Appendix 7 for full response from Royal Mail).

Based on the responses provided to this consultation, the conclusion of this report is that Royal Mail are very unlikely to change the postcode for non-operational reasons.

It is the view of Leeds City Council that efforts should be focused on resolving these issues directly with the service providers involved. The responses provided to this consultation also confirm that:

1. Evidence has been provided that a number of referral systems are *not* based on the postcode of the resident, and therefore changing the postcode will not resolve these issues.
2. Several examples provided by residents appear to show that there are failings with how referral systems are being applied, rather than the postcode.
3. There is no requirement for local authority and postcode boundaries to be aligned and there are many examples both nationally and in Leeds of properties within one District having postcodes describing a neighbouring District. In this example, it has been highlighted that in Leeds there are some BD and WF postcodes, and properties in adjoining local authority areas having LS postcodes. However, we have not been made aware of similar issues affecting properties with WF postcodes located within Leeds City Council; nor properties with LS postcodes located in neighbouring authorities.

Further engagement is required with partners in the health services to raise awareness of the issues that residents are experiencing. Any improvements that result from such engagement would benefit all residents that live on a postcode boundary. Royal Mail have indicated that they would support such engagement and have offered to assist with this.

6. Further Recommendations

- Officers will seek to raise the relevant issues set out in this report with appropriate senior managers within Leeds City Council representing Health and Social Care services, together with Royal Mail, to encourage engagement with external partners to raise awareness of these issues, and to work together to encourage improvement of systems and processes.
- That residents are encouraged to continue raising complaints directly with the organisations / services involved to highlight any issues with the level of service that they are receiving; and that they can also make Leeds City Council's Street Naming and Numbering team (address@leeds.gov.uk) aware of such complaints at the same time, which Leeds City Council can continue to monitor.

Appendix 1: Yorkshire Ambulance Service

Email response from **Yorkshire Ambulance Service** dated 1st October 2020 to issues raised by this consultation and also previous health related issues identified by Stuart Andrew MP's consultation in 2019.

Thank you for your email and the comments from residents about the services they receive in relation to their postcodes. We're not able to comment on the individual circumstances cited in these examples and would encourage anyone who has a particular concern or question to raise that with our patient relations team (who can be reached via vas.patientrelations@nhs.net) and they will be able to explore any issues for individual patients.

In terms of the services that we provide, both our A&E Operations service (providing emergency care through clinicians in our ambulances) and our NHS 111 service are provided across the Yorkshire and Humber region and, as a universal health service, are not influenced or restricted by postcodes across these areas of Bradford and Leeds. Our service is funded nationally and not subject to funding from council tax, which is paid to local authorities who then make decisions on their priority services.

Our staff attend patients based on the care that they need (and the appropriate clinical treatment) and the delivery of our services is guided by national standards on response times and not by postcode or local authority area. Each individual patient will be treated based on their specific needs at that time and based on operational information about demands on hospital and other health services.

In terms of how our staff treat and care for patients, there are a number of circumstances which would influence where we take patients for treatment or where we signpost them to for further care. This could be influenced by any treatment they are already receiving and the clinician who is providing it; it could be influenced by a particular care pathway that's in place in an area, which directs patients with certain conditions to a specialist hospital; it can also be influenced by services that are available in primary care and other services (such as GPs, pharmacies, dentists, mental health services). From the many examples that have been provided by residents, most of the services described are provided via acute hospitals, community services, voluntary or care sector and GP surgeries, rather than services provided by Yorkshire Ambulance Service.

Appendix 2: Leeds City Council Public Health team

Response from **Leeds City Council Public Health** team dated 12th October 2020 (with further amendments provide on 17/2/21 and 25/6/21) to COVID related issues raised as part of the consultation:

There are a few issues that we, as a local authority Public Health team, are in a position to clarify or comment on:

- Since residents shared concerns (as part of the wider postcode consultation) on 16th of September, Government has introduced further local restrictions in Leeds District. These are in line with restrictions that had already been in place for Bradford District. In its communications, Leeds City Council has clarified that restrictions apply to “the whole city even if you don’t have an LS postcode – if your wheelie bin gets emptied by Leeds City Council – they apply to you”.
- Sunnybank residents used the terms “major public health threats/risks” but we are not clear how to interpret this in practice. The examples provided relate to Covid restrictions, which are nationally determined, and access to healthcare, which are Clinical Commissioning Group(s) and NHS England responsibilities, not the Council’s. Please contact Leeds CCG directly in relation to concerns about NHS care: <https://www.leedsccg.nhs.uk/feedback/comments/>.
- Whilst it is helpful to know about gatherings in private properties, the enforcement of this is the remit of the Police. The Council’s enforcement functions focus on ensuring that commercial premises adhere to Covid-secure guidance.
- If you have coronavirus symptoms, you should get tested. All testing sites operate on an appointment only basis – please do not attend without an appointment. Appointments can be booked via the NHS online booking system: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/> or by calling 119. When booking, you will be shown a list of the nearest places to go for your test. It is important to be tested no more than five days from when your symptoms started.
- The Leeds CCG website provides information on the range of testing and vaccination options. Please use the hyperlinks below for further information <https://www.leedsccg.nhs.uk/health/coronavirus/coronavirus-where-to-go-for-testing/>
<https://www.leedsccg.nhs.uk/health/coronavirus/covid-19-vaccine/>
- In relation to postcode information provided through the NHS Covid-19 App, we would suggest you provide feedback via the following link - <https://faq.covid19.nhs.uk/createcase/>.
- Finally, Leeds City Council is not in a position to comment on, or quality assure, the details of Royal Mail’s coronavirus policies. It appears that basic infection control i.e. “hands, face, space” and mitigation measures have been incorporated. As to (lack of) adherence to these measures by staff or on premises, we would advise customers to report these to Royal Mail directly.
- There is close working between Leeds and Bradford Public Health teams, alongside Public Health England teams, across council boundaries especially throughout the pandemic.

