



Outer North West Community Committee

Adel & Wharfedale, Guiseley & Rawdon, Horsforth,
Otley & Yeadon

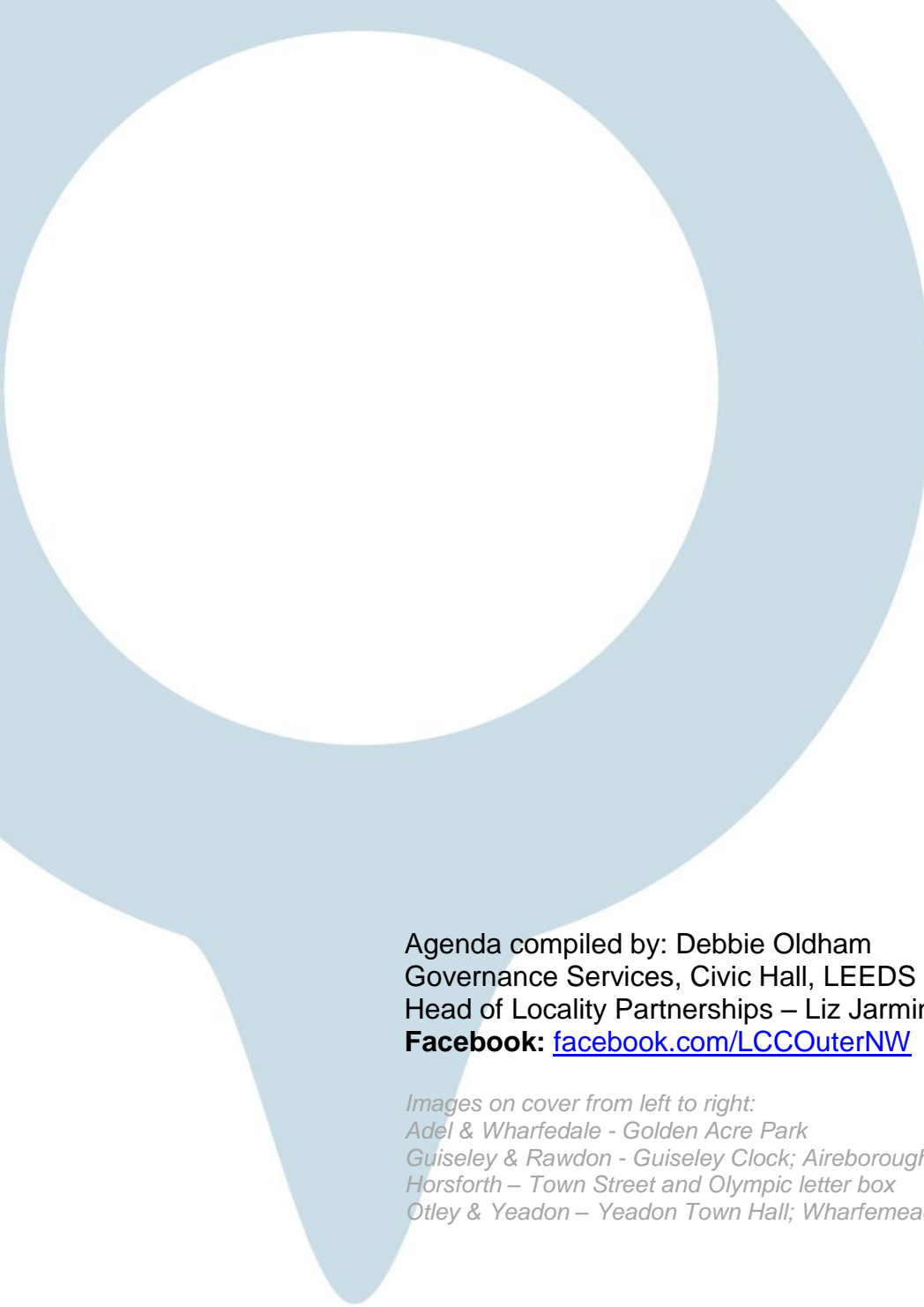
**Meeting to be held in Adel War Memorial
Association & Adel Sports and Social Club,
Church Lane, Adel, Leeds, LS16 8DE
Monday, 4th December, 2023 at 1.00 pm**

Councillors:

- | | |
|------------|------------------------|
| B Anderson | - Adel and Wharfedale; |
| C Anderson | - Adel and Wharfedale; |
| B Flynn | - Adel and Wharfedale; |
| E Thomson | - Guiseley and Rawdon; |
| P Alderson | - Guiseley and Rawdon; |
| O Edwards | - Guiseley and Rawdon; |
| E Bromley | - Horsforth; |
| J Garvani | - Horsforth; |
| R Jones | - Horsforth; |
| C Campbell | - Otley and Yeadon; |
| R Downes | - Otley and Yeadon; |
| S Lay | - Otley and Yeadon; |

Please do not attend the meeting in person if you have symptoms of Covid 19 and please follow current public health advice to avoid passing the virus onto other people.





