



# Outer East Community Committee

Crossgates & Whinmoor, Garforth & Swillington,  
Kippax & Methley, Temple Newsam

**Meeting to be held in Swarcliffe Community Centre, Stanks  
Gardens, Leeds, LS14 5LS**

Tuesday, 17th September, 2024 at 6.00 pm

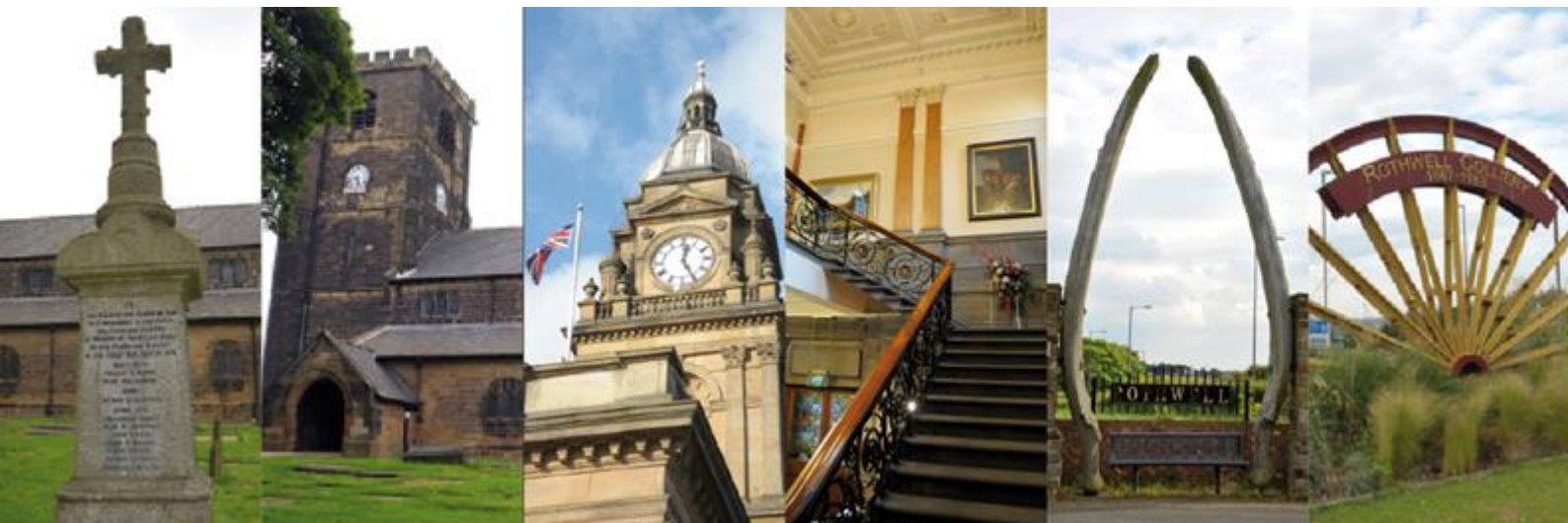
J Gibson  
P Grahame  
J Lennox

M Dobson  
S Field  
S McCormack

M Harland  
J Lewis  
M Millar

D Coupar  
H Hayden  
N Lloyd

- Cross Gates and Whinmoor;
- Cross Gates and Whinmoor;
- Cross Gates and Whinmoor;
- Garforth and Swillington;
- Garforth and Swillington;
- Garforth and Swillington;
- Kippax and Methley;
- Kippax and Methley;
- Kippax and Methley;
- Temple Newsam;
- Temple Newsam;
- Temple Newsam;





**Agenda Compiled By:** Andy Booth 0113 37 88665  
Governance Services Unit, Civic Hall, Leeds LS1 1UR  
**Head of Locality Partnerships** – Liz Jarmin 0113 37 89035

*Images on cover from left to right:  
Crossgates & Whinmoor - Crossgates Shopping Centre; Crossgates roundabout  
Garforth & Swillington - Garforth Library and One Stop Centre, Thorpe Park  
Kippax & Methley - Fairburn Ings  
Temple Newsam - Temple Newsam House*

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED –</b> 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><b>LATE ITEMS</b></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><b>DECLARATION OF INTERESTS</b></p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 17 JULY 2024</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 17 July 2024</p>	7 - 14
7			<p><b>OPEN FORUM</b></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			<p><b>OUTER EAST COMMUNITY COMMITTEE COMMUNITY SAFETY REPORT</b></p> <p>To receive and consider the attached report of the Head of Locality Partnerships.</p>	15 - 16