Appendix 3: West Yorkshire Police

Response from **West Yorkshire Police** dated 28th October 2020 to concerns raised in previous consultation undertaken by Stuart Andrew MP:

In my experience in both Bradford and Leeds, I haven't come across any real issue in terms of police response to incidents and any particular area that has suffered with the police ignoring addresses. When a call is generated to the police, the address will be placed into our computer systems and it will automatically generate which district the area falls into and a unit will be despatched as appropriate.

Clearly we have to have boundaries and those living in certain areas may not understand why they may come under a certain district and someone on the opposite side of the road comes under another, it just depends on where the boundary line is. I am not aware of any particular address or complaint that has come forward highlighting any particular issue or feeling that they are neglected by the police. From my time on West NPT I am confident that the residents on the Calverley and Pudsey boundaries with Bradford are getting an appropriate response to issues raised.

Appendix 4: Yorkshire Ambulance Service (response to resident)

Response from **Yorkshire Ambulance Services** received by resident and submitted as part of consultation dated September 2020. This was in response to a query as to what the standard / default response would be if an ambulance was requested by one of the Sunnybank postcodes.

Bradford Royal Infirmary would be the destination for urgent and emergency issues but dependant on the presenting condition (i.e. regional trauma centre is Leeds General Infirmary and primary angioplasty is also and LGI). Also another Health Care Professional could have booked the patient to a specific ward for an urgent case at either hospital and the crew would take to this destination.

Regarding mental health presentations the crew would hopefully contact First Response (the local crisis service) initially and agree a care plan. The outcome of this clinical discussion could be conveyance to ED, telephone consultation, home visit by MH team or conveyance to Lynfield Mount to for assessment.

Appendix 5: NHS Leeds Community Health Services

Response from **NHS Leeds CCG Communications** Lead dated 26th April 2021:

Patients who are registered with Leeds GP are able to access Leeds Community Health services regardless of their postcode. Likewise, patients who are registered with a Bradford GP should be able to access Bradford Community Services. For patients who live on the border, reciprocal arrangements can be made between the community service providers if necessary.

Appendix 6: Leeds Community Healthcare NHS Trust

Response from **Leeds Community Healthcare NHS Trust** dated 27th April, 2021:

At Leeds Community Healthcare NHS Trust we are the provider of community health and wellbeing services in the Leeds area and we are commissioned to deliver services to people as close to where they live as possible. Within this consultation points are raised specifically about Leeds Teaching Hospitals Trust services and Yorkshire Ambulance Service, but not of our own services. We can confirm that we are commissioned by NHS Leeds CCG to provide services to people who are registered with a Leeds based GP and not based on postcode – so in this instance what postcode you live at is not relevant, it's which GP you are registered to. For any information about our services please visit - www.leedscommunityhealthcare.nhs.uk or to feedback any issues people can contact us at - lch.comms@nhs.net

Appendix 7: Royal Mail

The following questions were sent to Royal Mail to request a formal response, and representatives of Leeds City Council met with Royal Mail to provide further information prior to the response being provided.

1. Previous correspondence from Royal Mail has cited that a postcode can only be changed for 'operational reasons' as determined by Royal Mail. It would be helpful if you could clarify what these reasons are from a service and business perspective? Are there other grounds on which a postcode could be changed, or are there other historical examples of where a postcode has been changed for non-operational reasons?
2. What evidence would Royal Mail require to agree a postcode change for non-operational reasons? Could evidence that there is an impact on delivery of Council or other public services for the affected residents be considered, for example?
3. What evidence would Royal Mail require of support from those properties that are affected? Would Royal Mail undertake a consultation of those affected or would this need to be done by the local authority, and what level of consent would be required?

The following response was provided by Royal Mail's Address Management Unit on 13th September 2021.

Thanks for your time the other week, and the examples you sent through of some of the problems that residents are experiencing, particularly in respect of health services. We're very keen to look into the problems reported to you in respect of the delivery of mail services. We would really appreciate it if you could provide us with any info that would help us investigate them.