Agenda compiled by: Debbie Oldham
Governance Services, Civic Hall, LEEDS LS1 1UR
Head of Locality Partnerships – Liz Jarmin Tel: 0113 37 89035
Facebook: [facebook.com/LCCOuterNW](https://www.facebook.com/LCCOuterNW)

Images on cover from left to right:

Adel & Wharfedale - Golden Acre Park

Guiseley & Rawdon - Guiseley Clock; Aireborough One Stop Centre

Horsforth – Town Street and Olympic letter box

Otley & Yeadon – Yeadon Town Hall; Wharfemeadows 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). (*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>	
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration (The special circumstances shall be specified in the minutes)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<p>DECLARATION OF INTERESTS'</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>MINUTES - 13TH NOVEMBER 2023</p> <p>To receive the minutes of the meeting held on 13th November 2023 and approve as a correct record.</p>	7 - 12
7			<p>OPEN 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>	
8	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon		<p>LEEDS HOMESHARE - SERVICE OVERVIEW</p> <p>The report of the Head of Service, Care Delivery provides the Outer North West Community Committee with an overview of Leeds City Council's Homeshare scheme and potential benefits to some people living in the Outer North West area.</p>	13 - 18
9	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon		<p>REFUSE COLLECTION AND ROUTE REVIEW UPDATE</p> <p>The report of the Chief Officer Environmental Services is to provide the Outer North West Community Committee members with an update on refuse collection and the progress of the route review.</p>	19 - 20

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon		<p>BEST CITY AMBITION COVER REPORT</p> <p>The report of the Head of Strategy, Policy and Resources is to provide the Outer North West Community Committee with an update on the Best City Ambition refresh and to gather input from Elected Members and residents.</p>	21 - 22
11	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon		<p>OUTER NORTH WEST COMMUNITY COMMITTEE FINANCE 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 2023/24.</p>	23 - 34
12	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon		<p>OUTER NORTH 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>	35 - 40
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the next meeting of Outer North West Community Committee will be on 11th March 2024 at 1pm.</p> <p>VENUE DETAILS AND MAP</p> <p>Adel War Memorial Association & Adel Sports and Social Club, Church Lane, Adel, Leeds, LS16 8DE</p>	41 - 42

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>THIRD PARTY RECORDING PROTOCOL</p> <p>Third Party Recording</p> <p>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>Use of Recordings by Third Parties – code of practice</p> <p>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>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>	

OUTER NORTH WEST COMMUNITY COMMITTEE

MONDAY, 13TH NOVEMBER, 2023

PRESENT: Councillor E Thomson in the Chair

Councillors B Anderson, P Alderson,
C Anderson, E Bromley, C Campbell,
R Downes, B Flynn, O Edwards and
R Jones

25 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection of documents.

26 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no exempt items.

27 LATE ITEMS

There were no late items.

28 DECLARATION OF INTERESTS'

The following declarations of interests were made:

- Cllr Thomson – Governor at Guiseley Primary School
- Cllr B Anderson – Governor at Holy Trinity Primary School, Cookridge.
- Cllr Downes – Governor at Rufford Park Primary School and Prince Henry's Grammar School.

29 Apologies For Absence

Apologies for absence were received on behalf of Councillors Garvani and Lay.

30 Minutes - 11th September 2023

RESOLVED – That the minutes of the meeting held on 11th September 2023, be approved as a correct record.

Minute 22 – Finance Update Report

Cllr Flynn requested that it be noted he wished to disassociate himself from any comments made at the previous meeting in relation to the Wellbeing Application from West Yorkshire Police – Operation Mineral Outer North West. He had attended the meeting. but had left prior to the consideration of the Finance Update Report.

Draft minutes to be approved at the meeting
to be held on Monday, 4th December, 2023

31 School Place Planning Update

The report of Head of Locality Partnerships was submitted to the Outer North West Community Committee at the specific request of Members to provide an update on school place planning and demographics across the Outer North West.

In attendance for this item were:

- Cllr Jonathan Pryor – Executive Member for Economy, Culture and Education
- Darren Crawley – Sufficiency and Participation Lead – Children and Families
- Tracy Waud – Sufficiency and Participation Manager – Children and Families

Head Teachers and School Governors had been invited to the meeting from schools in the Outer North West area.

Before the start of this item the Chair requested a minutes' silence after the incident which had taken place in Horsforth in the previous week. The Chair said the Community Committee wished to convey their deepest condolences to Alfie's family and friends. She also wished to thank the emergency services, local schools and Ward Councillors for the support that had been provided to the family and the local community.

Cllr Pryor in his opening remarks, he said he echoed the comments of the Chair and if anyone has concerns or needed to talk about the incident in Horsforth, he said his door was always open.

Cllr Pryor in introducing the report said that the statistical impact on pupil numbers was a citywide issue. However, Aireborough was ahead of the curve and discussions were required to address the issue of school places. It was recognised that school places could fluctuate year on year, and each area has different considerations, but the issue needed to be addressed.

It was noted that one school had already agreed to reduce their Published Admission Number (PAN) and two were consulting on PAN reductions and this had been gratefully received.

The Officers outlined the headline areas as listed in the submitted report. It was noted that the data for births was the most recent from October this year and had seen a drop in the numbers of births again, the lowest since 2004.

It was noted that consultation currently focused on 2025 and that data for 2027 had not yet been projected. There was a need to meet to discuss this issue, and for discussions to include preference patterns, any planned housing in the area and to look at further PAN reductions.