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>OUTER EAST COMMUNITY COMMITTEE FINANCE REPORT</b></p> <p>To receive and consider the attached report of the Head of Locality Partnerships</p>	17 - 26
10			<p><b>OUTER EAST COMMUNITY COMMITTEE UPDATE REPORT</b></p> <p>To receive and consider the attached report of the Head of Locality Partnerships</p>	27 - 32
11			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Tuesday, 10<sup>th</sup> December 2024 at 6.00 p.m.</p> <p><b><u>Third Party Recording</u></b></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> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	

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## OUTER EAST COMMUNITY COMMITTEE

TUESDAY, 16TH JULY, 2024

**PRESENT:** Councillor M Millar in the Chair

Councillors D Coupar, M Dobson, S Field,  
J Gibson, P Grahame, M Harland,  
H Hayden, J Lennox and S McCormack

### 1 Appeals against refusal of inspection of documents

There were no appeals.

### 2 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

### 3 Late Items

There were no late items. Supplementary information was submitted for Agenda Item 11, Outer East Community Committee Finance Report.

### 4 Declaration of Interests

There were no late items.

### 5 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Lewis and N Lloyd.

### 6 Minutes - 5 March 2024

**RESOLVED** – That the minutes of the meeting held on Tuesday, 5 March 2024 be confirmed as a correct record.

### 7 Open Forum

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions within the terms of reference of the Community Committee.

On this occasion no members of the public wished to speak.

### 8 Update from West Yorkshire Police

Draft minutes to be approved at the meeting  
to be held on Tuesday, 17th September, 2024

Inspector Nicholls of the East Leeds Neighbourhood Policing Team gave the Committee an update on policing issues in Outer East Leeds. Issues highlighted included the following:

- There had been an overall reduction in serious and acquisitive crime across the area.
- Temple Newsam – There had been a significant reduction in crime but high levels of theft from the person following the music festival.
- Kippax & Methley had seen a decrease in crime but an increase in thefts of motor vehicles.
- Garforth & Swillington – there had been an increase in crime across the ward in burglary, theft from the person and theft of motor vehicles. This had led to increased patrols.
- Crossgates & Whinmoor had seen a slight increase in crime and there had been an increase in theft from motor vehicles.
- Anti-social behaviour had decreased across Outer East but there had been a rise in Temple Newsam mainly due to nuisance motorcycles and car meets.
- There was a priority in tackling organised criminality and operations to tackle motorcycle drugs couriers.
- In response to concerns regarding anti-social driving on the A63 between Garforth and Selby, it was reported that this was an area of focus and a joint operation with North Yorkshire Police.

Members thanked Inspector Nicholls for his update and attendance.

## **9 West Yorkshire Fire & Rescue Service Cover Report**

The report of the Head of Locality Partnerships introduced a presentation from West Yorkshire Fire and Rescue.

The following were in attendance:

Andy Rose – Group Manager  
Aidy Bairstow – Station Manager  
Olly Woodcock – Communications Officer

The presentation was to focus on the pre-consultation and engagement for the WYFRS Community Risk Management Plan. The plan detailed how the service mitigated risk and delivered services. It was a three year plan and was due for renewal in 2025 and consultation with staff and communities had commenced.

The presentation focussed on the following areas:

- WYFRS priorities and ambitions
- Understanding risk
- Planning resources
- Reducing risk and vulnerability



In response to comments and questions, discussion included the following:

- The service had a statutory duty to inspect certain premises and had a Fire Protection Team of over 50 staff who carried out inspections. These covered buildings such as hospitals and apartment buildings.
- There had been a drop in the number of responses that the service attended to due to prevention work that had been carried out. 95% of responses were attended within target times and when they weren't, reasons as to why were investigated.
- There had been challenges due to the reduction in staff but the preventative work had reduced the demand for services. Welfare of staff was a strategic priority.
- Fire safety checks were now more targeted to support vulnerable people. Engagement was done through local station managers with local partnerships and community groups to target the most vulnerable.
- This stage of the consultation would end on 15<sup>th</sup> August 2024 and it was envisaged that the draft Community Risk Management Plan would be ready in January 2025 for formal feedback prior to publication in July 2025. Details of the External Survey were circulated and Members were encouraged to complete and share this survey.