The problems and suggested 'solution' appear to be based on a misunderstanding about the role of the postcode. There seems to be an 'expectation' that a postcode can just be realigned to fit with the boundaries for other organisations. I know your report is looking specifically into the issues raised by Leeds City residents in BD3/4, who don't appear to get certain services because they don't have an LS postcode. Are those same issues being experienced by Leeds City residents in Castleford (WF10) or the Selby District residents who live in Tadcaster (LS24)?

The postcode is not just an administrative code – it is a routing instruction that facilitates the efficient sortation and distribution of mail across our network. The Postcode Area bit of the code (LS or BD) indicates the offices responsible for the delivery of mail in that area and drives the automated delivery of letters and parcels to the right offices. It is dependent on the capacity in our offices and the staffing locally.

In answer to your questions, we have not and would not make changes to the postcode area responsible for a region unless it was done to improve the efficiency of our service. Disrupting the local mail delivery service for non-Operational reasons (such as another organisation mistakenly using a postcode area to define and deliver their non-mail services) would be illogical and contradictory to our responsibilities. We would much rather help to explain postcode geography to those using it mistakenly.

Royal Mail is always keen to work closely with local authorities and support the provision of their services. But ultimately we are responsible for the delivery of mail and our primary aim must always be to optimise our systems to achieve that. As we discussed, I remain more than

happy to work with you to talk about postcoding to the other agencies involved, and how they can better understand why it's inappropriate to expect the elements of the postcode to align with the boundaries of Local Councils and Health Authorities.

I hope that my responses are helpful in explaining why the suggestion being put forward doesn't appear to be the right one, and why Royal Mail does not believe a change to mail delivery operations is required in order to improve access to Local Authority and NHS services for Leeds residents.

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Report of: Chief Officer for Sustainable Energy and Air Quality

Report to: Outer West Community Committee

Report author: Polly Cook - Chief Officer Sustainable Energy & AQ

Date: 8th November 2021

To note

Title: Climate Emergency Update 2021

Purpose of report

1. To provide the Outer West Community Committee with a presentation on the council's updated climate emergency strategy and progress.

Main issues

2. The PowerPoint presentation is provided at the specific request of the Chair.
3. The presentation will provide an update on the council's climate emergency strategy and recent progress to reduce emissions. This will include an overview of measures being taken to retrofit homes and buildings, installation of electric vehicle infrastructure and biodiversity measures such as tree planting. Information about what measures are taking place locally will also be shared.
4. Discussions will also include an overview and insight in the White Rose Forest Strategy for Leeds.
5. There will be an opportunity for elected members to provide suggestions for their locality and to ask questions.

Recommendations

6. The Outer West Community Committee is asked to note the contents of the presentation.

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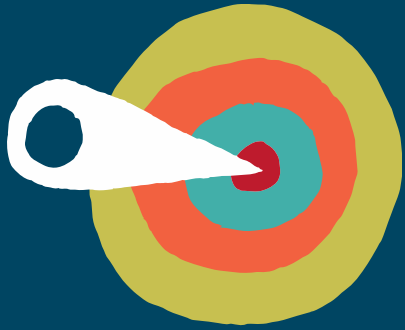
W H I T E
R O S E
F O R E S T
S T R A T E G Y
L E E D S

2020



WHITE ROSE
FOREST





Ambition to plant more trees in Leeds working with partners. To increase woodland and tree cover from 17% to 33% by 2050



Strategy defines:

- Where we're going to plant,
- What resources we have and need,
- Why we're doing it,
- What we need to consider when designing woodlands
- Who's going to pay for it,
- How and Who are we going to tell,
- What we do Next



OUR VISION

'We want to create a genuinely sustainable, well wooded landscape which will benefit the people, economy and wildlife of Leeds - increasing canopy cover from 17% to 33% by 2050'

BENEFITS:

- Supporting local wildlife
- Carbon capture
- Reducing flooding
- Encouraging business investment
- Social
- Health

WHITE ROSE FOREST STRATEGY LEEDS 2020

WRF in Leeds will contribute to the White Rose and Northern Forests

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THE COUNCIL WILL WORK WITH:



BY 2030:

Tree and woodland planting in the district to be increased by **1500 hectares**

Including the planting of **500 hectares** by the council

offsetting **26,000 tonnes** of carbon emissions

HOW WE WILL ACHIEVE THIS:

1. Coordinate the planning, design and planting of trees in Leeds 🌳
2. Identify areas to plant trees 🗺️ 🚧 🏠 🌳 🌳 🌳
3. Promote the WRF and the importance of trees to all 🌳 🌳 🌳 🌳
4. Protect existing trees through planning, development and engagement 🗺️ 🏠 🌳
5. Secure and signpost to funding and donation opportunities 🌳 🌳 🌳 🌳
6. Research better methods of planning and planting 🗺️
7. Collect data to monitor progress 🗺️ 📊 🌳 🌳