The meeting opened for questions and the following information and discussions followed:

Draft minutes to be approved at the meeting
to be held on Monday, 4th December, 2023

- It was acknowledged that the outer North West area bordered with Bradford and some of the schools in the area took in pupils from areas such as Apperley Bridge, Menston and Baildon. The schools raised concerns that evidence had not been provided to ensure that pupils from outside the Leeds boundaries had been taken into consideration. It was noted that data was sourced from NHS Leeds, Leeds GP's and that data from bordering authorities was also taken into account. Officer's meet regularly with regional local authorities to share data, so they are able to forecast pupil numbers and look at trends to factor in any impact on Leeds.
- It was the view that some surplus was required, especially in Horsforth schools which could provide opportunity for smaller classes which would be better for the pupils. It was also the view that where schools are popular it often had a knock-on effect that children from a specific catchment area could not attend a school in their area and had to travel some distance to attend a school which had an impact on the environment and working patterns of parents. It was acknowledged that some of the schools in Horsforth were popular and the Local Authority works towards a 5-10% surplus across schools. However, it was difficult to forecast numbers of children moving into an area or where preference forms were not completed within timescales. It was recognised that it was a fine balance on how much surplus there was given that this could impact on funding and budgets.
- The meeting was advised that the Local Authority had few powers to reduce PAN's for schools that control their own admission arrangements they could only provide data and make recommendations to show that the process was being managed. It was noted that only the Regional Schools Commissioner who acted on behalf of the Government had powers to force the reduction of PAN's and closure of schools due to drop in numbers. The Regional Schools Commissioner can close schools without consulting, and this was why it was so important for schools and the local authority to work together to show that issues were being addressed and managed. It was noted that it was the policy of the Council's administration to work with schools.
- It was acknowledged that there was a call for new housing sites through the Site Allocations Plan (SAP) and where new housing was developed there may be a need to increase PAN's and there was a formula for when this was required.
- PAN's can be increased without a consultation process if accommodation allows for the extra children. If additional accommodation is required to build on to the school, then a consultation process would take place, which would be reported to the Council's Executive Board.
- It was recognised that the decision was a difficult one to make but officers had to look at the area as a whole. They acknowledged there were also fluctuations in-year and this was taken into account with some surplus being available. However, there may be a need for more reductions as we move forward year on year. It was the view of officers that a phased reduction works better for all and planning for this would

help when considering budgets. Their recommendation would be to reduce PANs and they would offer support to head teachers.

- The Committee were informed that Leeds had a larger number of local authority schools than most, and the Regional Schools Commissioner (RSC) does have the power to intervene where it is felt the local authority are not taking relevant action to address surplus.
- Officers meet with the Department for Education's place planning team on a quarterly basis to discuss school population, forecasts and proposed action by each planning area to address falling or growing pupil places.
- Given the proximity of Bradford to the outer North West area, Members were of the view that figures from the neighbouring authorities would be of use to Ward Councillors to aid conversations with local schools. It was noted that this information could be provided to Members.
- Head teachers were of the view that it was a difficult conversation to have with staff and governors and asked if officers would be able to attend meetings to assist with discussions. Officers said they could assist and provide data but could only make recommendations and not then make the decision for the schools. It was noted that data for the September 2024 intake would be available in February 2024. Schools would need to discuss amongst themselves as to the best course of action.
- The reduction in PAN can take up to two years as there would need to be consultation to reduce PAN.
- It was recognised that the Aireborough Learning Schools Partnership Trust worked well together, however, it was also noted that there is a wariness as schools were effectively in competition with each other.
- It was noted that as it stands currently, enough had been done so far for next year, but schools in the area need to be looking towards 2026-27.
- Members were of the view that information from neighbouring areas was required in order to allow further conversations and decisions to be made. It was recognised that the schools in the Aireborough area were well placed to allow children to be able to walk to school but there was a need to be ready for when and if changes were required to numbers.
- It was noted that there was still time for schools to consult on PAN reductions for 2025 if they wished the consultation being for 6 weeks between 1st October to 31 January. Consultation to reduce PAN's for 2026 would begin next Autumn 2024.
- Teaching staff had raised concerns during the meeting about the accuracy of the data provided and although it was acknowledged it was not an exact science there was a need for improved accuracy. It was noted that the biggest deviation for forecasting numbers was parental preference, which can change year on year. The meeting was informed that the DfE dashboard of all local authority pupil forecasts, show Leeds to be between 0.1 to 0.4% for Primary and 0.7 to 1.4% secondary school projections. Information from the NHS is much better now, and this is provided on a monthly basis. Officers were willing to

Speak with individual schools and discuss what they require and share information from Bradford.

The Chair and the Committee thanked all the schools for their attendance at the meeting and for the discussion.

The meeting moved on to discuss issues of school places in other areas of the outer North West including Cookridge, Adel, Bramhope and Pool.