Andy, Aidy and Olly were thanked for their presentation.

**RESOLVED** – That the presentation and discussion be noted.

## 10 **Community Committee Appointments 2024/25**

The report of the City Solicitor asked Members to note the appointment of Councillor M Millar as Chair of the Outer East Community Committee for the 2024/25 Municipal year and also invited nominations to appointments for Outside Bodies, Housing Advisory Panels, Local Care Partnerships and Cluster Partnerships. Nominations were also sought for the Corporate Parenting Board and for the themed Community Committee Champion roles.

Andy Booth, Governance Services presented the report.

**RESOLVED** –

- (1) That the appointment of Councillor Michael Millar as Chair of the Outer East Community Committee for the 2024/25 Municipal Year be noted.
- (2) That the following appointments be made for the 2024/25 Municipal Year:

<b>Organisation / Outside Body</b>	<b>No. of Places</b>	<b>Current Appointee(s)</b>
Cross Gates & District Good Neighbours	1	P Grahame
HOPE (Halton Moor & Osmondthorpe)	2	N Sharpe

Draft minutes to be approved at the meeting  
to be held on Tuesday, 17th September, 2024

Project for Elders)		D Coupar
Neighbourhood Elders Team	1	M Harland
Garforth Cluster Partnership	1	S McCormack
Temple Newsam Learning Partnership.	2	D Coupar H Hayden
Seacroft Manston Cluster Partnership	1	P Grahame
Brigshaw Co-Operative Trust Cluster	1	J Lewis
Garforth/Kippax/Rothwell LCP	1	M Harland
Crossgates LCP	1	P Grahame
York Road LCP	1	H Hayden
<u>Champions/Lead Members</u>		
Environment	1	P Grahame
Community Safety	1	D Coupar
Children's Services	1	M Millar
Employment, Skills & Welfare	1	J Lennox
Health, Wellbeing & Adult Social Care	1	J Gibson
Corporate Parenting Board	1	M Millar

## 11 Outer East Youth Activity Fund Consultation Report

The report of the Head of Locality Partnerships provided the Committee with an update on the Youth Activity Fund Consultation. It asked that consultation with young people, conducted via the Youth Activity Fund survey, informs the Youth Activity Fund spend for the 2024/25 financial year.

Carl Hinchliffe, Community Committee Team Manager, presented the report.

There had been 397 responses from young people to the survey, the majority being done on-line and with some from Breeze events. The Voice and Influence Team had also been involved in assisting young people with special educational needs and disabilities but had only collected 5 responses.

Priorities identified by young people included outdoor activities, after school provision and activities that were fun and helped create friendships. Popular activities included mixed activities, outdoor activities, sports, cooking and arts & crafts.

Members would be advised if projects submitted met priorities identified by young people.

Members expressed concern regarding the low response from young people with special educational needs and disabilities and questioned whether their needs would be met with the popular activities that had been highlighted in the survey. It was reported that the Youth Service had filled in some questionnaires with young people who had additional needs but the questionnaire did not have provision to identify this. It was suggested that future questionnaires have an option to identify young people with additional needs.

Glen O'Malley and Deeta Tren-Humphries gave an update on Youth Service Provision in the area. There were still staffing challenges within the service but all planned services were running. The service was due to take delivery of a new mobile bus and work had been done to submit applications for Youth Activities Funds and school holiday provision. There would be mobile provision at this weekends Pride event in the city centre with buses located at Leeds Bridge and the Corn Exchange.

## **RESOLVED –**

1. That reflections from the last 12 months be noted.
2. That details of the Youth Activity Fund consultation survey be noted.
3. That the Youth Activity Fund survey informs the Community Committee's Youth Activity Fund for 2024/25.
4. That any projects funded by the Community Committee from the Youth Activity Fund focus on the themes and activity priorities identified in the Youth Activity Fund Consultation Survey in 2024/25.

## **12 Outer East Community Committee Finance Report**

The report of the Head of Locality Partnerships provided 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 2024/25.

Carl Hinchliffe, Community Committee Team Manager presented the report.