INTRODUCTION

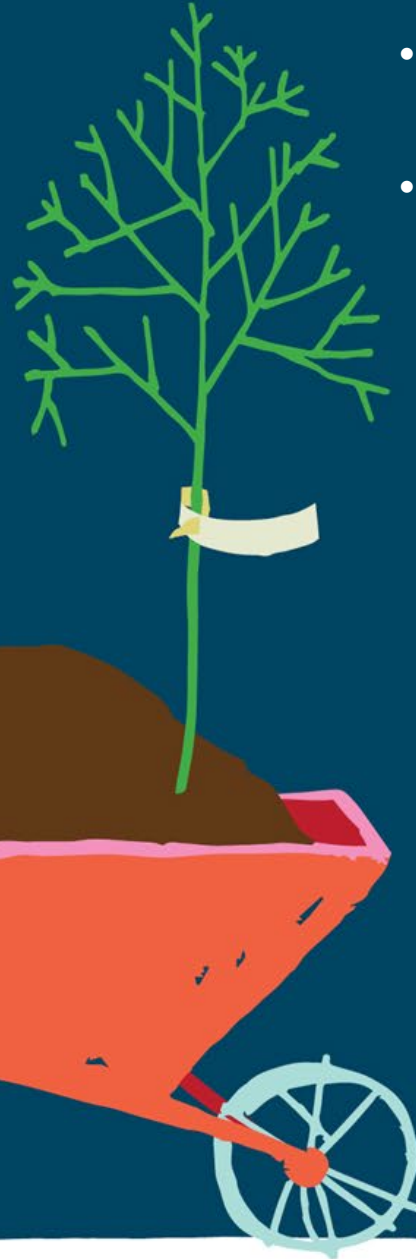


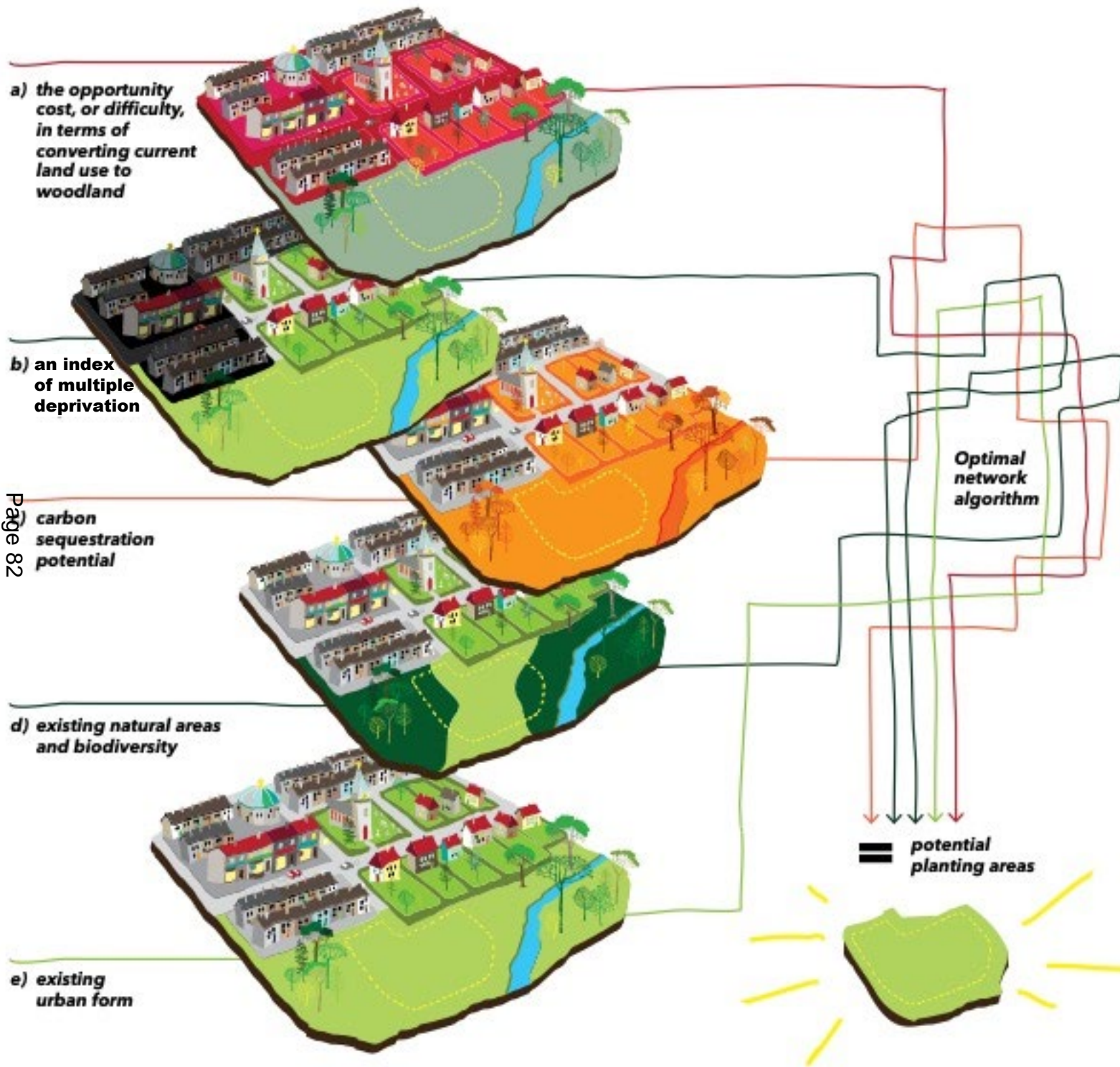
- The White Rose Forest is a community forest and part of the Northern Forest—an ambitious plan to plant 50 million trees by 2050 across the North.
- Having declared a climate emergency, the council itself intends to lead by example. The council has pledged to plant 1250 hectares of trees on its own land by 2050.