Discussions included:

- There had been a decline in birth rate in all areas, but not as dramatic a decline as in Aireborough.
- Officers would continue to monitor the demographic in the area. It was noted that in previous years there had been a need for bulge cohorts, but there was now a slight surplus.
- It was acknowledged that the housing development in Bramhope had, resulted in a being decision taken to increase PAN at Bramhope Primary School. It was suggested that this increase at Bramhope had, had an effect on one other school in the area, namely Cookridge Holy Trinity Primary. It was the view that this could have been caused by siblings moving through the school from the previous decision to have a bulge cohort and the fact that Bramhope was a feeder school for Prince Henry's Grammar School, which was currently a popular choice for parents. It was suggested that Cookridge Holy Trinity was also a feeder school for Prince Henry's Grammar School.
- There was a request for the voluntary aided schools to receive projection data. It was noted that this information could be provided.
- The Committee was advised that Bramhope Primary School was currently seeing wait lists for admission to this school which was due to the new housing development and this school is a feeder school for Prince Henry's Grammar School which is one of the parental preferences.
- The Otley area had previously seen an increase in birth rate, and it had been forecast to increase due to a new housing development. However, the new development has not gone ahead yet, and the birth rate has since dropped. Otley is being monitored but at present the surplus in this area is currently acceptable.

Members were of the view that this meeting had been informative and requested that conversations should be ongoing with a further meeting to be arranged.

RESOLVED – To note the content of the report and the discussions, and for another meeting to be arranged mid-May 2024 after allocations for September 2024 were known.

32 Any other business

Draft minutes to be approved at the meeting
to be held on Monday, 4th December, 2023

There was a formal request that acoustics in venues for Community Committee meetings was checked as some attendees were having difficulties hearing. The Localities Team offered to check future venues.

In relation to Minute 22 Finance Update Report

The Chair suggested that in light of the incident in Horsforth Members may wish to reconsider an application submitted by West Yorkshire Police for a preventative project in relation to knife crime. Members were of the view that discussions were needed with the Police and all Ward Members to clarify what was required.

It was suggested that an invite be sent to the Police so they could attend the next meeting.

Members also requested monitoring information in relation to funded projects.

33 Date and Time of Next Meeting

RESOLVED – To note the next Outer North West Community Committee will be on Monday 4th December 2023 at 1pm. The venue for the meeting was confirmed as Adel Memorial Hall.

Meeting concluded at 15:20

Report of: Head of Service, Care Delivery, Leeds City Council

Report to: Outer North West Community Committee

Report author: Emma Harris, Homeshare Coordinator, Care Delivery Services

Date: 4th December 2023 **To note**

Title: Leeds Homeshare – service overview

Purpose of report

1. To provide the Outer North West Community Committee with an overview of Leeds City Council’s Homeshare scheme and potential benefits to some people living in the Outer NW area.

Main issues

2. The PowerPoint Presentation is intended to provide the Outer North West Community Committee with an Overview of the Homeshare scheme, the potential benefits to participants and to outline the robust processes in place.
3. The PowerPoint presentation is provided at the request of the Outer NW elected Members.

Recommendations

4. Elected Members are asked to note the contents of the presentation provided by the Leeds Homeshare coordinator.
5. The State of the Sector report, referenced in the presentation from 2021 can be made available for further reading.

Homeshare PowerPoint – presentation slides (total of 7):

Leeds Homeshare:

A community solution for help at home and wellbeing.



www.leeds.gov.uk

Homeshare Overview:

- People looking for help at home who have a spare room, are matched with someone seeking affordable living (the sharer).
- Householders receive around 10 hours practical support each week from the Sharer.
- Tasks might include cooking, meals and cleaning.



www.leeds.gov.uk

Solutions of Homesharing

- Practical help
- Tackling loneliness
- welfare and wellbeing (peace of mind)
- Support for family carers
- Housing solution
- Intergenerational bonds
- Local Benefits
- Safety



- Safer with Homeshare – background checks
- Fee structure and finances – monthly costs
- Other Considerations – pets, benefits, care needs.

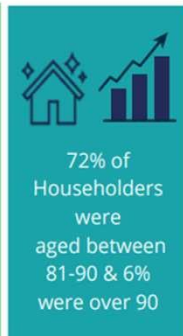
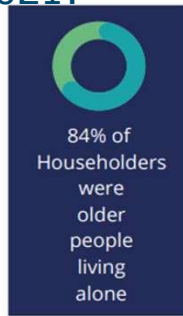


The National picture:

2023: Shared Lives Plus are working with the DHSC to ensure shared living is at the forefront of priorities as they work on their 'Next steps to put people at the heart of care'. [Next steps to put People at the Heart of Care - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

24 schemes now operate within the HSUK Umbrella.

2021:



Case study:

90-year-old widow Margaret and her 37-year-old home-sharer

Help with ironing, dog walking, supermarket visits and shared meals.

"...it's comforting having someone there, good to know there is someone about..."

- Mutually beneficial.



Thank you - Any Questions?

Contact details:

0113 3785410

homeshare@leeds.gov.uk

www.leeds.gov.uk/homeshare

People can refer directly to
homeshare.



www.leeds.gov.uk

This page is intentionally left blank



Report of: Chief Officer Environmental Services

Report to: Outer North West Community Committee

Report author: John Woolmer, Chief Officer Environmental Services

Date: 4th December 2023

To note

Title: Refuse collection and route review update

Purpose of report

1. To provide the Outer North West Community Committee members with an update on refuse collection and the progress of the route review.