The following was discussed:

- Members were asked to approve the minimum conditions for making delegated decisions. These conditions were outlined in paragraph 14 of the report.
- Members were informed of funds available in the Wellbeing, Youth Activities Fund, Capital and Community Infrastructure Levy budgets. A ward by ward breakdown of funds was given.
- Members were asked to consider the following funding applications:
  - Community Engagement Pot - £2,000 requested – Members were supportive of this application.
  - Grit Bin refills – Cross Gates & Whinmoor (£500.00), Garforth & Swillington (£500), Kippax & Methley (£1,500.00), Temple Newsam (£700) – Members were supportive of this application.
  - Community Engagement Activities & Support to the Wider Community, Cross Gates & District Good Neighbours Scheme - £14,887.00 requested. Members queried the levels of the proposed ward contributions and how these were calculated. There were also further concerns regarding provision when the library was re-located and whether contributions should be sought from Inner East wards. It was suggested that the application be deferred.

- West Yorkshire Fire Youth Intervention Programme – Although this was an excellent project, Members felt this would use too much of the funding available and was for a relatively small group of young people. It was recommended that the application be refused.
- Halton Moor – Activity Adventure Countryside Residential – Members recommended that this be refused. There had not been any contact with Members from the organisation and the trip was only for 15 young people.
- Kippax Kicks – It was recommended that this be deferred as it would use half the remaining YAF funds.
- Rhinos Summer Camps – Members queried the accessibility of these camps for all children and the venues to be used. There was concern that children from outside the area were benefitting from the funding. It was recommended to defer.
- Breeze in the Park - £3,800 requested from each ward. Members supported the application for Cross Gates & Whinmoor and Temple Newsam but asked to defer elsewhere in order to investigate any alternative ways of raising the funds.
- School Holiday Programme Crossgates & Whinmoor and Temple Newsam – it was suggested that this item be deferred to consider the split of funding from YAF and Wellbeing Budgets.
- School Holiday Programme Garforth & Swillington and Kippax & Methley – it was suggested that this item be deferred to consider the split of funding from YAF and Wellbeing Budgets.
- Festive Light Switch on Event at Austhorpe Road - £9,140 requested – Members supported this application
- Garforth Festive Light Switch on Event - £7,590.00 requested – Members supported this application
- Kippax Gala - £2,344.00 requested – Members supported this application
- TNCP Cluster Summer Holiday Activity Programme 2024 - £5,000 requested – Members asked that this be deferred to see if there could be a reduction in costs.

## **RESOLVED –**

- a. That the Minimum Conditions as set out in paragraph 14 be agreed.
- b. That details of the change regarding the administration of Small Grants be noted.
- c. That details of the Wellbeing Budget position be noted.
- d. That details of the Youth Activity Fund budget be noted.
- e. That details of the Capital Budget be noted.
- f. That details of the Community Infrastructure Levy budget be noted.
- g. That the following projects be approved:
  - Community Engagement Pot - £2,000.00
  - Grit Bin Refills - Cross Gates & Whinmoor (£500.00), Garforth & Swillington (£500), Kippax & Methley (£1,500.00), Temple Newsam (£700)

- Breeze in the Park – Cross Gates & Whinmoor - £3,800.00 and Temple Newsam £3,800.00
  - Festive Light Switch on Event at Austhorpe Road - £9,140.00
  - Garforth Festive Light Switch on Event - £7,590.00
  - Kippax Gala - £2,344.00.
- h. That the following projects be deferred:
- Community Engagement Activities & Support to the Wider Community – CDGNS
  - Kippax Kicks
  - Rhinos Summer Camps
  - Breeze in the Park – Garforth & Swillington and Kippax & Methley.
  - School Holiday Programme – Cross Gates & Whinmoor and Temple Newsam
  - School Holiday Programme – Garforth & Swillington and Kippax & Methley
  - TNCP Cluster Summer Holiday Activity Programme 2024
- i. That the following projects be refused:
- West Yorkshire Fire Youth Interventions Programmes
  - Halton Moor – Activity Adventure Countryside Residential
- j. That details of projects approved via Delegated Decision be noted.

### 13 Outer East Update Report

The report of the Head of Locality Partnerships brought Member’s attention to work which the Communities Team was involved in based on priorities identified by the Community Committee. It also provided opportunities for questioning or to request a more detailed report on a particular issue.

Members were also asked to make nominations to the Community Committee Sub-Groups.

With regard to the role of the Employment, Skills and Welfare Champion, it was reported that the scope of this would be widened to include Inclusive Growth and discussions were ongoing with colleagues in Economic Development.