WHERE ARE WE GOING TO PLANT?

- In a lot of cases land owners will choose their own areas to plant
- In other cases the Council will receive funding from donations, developments and define where this should go or target planting

- Next slides define the influences on where
- Also defines constraints on a broad and small scale





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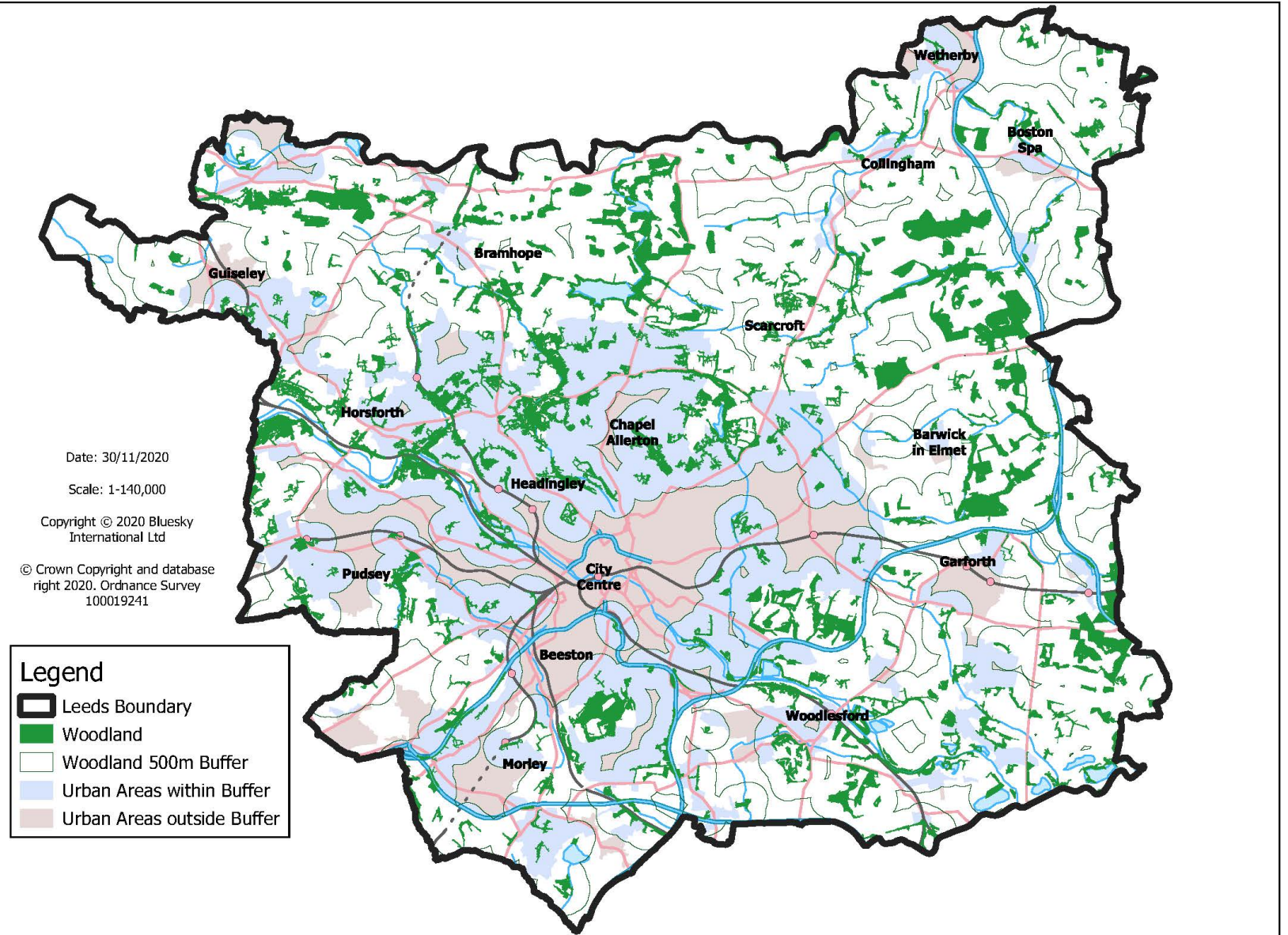
WHERE ARE WE GOING TO PLANT?