Main issues

2. The verbal report is provided at the specific request of the Community Committee.

Recommendations

3. Elected Members are asked to note the contents of the verbal presentation that will be provided by the officers of the Environmental Services department.

This page is intentionally left blank



Report of: Mike Eakins, Head of Policy, Strategy & Resources

Report to: Outer North West Community Committee

Report author: Luke Andrews, Intelligence & Policy Officer

Date: 4th December 2023

To note

Title: Best City Ambition – Refresh

Purpose of report

1. To provide the Outer North West Community Committee with an update on the Best City Ambition refresh: [Leeds Best City Ambition.pdf](#) and to gather input from Elected Members and residents.

Main issues

2. The presentation is intended to provide the Outer North West Community Committee with an update of the Best City Ambition refresh.
3. The presentation provides the Outer North West Community Committee with an overview of the Best City Ambition, linking the discussion to local issues relevant to the specific committee area.
4. The agenda item also provides elected member and the public the opportunity to provide feedback to the Strategy & Resources Service relating to the Best City Ambition and approaches to communication and engagement going forward.

Recommendations

5. Elected Members are asked to note the contents of the presentation that will be provided by officers from Intelligence & Policy.

This page is intentionally left blank



Report of: Head of Locality Partnerships

Report to: Outer North West Community Committee:
(Adel & Wharfedale, Guiseley & Rawdon, Horsforth,
Otley & Yeadon)

Report author: Mohammed Alamin

Date: 11th September 2023

For decision

Outer North 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 2023/24.

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 North West Community Committee this means that the CIL money for Arthington Parish Council, Bramhope & Carlton Parish Council, Horsforth Town Council, Otley Town Council, Pool in Wharfedale Parish Council and Rawdon Parish Council will be administered by each Parish or Town Council, whereas monies for the parts of Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon wards that do not have a Parish and Town Council will be administered by the Outer North West Community Committee.
9. It was agreed at Outer North West on the 27th November 2017 that CIL monies for Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon 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 age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation: 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 Community Committee. Alongside the Committee, designated officers have delegated authority from the Director of Communities and Environment to take such decisions.
14. The establishment of the following minimum conditions was to provide reassurance to 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 the Elected Members represented on the Community Committee (or in the case of funds delegated by a Community Committee to individual Wards, the relevant Ward Councillors), however should an Elected Member not agree with a matter for delegated decision then this should be deferred to the next meeting of the Community Committee; 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. For the committee's awareness, urgent delegated decisions on wellbeing funding also covers small grant decisions. In agreement with the Executive Board Member for Communities, Community Committee Chairs & also in accordance with the communication that was sent out to all committees/Elected Members in March 2023, the approval threshold for small grants has now increased from the 1st April 2023; up to £1000 per ward. This approach will ensure consistency in terms of administering small grants, in accordance with the committees' minimum conditions.
16. 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.

Wellbeing Budget Position 2023/24

17. The total revenue budget approved by Executive Board for **2023/24** was **£67,800**. Table 1 shows a carry forward figure of **£10,496.72** which includes underspends from projects completed in **2022/23**. The total revenue funding available to the Community Committee for **2023/24** is therefore **£78,296.72**. A full breakdown of the projects approved or ring-fenced is available on request.

18. 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.

19. The Community Committee is asked to note that there is currently a remaining balance of **£47,627.27**. A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2023/24

	£
INCOME: 2023/24	£67,800
Balance brought forward from previous year	£10,496.72
TOTAL AVAILABLE: 2023/24	£78,296.72

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Small Grants & Skips	£6,000.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00
Community Engagement	£500.00	£125.00	£125.00	£125.00	£125.00
Horsforth CCTV 2023/24	£2,000.00			£2,000.00	
Otley & Yeadon CCTV	£8,000.00				£8,000.00
Summer Bands in Leeds Parks 2023	£660.00				£660.00
Playground Markings	£2,858.00	£2,858.00			
Greenacre Hare Safe and Secure	£6,255.00		£6,255.00		
10 th Anniversary Project	£1,850.00		£1,850.00		
Horsforth CCTV Cameras 69-71	£3,000.00			£3,000	
Balance brought forward from 2022/23	£10,496.72	- £7137.51	- £1,390.51	£83.38	£18,941.36
New allocation for 2023/24	67,800.00	16,950.00	16,950.00	16,950.00	16,950.00
Total approved in 2023/24	£31,123.00	£4,483.00	£9,730.00	£6,625.00	£10,285.00
Balance remaining (Total/Per ward)	£47,627.27	£5,332.49	£6,275.21	10,410.38	£25,609.19

Delegated Decisions (DDN)

20. Since the last Community Committee on 11th September 2023 seven projects have been considered and approved by DDN.

Two projects are currently being discussed / processed and will be processed via DDN

21. Since the last Community Committee on 11th September 2023 one project has been declined.

Monitoring Information

22. 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.

23. Monitoring information for projects completed recently are currently being reviewed and will be provided for the next Community Committee meeting or emailed to Members directly.

Youth Activities Fund Position 2023/24

24. The total available for spend in Outer North West Community Committee in **2023/24** including carry forward from previous year, was **£75,351.17**.

25. The Community Committee is asked to note that so far, one project has been partially approved pending a further meeting the Children's & Families sub group and a further project currently awaiting responses from ward councillors.