#### RESOLVED –

1. That the report be noted
2. That the following Sub-Group appointments be made for 2024/25:

<b>Sub Group</b>	<b>Current Appointees</b>	<b>Community Committee Champion</b>
Children & Families	Cllr M Millar (Chair) Cllr N Sharpe Cllr P Grahame Cllr S Field	Cllr M Millar
Environment	Cllr P Grahame (Chair) Cllr M Harland Cllr H Hayden	Cllr P Grahame

Draft minutes to be approved at the meeting  
to be held on Tuesday, 17th September, 2024

	Cllr S McCormack	
Community Safety	Cllr D Coupar (Chair) Cllr P Grahame Cllr M Harland Cllr M Dobson	Cllr D Coupar

**14 Date and time of Next Meeting**

Tuesday, 17 September 2024 at 6.00 p.m.



**Report of:** Liz Jarmin

**Report to:** Outer East Community Committee

**Report author:** Oliver Taylor

**Date:** 17<sup>th</sup> September 2024

**To note**

## **Community Safety & Anti-Social Behaviour in Outer East**

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### **Purpose of report**

1. To form a discussion around any community safety issues in the Outer East with Elected Members and partners.

### **Main issues**

2. The discussion topic as outlined above is included at the specific request of the Community Committee Chair, to highlight localised issues facing the area wards in respect to anti-social behaviour.
3. The agenda item provides an opportunity for members to raise concerns with officers from LASBT, Housing and West Yorkshire Police, and share ideas on possible solutions to reduce incidents of anti-social behaviour in the Outer East area.

### **Conclusion**

4. The report invites Elected Members to discuss current community safety concerns.

### **Recommendations**

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

### **Background information**

- None

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**Report of:** Head of Locality Partnerships

**Report to:** Outer East Community Committee

**Cross Gates & Whinmoor, Garforth & Swillington,  
Kippax & Methley, Temple Newsam**

**Report author:** Oliver Taylor, Localities Officer, 0113 37 89953

**Date:** 17<sup>th</sup> September 2024

**For Decision**

## **Outer East Community Committee - Finance Report**

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### **Purpose of Report**

1. The 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 2024/25.

### **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 East Community Committee, the CIL money for Allerton Bywater Parish Council, Great and Little Preston Council, Kippax Parish Council, Ledsham Parish Council, Ledston Parish Council, Micklefield Parish Council and Swillington Parish Council will be administered by each individual Parish Council, whereas monies for Cross Gates & Whinmoor, Garforth, Methley and Temple Newsam will be administered by the Outer East Community Committee.
- 9.** It was agreed at Outer East Community Committee on the 02 October 2018 that CIL monies for Cross Gates & Whinmoor, Garforth, Methley and Temple Newsam 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 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. 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 01 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. As has been the case at the beginning of previous municipal years, the Committee is invited to review the conditions previously agreed and consider whether any amendments are required, prior to agreeing such conditions for operation in the forthcoming municipal year.
17. **Associated Recommendation:** Members are asked to review the minimum conditions as set out in paragraph 14 of this report, consider whether any amendments are required and approve such conditions for operation in 2024/25. These conditions would need to be satisfied prior to an urgent delegated decision being taken in between formal Community Committee meetings in respect of the administration of Wellbeing and Youth Activity budgets and also the use of the CIL Neighbourhood Fund which has been allocated to the Committee.
18. 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 2024/25**

19. The total revenue budget approved by Executive Board for 2024/25 was **£72,183.00** for the Outer East Community Committee. Table 1 shows a carry forward figure of **£12,067.74** which includes underspends from projects completed in 2023/24. The total revenue funding available to the Community Committee for 2024/25 is therefore **£84,250.74**. A full breakdown of the projects approved or ring-fenced is available on request.
20. 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.

21. The Community Committee is asked to note that following changes to the small grants and skips process (referenced in paragraph 15 of this report) and subsequent removal of ringfences, funding allocated to small grant projects and community skips for 2024/25 will be taken from the remaining ward balance and listed in Table 1.
22. The Community Committee is asked to note that so far, a total of **£36,332.05** has been allocated to projects, as listed in Table 1.
23. The Community Committee is also asked to note that there is a remaining balance of **£47,918.69** in the Wellbeing Revenue Fund. A full breakdown of the projects is listed in Table 1 and available on request.