- Systematic Conservation Planning Tool – Combination of factors used to define potential woodland planting areas to give a network of sites in an ideal world setting.
- On council land – Through Woodland Creation Project
- <https://www.theariumleeds.co.uk/woodland-creation>
- On private land
- In rural and urban areas
- In areas to reduce flooding risk

WHERE ARE WE GOING TO PLANT?

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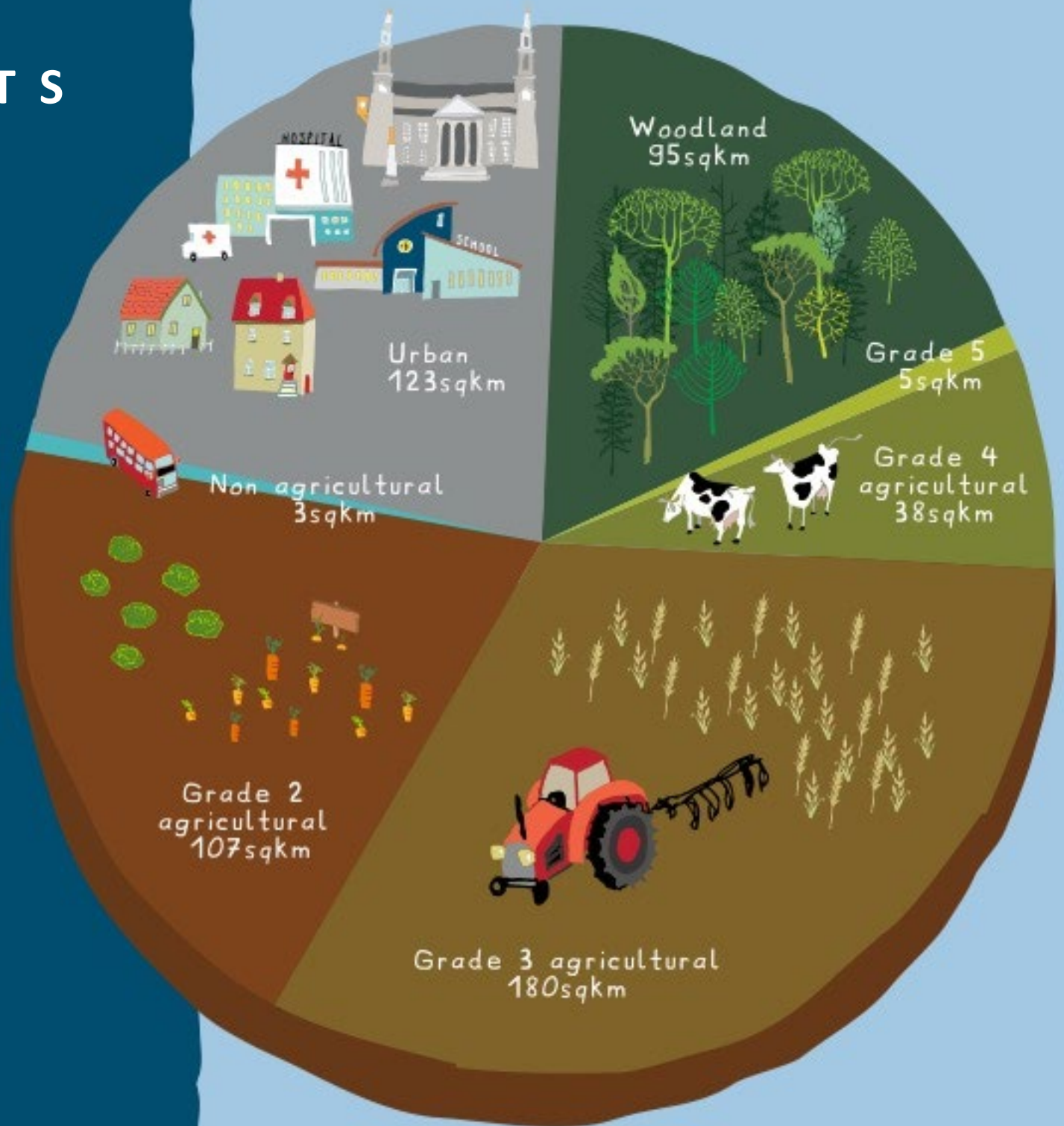
- LCC. Core Strategy Policy G2:
- Filling the gaps to ensure all residents have access to woodland within 500 metres of their homes
- Getting the community to identify potential sites in their areas with help from the Council
- In areas with low canopy cover
- On development and regeneration sites
- To connect areas of nature to make a network