26. The Community Committee is also asked to note that there is a remaining balance of **£12,492.54** in the Youth Activity Fund. A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2023/24

	Total allocation
Income 2023/24	£48,215
Carried forward from previous year 2022/23	£27,136.17
Total available budget for this year 2023/24	£75,351.17

Projects 2023/24	Amount approved YAF
Breeze in the Park 2023	£15,200.00
Art Camp @ Westgate Primary school 2023/2	£7,623.00
ONW Holiday Projects 2023-2	£3,930.00
Otley Skateboarding Project	£748.00
Summer Holiday Camps	£1,843.15
Neighbourhood Watch Fun Day	£1,930.00
SEND Activity Day	£4,000.00
Codswallop Creative Young Peoples Groups 2023 (<i>*This project was partially approved by the Children's & Families Sub Group – ongoing discussions</i>).	£13,110.00
Horsforth Music Summer School	£1,326.46
Codswallop Creative Young Peoples Groups from 2022* (<i>Project from 2022</i>)	£13,110.00
Halloween Spooktacular and Easter Egg Hunt	£3,000.00
Half Term Holiday Activity Camps 2023/24	£2,250.00
Total spend against projects	£68,070.61
Remaining balance (including underspends)	£12,492.54

Small Grants and Skips Budget 2023/24

27. The Outer North West will have a proposed **£6,000.00** in the Small Grants and Skips Budget. Members are asked to note the allocation broken down by ward and summarised in **Table 3** (table shows projects already approved for 2023/34).

TABLE 3: Small Grants and Skips 2023/24

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Guiseley Clock	£500.00		£500.00		
PHAB Weekly Social Club	£688.65	£516.49		£86.08	£86.08
Leeds DalesBus	£500.00	£250.00			£250.00
Jungle Kids – October Half Term Camp	£400.00	£400.00			
Arthington Parish Council Fayre - SKIP	£148.44	£148.44			
Otley Carnival - SKIP					£795.00
Yeadon Carnival - SKIP					£265.00
Kirklane Allotments- SKIP			265.00		
Overspend on Victoria Garden Allotments (June 2022)	£183.86		£183.86		
Otley Victoria Fayre	£375.00				375.00
Overspend on Moor Lane Allotments	£168.55		168.55		
Total approved	£4,289.50	£1,314.93	£1,117.41	£86.08	£1,771.08
Remaining balance	£1,710.50	£185.07	£382.59	£1,413.92	-£271.08

Capital Budget 2023/24

28. The Outer North West has a capital budget of **£51,509.00** available to spend. Members are asked to note the capital allocation broken down by ward and summarised in **Table 4**.

TABLE 4: Capital 2022/23

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Balance remaining (per ward) March 2023	£46,109	£1,425	£17,765	£2,300	£24,619
Capital injection April 2023	£5,400.00	£1,350.00	£1,350.00	£1,350.00	£1,350.00
Capital injection November 2023	TBC	TBC	TBC	TBC	TBC
Yeadon and Rawdon Neighborhood Watch Newsletter, Photocopier	£2,497.20		£1,248.40	£624.40	£624.40
Green Lane Cricket Club nets & improvements to the practise surface	£5,820.00		£5,820.00		
Balance remaining (per ward)	£43,191.80	£2,775.00	£12,046.60	£3,025.60	£25,344.60

Community Infrastructure Levy (CIL) Budget 2023/24

29. The Outer North West Community Committee is asked to note that there is **£358,841.68** currently available to spend. Members are asked to note the CIL allocation broken down by ward and summarised in which is detailed in **Table 5**.

TABLE 5: Community Infrastructure Levy (CIL) 2023/24

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Balance as of March 2023	£111,473.55	£69,322.76	£35,544.16	£0.00	£2,232.35
Injection April 2023	£280,876.96	249,161.34	£31,900.77	£109.60	£4,079.53
Balance as of May 2023/2024	£392,350.51	£318,484.10	£67,444.93	£109.60	£6,311.88
Projects approved in 2023/24					
Springfield Park Boardwalk	£5,137.40		5,137.40		
Refurbishment of Cookridge Village Hall	£7,384.00	£7,384.00			
External decking restoration and refurbishment 2023	£5,000.00	£5,000.00			
Holy Trinity Church PCC community hub including kitchen facilities	£7,037.00	£7,037.00			
Temporary facilities at High Royds Cricket Ground to enable the playing of cricket	£2,859.43		£2,859.43		
Rugby Training Pitch	£2,000.00	£2,000.00			
Guiseley Christmas Lights + Christmas tree	£4,091.00		£4,091.00		
Total Spend 2023/24	£33,508.83	£21,421.00	£12,087.83	£0.00	£0.00
Balance remaining for 2023/24	£358,841.68	£297,063.10	£55,357.10	£109.60	£6,311.88

Wellbeing and CIL projects for consideration and approval from 2023/24 budgets

30. The following projects are presented for Members' consideration:

31. **Project title:** Small Grants Top Up

Name of group or organisation: LCC Communities Team

Total project cost: £1,000.00

Amount proposed: **£1,000.00 (Wellbeing)**

Wards covered: Otley & Yeadon

Project description: to top up the small grants pot with an additional £1000.00.