**TABLE 1: Wellbeing Revenue 2024/25**

Wellbeing Revenue	OE (£)	Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
<b>INCOME: 2024/25</b>	<b>£72,183.00</b>	<b>£18,045.75</b>	<b>£18,045.75</b>	<b>£18,045.75</b>	<b>£18,045.75</b>
Balance Brought Forward from Previous Year 2023/24 (with even split of balance remaining)	£12,067.74	£3,016.93	£3,016.93	£3,016.94	£3,016.94
<b>TOTAL AVAILABLE: 2024/25</b>	<b>£84,250.74</b>	<b>£21,062.68</b>	<b>£21,062.68</b>	<b>£21,062.69</b>	<b>£21,062.69</b>

Wellbeing Projects 2024/25 (Including Small Grant & Skip Allocations)	OE (£)	Ward Split			
		Cross Gates & Whinmoor <b>£21,062.68</b>	Garforth & Swillington <b>£21,062.68</b>	Kippax & Methley <b>£21,062.69</b>	Temple Newsam <b>£21,062.69</b>
Small Grants and Skips	<b>£1,287.00</b>	£179.00	£250.00	£179.00	£679.00
Community Engagement	<b>£875.72</b>	£218.93	£218.93	£218.93	£218.93
Kippax Gala	<b>£2,344.00</b>			£2,344.00	
Grit Bin Refills	<b>£1,500.00</b>			£1,500.00	
School Holiday Programme (C&W, TN)	<b>£15,377.55</b>	£7,688.80			£7,688.75
School Holiday Programme (KM)	<b>£5,823.50</b>			£5,823.50	
Leeds Rhinos Summer Camp	<b>£8,000.00</b>	£2,000.00	£2,000.00	£2,000.00	£2,000.00
<b>Total Spend 2024/25:</b>	<b>£36,332.05</b>	<b>£10,367.80</b>	<b>£2,750.00</b>	<b>£12,346.50</b>	<b>£10,867.75</b>
<b>Balance Remaining 2024/25:</b>	<b>£47,918.69</b>	<b>£10,694.88</b>	<b>£18,312.68</b>	<b>£8,716.19</b>	<b>£10,194.94</b>

## Youth Activities Fund Position 2024/25

24. The total Youth Activities Fund budget approved by Executive Board for 2024/25 was **£40,375.00** for the Outer East Community Committee. Table 2 shows a carry forward figure of **£0.00** which includes underspends from projects completed in 2023/24. The total YAF funding available to the Community Committee for 2024/25 is therefore **£40,375.00**. A full breakdown of the projects approved is available on request.
25. The Community Committee is also asked to note that there is **£23,555.00** balance remaining in the Youth Activity Fund for 2024/25.
26. A full breakdown of the projects is listed on table 2 and available on request.

**TABLE 2: Youth Activities Fund 2024/25**

YAF Revenue	OE (£)				
INCOME: 2024/25	£40,375.00				
Balance Brought Forward from Previous Year (2023/24)	£0.00				
TOTAL AVAILABLE: 2024/25	£40,375.00				
YAF Projects 2024/25	OE (£)	Ward Split			
		Cross Gates & Whinmoor £10,093.75	Garforth & Swillington £10,093.75	Kippax & Methley £10,093.75	Temple Newsam £10,093.75
Breeze in the Park	£7,600.00	£3,800.00			£3,800.00
TNCP Cluster Summer Holiday Programme	£4,000.00				£4,000.00
Kippax Kicks	£5,220.00			£5,220.00	
<b>Total Spend 2024/25:</b>	<b>£16,820.00</b>	<b>£3,800.00</b>	<b>£0.00</b>	<b>£5,220.00</b>	<b>£7,800.00</b>
<b>Balance Remaining 2024/25:</b>	<b>£23,555.00</b>	<b>£6,293.75</b>	<b>£10,093.75</b>	<b>£4,873.75</b>	<b>£2,293.75</b>

## Capital Budget 2024/25

27. The Outer East Community Committee has a capital budget of **£82,994.12** available to spend, following capital injections. Members are asked to note the capital allocation broken down by ward and summarised in Table 3.