Map including privately owned woodland in development

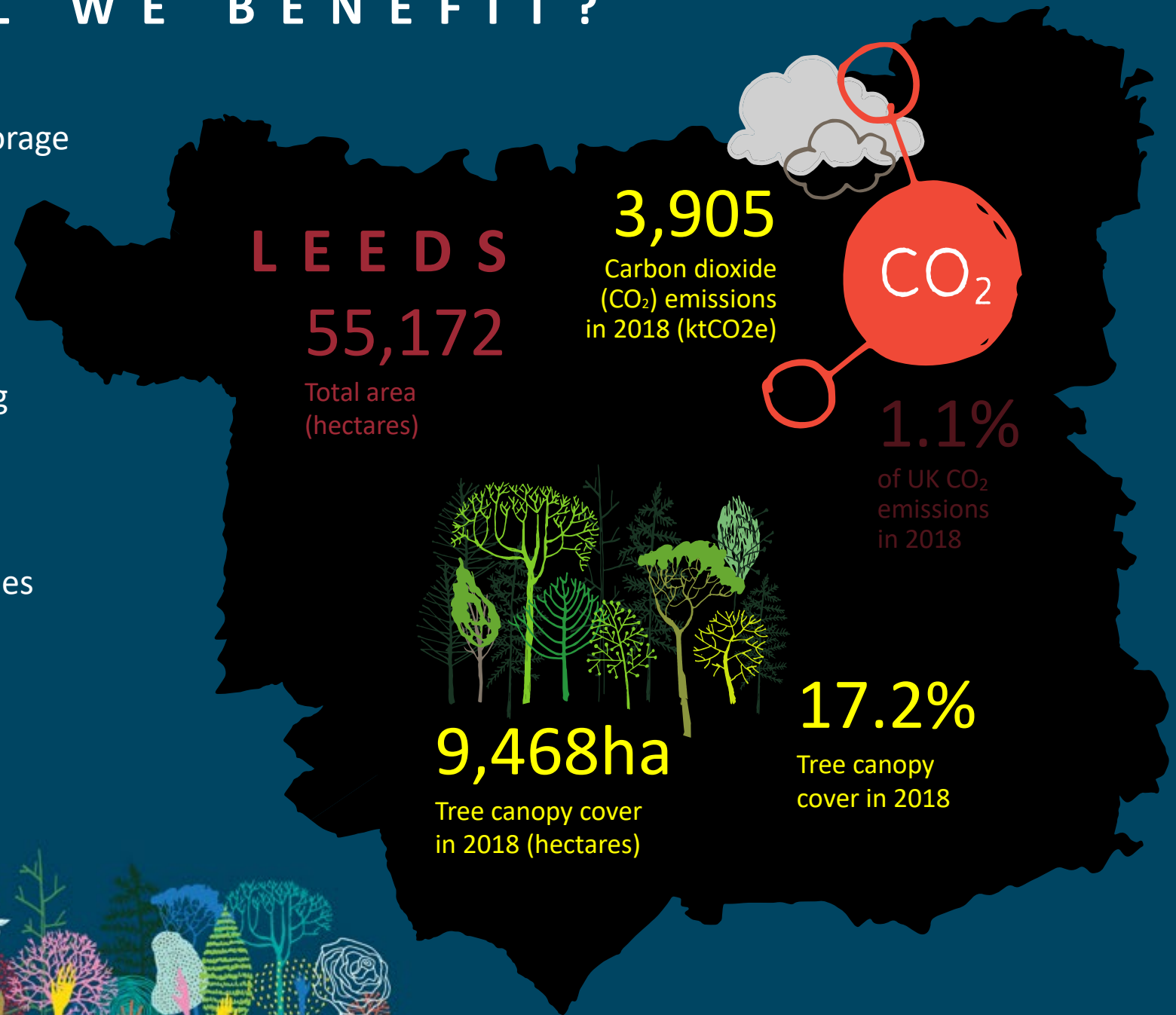
CONSTRAINTS

- Land Ownership
- Availability and Quality of Land
- Competing Land Uses
- Funds to offset loss of income
- Legal
- Major infrastructure projects
- Attitudes to tree planting
- Maintenance
- Limited resources



HOW WILL WE BENEFIT?

- Carbon capture and storage
- Improve biodiversity
- Mental and physical health
- Attracting and retaining business investment
- Flood alleviation
- Land and property values increase
- Recreation
- Urban cooling



TREE PROTECTION



LEGISLATION

- Tree preservation orders
- National Planning Policy Framework
- Forestry Act 2010
- Agriculture and Environment Bills

COUNCIL PROTECTION

- Management of TPOs
- Core Strategy Policies G1-4
- Negotiation with developers
- Development Control

TREE FELLING

- Dead, dying or dangerous trees
- Reduce liability for landowners incl Council
- Development need
- Woodland management / income

MAINTENANCE AND MANAGEMENT

- Establishment
- Weed free area around trees
- Management of woodland planting



RESOURCES AND DELIVERY

Existing Council Resources

- Forestry Team
- Maintenance
- Community Engagement
- Business Sponsorship
- Education
- Rangers
- Management Of Tree Preservation Orders
- Planning Policy
- Development Control
- Highways Trees
- Legal advice regarding land issues



Proposed Resources

- White Rose Forest Joint Venture Resources
- Funding assistance
- Communications



WHAT HELP DO WE NEED?