32. **Project title:** Micklefield Park Bowling Green Pavilion Toilets Upgrade

Name of group or organisation: Rawdon Park Bowling Club

Total project cost: £8,000.00

Amount proposed: **£8,000.00 (CIL)**

Wards covered: Guiseley & Rawdon

Project description: Funding to improve the toilets within the bowling green pavilion for the benefit of its members and visiting players. Their aim is to provide modern toilet facilities, including a disabled toilet and improved access.

33. **Project title:** Annex New Roof

Name of group or organisation: New Life Community Church

Total project cost: £13,153

Amount proposed: £13,153.00 (CIL)

Wards covered: Otley & Yeadon

Project description: Funding to be used for the roof which is in disrepair at present and requires repair due to water leaking into the hall. The Hall is currently out of bounds due to a health and safety risk. The Annex fabric building that is used solely for the community. We have a variety of activities that take place in there from Nit and Natter, Theatre, drama, dance groups, choirs, fun days, family games nights along with our Loving community.

34. **Project title:** New Equipment Parish Council Playground

Name of group or organisation: Pool-in-Wharfedale Parish Council

Total project cost: £4,611.59

Amount proposed: £4,611.59 (CIL)

Wards covered: Adel & Wharfedale

Project description: The grant will fund a new piece of equipment for the Council's main playground, the current equipment has been condemned as unsafe.

The new equipment will be a Large Dish (04 SWD50), costs involved will be the carriage and packing of the Dish, installation costs, removal of the old equipment and making good the ground afterwards.

It is essential that the council maintains and regularly inspects playground equipment and removes any that fails Health and Safety regulations or is coming to the end of its useful life.

The Council's main playground is the only playground in the village for young children.

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

36. 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

37. 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

38. 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

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

Risk Management

40. 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

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

Recommendations

42. Members are asked to note:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Funding proposals for consideration and approval (paragraphs 30-34)
- c. Details of the projects approved via Delegated Decision (paragraph 20-21)
- d. Monitoring information of its funded projects
- e. Details of the Youth Activities Fund (YAF) position (Table 2)
- f. Details of the Small Grants and Skips Budget (Table 3)
- g. Details of the Capital Budget (Table 4)
- h. Details of the Community Infrastructure Levy Budget (Table 5)

This page is intentionally left blank



Report of: Head of Locality Partnerships

Report to: Outer North West Community Committee
(Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley and Yeadon)

Report author: Mohammed Alamin

Date: 4th December 2023

For recommendation / to note

Outer North 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.

Updates by theme:

3. **Children and Families:** Cllr Paul Alderson & Cllr Emmie Bromley
4. **Environment and Community Safety:** Cllr Barry Anderson
5. **Transport:** Cllr Ryk Downes & Cllr Raymond Jones
6. **Health, Wellbeing and Adult Social Care:** Cllr Caroline Anderson
7. **Employment and Skills update:** Cllr E Thomson

Children and Families:

1. Children & Families Sub Group update to be provided at the next Community Committee.
2. At the last Community Committee meeting, Cllr Paul Alderson requested an additional meeting of the ONW Community Committee to discuss school place planning and demographics across the Outer North West.

This meeting took place on Monday 13th November 2023 at Greenacre Hall.

Minutes can be accessed by using the link below:

<https://democracy.leeds.gov.uk/mqA.aspx?M=12452&LLL=0>

Environment and Community Safety:

1. The Community Safety sub group chaired by Cllr B Anderson took place on Friday 3rd November 2023 to discuss: The Policing and Enforcement of the Public Space Protection Order (PSPO)

2. Update from LASBT

Date 17.11.2023

There are currently 41 actives ASB cases for the Outer North West area which are listed below in ward areas with a brief break down of what the cases within each area are in relation to.

- **Adel & Wharfedale – 10**
- **Guisley & Rawdon – 13**
- **Horsforth – 6**
- **Otley & Yeadon – 12**

Adel & Wharfedale (10 active case with LASBT)

- 8 cases opened in relation to the youth related ASB issues around the Holtdale area which Leodis are leading on & LASBT are linking in with.
- 1 case in relation to a noise complaint about noise from banging, shouting etc
- 1 in relation to drug use & associated ASB

Guisley & Rawdon (13 active cases with LASBT)

- 7 cases in relation to noise complaints which include complaints about: barking dogs, shouting & arguing inside a property, banging from inside a property, loud music being played inside a property or shouting in the garden/street late at night
- 1 case in relation to persistent ASB due to parties. A partial closure order has put in place for this property to limit who can access the address. The order has significantly reduced the ASB at the address & will expire in January.
- 3 cases which are all linked, are in relation to allegations of harassment. The victim feels they are being harassed by several neighbours due to their race.

These 3 cases are linked to one of the dog barking noise cases & complaints are still being received from all parties in this situation despite the action taken so far.

- 1 case in relation to aggressive behaviour from one neighbour towards another. LASBT are looking at proportionate action to take on this matter, alongside ensuring the correct support is in place for both parties involved.
- 1 case which we have had to reopen recently due to ASB at a private owned address so new investigations are underway into recent events.

Horsforth (6 active cases with LASBT)

- 3 cases opened in relation to youth related ASB issues around the park, including riding motorbikes.
- 1 case of harassment/verbal abuse which since LASBT's involvement appears to have improved & the case is almost ready to be closed.
- 1 case of possible cuckooing This originally came into LASBT as concerns a vulnerable male may have been cuckooed by youths & drugs were being used. However, this is not the case, the male is safe. Youths were previously able to access the block as the main door was insecure but this has now been resolved.
- 1 case of drug related ASB at an address which has links to an address in the Otley & Yeadon ward where a drugs warrant was recently executed. LASBT investigations are ongoing into this case.

Otley & Yeadon (12 active cases with LASBT)

- 3 cases which are linked. Complainant feels they are being harassed by 3 people due to their disability
- 1 case of drug related ASB. Recent drugs warrant executed & LASBT are pursuing legal action on the back of this.
- 5 cases in relation to noise complaints which include complaints about: barking dogs, shouting & arguing inside a property, banging from inside a property & loud music being played inside a property
- 2 cases in relation to regular, rowdy behaviour at separate addresses (that are not linked) closure warnings have been issued in both cases & further action is being considered.
- 1 case in relation to drug related ASB.

Transport:

This update will be provided at the next Community Committee.

Health & Wellbeing:

This update will be provided at the next Community Committee.

Universal Credit

The next update is due in March 2024.

Employment and Skills Services

The next update is due in March 2024.

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

- B. 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

- C. 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

- D. 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

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

Risk Management

- F. 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

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

Recommendations

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

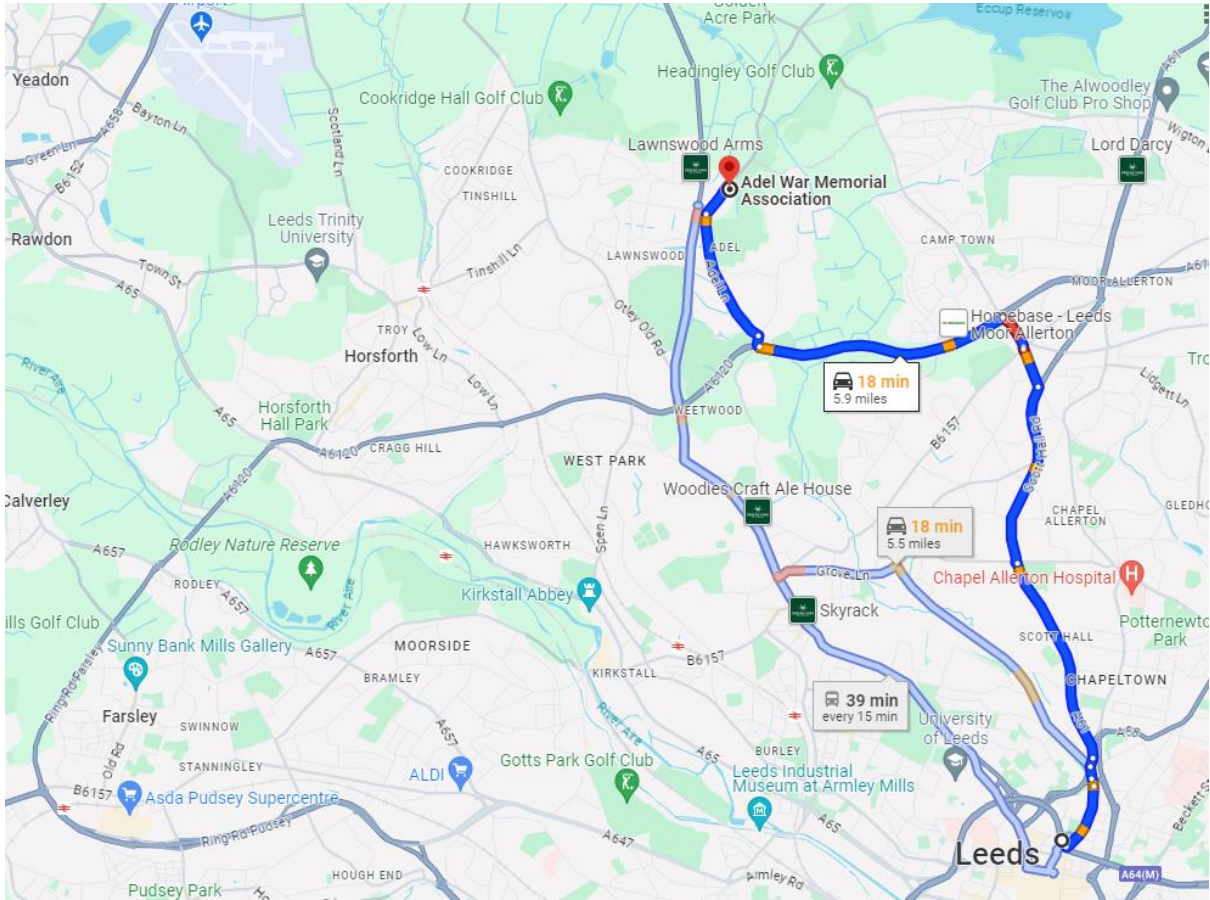
Background documents¹

- I. 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.

This page is intentionally left blank

Adel War Memorial Association & Adel Sports and Social Club, Church Lane, Adel, Leeds, LS16 8DE



This page is intentionally left blank