- Land to plant
- Donations
- Volunteers
- Support to develop funding applications
- Community engagement



FUNDING

White Rose Forest Funders Group

Trees 4 Climate Funding

Trees for Yorkshire

Corporate funding

Donations

Environmental Land Management Scheme
– From 2025



WOODLAND PLANTING DESIGN

- Use established best practice
- Maintenance of new trees until established – single trees and as part of woodland planting
- Compliance with UK Forestry Standard (UKFS)
- Avoiding diseases by careful species selection

- Carbon based tree planting strategy – species choice
- Adhere to Green Streets® design principles
- Landscapes for Water
- Creating woodland through re - wilding
- Accessibility
- Food production



HOW ARE WE GOING TO ENGAGE AND COMMUNICATE?

Website Development



WRF Joint Venture Comms Team

Landowner Engagement –

Through trade press, parish councils, National Farmers Union, Country Landowners Association, councillors



Tree Wardens
– arranging local groups to care for trees, carry out planting



Business Engagement
– social media, network meetings



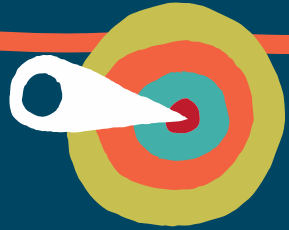
Community engagement
Councillors, – existing networks, Faith Groups, Social media



LCC Executive Board

December 2020

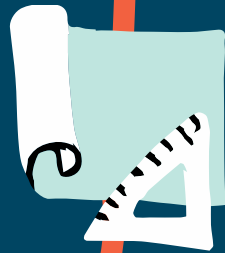
Monitoring



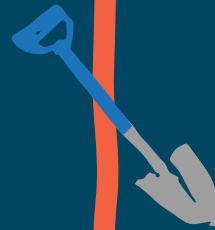
Assist partners on
Planning and planting



Mobilisation,
finalise website



Continue 50 ha
of planting
on Council land



Annual review
of the strategy



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Engage
with key
stakeholders



Engagement and
communication with
business, landowners
community, institutions



WHAT DO YOU THINK?

Thank You!

- What support can you offer?
- How can we help you to plant trees?
- Do you have any land for tree planting?
- Do you want to get involved?
- Contact WRF@leeds.gov.uk



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Report of: Simon Swift – Executive Manager
Report to: Outer West Community Committee
Report author: Jeremy Lunn – Group Operations Manager
Telephone No: 07891272230

Date: 8th November 2021

To note

Title: Highways – Winter Service Update

Purpose of report

1. To provide the Outer West Community Committee with an update on the Highways Service, and to gather input from elected members and residents.

Main issues

2. The report and presentation are intended to provide the Outer West Community Committee with an update of the Highways Service, following a recent winter service review.
3. The report focusses specifically on the winter service fulfilled by Highways, including snow clearance and road gritting.
4. The report and presentation provide the Outer West Community Committee with an overview of the Winter Service website, linking the discussion to local issues relevant to the specific Committee area.
5. The agenda item also provides elected member and the public with the opportunity to provide feedback to the Highways Service relating to the winter provision offered, and approaches to communication and engagement going forward.

Recommendations

6. Elected Members are asked to note the contents of the report and presentation that will be provided by officers from the Highways team.



Report of: Claire Smith – Interim Head of Service – Safer neighbourhoods and ASB

Report to: Outer West Community Committee

Report author: Scott Lobsiger – ASB Team Supervisor
Telephone No: 0113 378 1424

Date: 8th November 2021

To note

Leeds Anti-Social Behaviour Team – Service Update

Purpose of report

1. To provide the Outer West Community Committee with a verbal update on the Leeds Anti-Social Behaviour Team (LASBT) and to gather input from elected members and residents.

Main issues

2. The verbal report is provided at the specific request of the Community Committee.
3. The verbal report outlines the internal process and procedures of the LASBT Team, and provides an opportunity to take on feedback and suggestions from elected members.
4. The verbal report provides information to members on how casework is logged, and how officer resource is allocated to jobs within LASBT.
5. The report identifies how communication between the LASBT team and elected members of Outer West can best be established moving forward, regarding specific case studies in the area.

Recommendations

6. The Outer West Community Committee is asked to note the contents of the verbal report that will be provided by officers from the LASBT team.



Report of: Paul Spandler – Environmental Health Manager

Report to: Outer West Community Committee

Report author: Ruth Turner – Team Manager Environmental Health
Telephone No: 0113 378 6568

Date: 8th November 2021

To note

Environmental Protection Service Update

Purpose of report

1. To provide the Outer West Community Committee with a verbal update on the Environmental Protection team, and to gather input from elected members and residents.

Main issues

2. The verbal report is provided at the specific request of the Community Committee.
3. The verbal report outlines the internal process and procedures of the Environmental Protection team, and provides an opportunity to take on feedback and suggestions from elected members.
4. The verbal report provides information to members on how casework is logged, and officer resource allocated to jobs, as well as how updates on outstanding issues are communicated to elected members.
5. The verbal report also provides members with the opportunity to request further information on open cases, which are being investigated by the Environmental Protection team, with updates provided following on from the meeting.

Recommendations

6. The Outer West Community Committee is asked to note the contents of the verbal report that will be provided by officers from the Environmental Protection team.