**TABLE 3: Capital 2024/25**

Capital Projects 2024/25	OE (£)	Ward Split			
		Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
<b>Total Spend 2024/25:</b>					
<b>Balance Remaining 2024/25:</b>	<b>£82,994.12</b>	<b>£19,977.33</b>	<b>£6,771.26</b>	<b>£23,616.79</b>	<b>£32,628.74</b>

## Community Infrastructure Levy (CIL) Budget 2024/25

28. Members are asked to note the 2023/24 CIL allocation for Kippax & Methley was reported in error. As noted in paragraph 8 of this report, CIL money is administered by each individual Parish Council and as a result, no CIL money is allocated to the Community Committee for the Kippax and Methley ward.
29. The Community Committee is asked to note that there is now a total of **£276,968.61** available to the Outer East Community Committee. Members are asked to note the CIL allocation broken down by ward and summarised in Table 4.

**TABLE 4: Community Infrastructure Levy (CIL) 2024/25**

CIL Projects 2024/25	OE (£)	Ward Split			
		Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
Grit Bin Refills	£2,200.00	£500.00	£500.00		£700.00
Festive Light Switch on Event at Austhorpe Road	£9,140.00	£9,140.00			
Garforth Festive Light Switch on Event	£7,590.00		£7,590.00		
Great Preston Cricket Club Security Fencing	£5,722.00		£5,722.00		
<b>Total Spend 2024/25:</b>	<b>£24,652.00</b>	<b>£9,640.00</b>	<b>£13,812.00</b>	<b>£0.00</b>	<b>£700.00</b>
<b>Balance Remaining 2024/25:</b>	<b>£276,968.61</b>	<b>£99,371.24</b>	<b>£151,663.91</b>	<b>£696.56</b>	<b>£25,236.90</b>

## **Projects for Consideration and Approval**

- 30. Project Title:** Blands Recreation ground  
**Organisation:** Parks  
**Total Project Cost:** £50,000  
**Amount Proposed from Wellbeing Budget:** £5,000  
**Wards Covered:** Kippax & Methley

### **Project Summary:**

The grant would be used as a contribution towards the provision of new fixed outdoor play equipment along with painting of some of the existing items of equipment we propose to retain within Blands Recreation Ground Allerton Bywater –

The funds will be used to improve the play value and play quality of the site for families living in the village and adjacent communities. We hope to improve the provision for younger children

### **Community Committee Plan Priorities/ Objectives**

- Community cohesion
- Health and well being
- Combating obesity

- 31. Project Title:** Public Space CCTV Cameras – Outer East  
**Organisation:** LeedsWatch  
**Total Project Cost:** £12,000  
**Amount Proposed from Wellbeing Budget:** £12,000  
**Wards Covered:** Cross Gates & Whinmoor (£3,000), Garforth & Swillington (£4,000), Kippax & Methley (£2,000) and Temple Newsam (£3,000).

### **Project Summary:**

The ongoing cost of Public space CCTV cameras as follows;

- Cross Gates cameras 363/364 + 237 Naburn Approach Whinmoor - £3,000
- Garforth & Swillington Cameras 34, 35, 315, 316 - £4000
- Kippax & Methley Cameras 36, 37 - £2000
- Temple Newsam (Halton/Whitkirk) Cameras 356, 357, 358 - £3000

### **Community Committee Plan Priorities/ Objectives**

- Support activities that make people and places feel safer
- Enhance the quality of our parks and public spaces
- improve community safety , prevent crime and reduce fear of crime e.g. visual presence

- 32. Project Title:** Community Engagement Activities & Support to the Wider Community  
**Organisation:** Cross Gates & District Good Neighbours' Scheme CIO (CDGNS)  
**Total Project Cost:** £56,095  
**Amount Proposed from Wellbeing Budget:** £14,887  
**Wards Covered:** Cross Gates & Whinmoor (£11,203.76), Garforth & Swillington (£658.22), Kippax & Methley (2,880.30, and Temple Newsam (144.72).

**Project Summary:** Funding is requested to support the continuation of this project. This project will take place at the Cross Gates & Whinmoor Community Hub, to continue to engage with and support the wider community through signposting and referrals; delivering activities; and providing support and training.

**Community Committee Plan Priorities/ Objectives**

- Best City for Communities; Best City for Children & Young People; Best City for Health & Wellbeing.

- 33. Project Title:** Security fencing for outdoor practice nets  
**Organisation:** Great Preston Cricket Club  
**Total Project Cost:** £5,722.00  
**Amount Proposed from Capital Budget:** £5,722.00  
**Wards covered:** Kippax & Methley

**Project Summary:** To secure the new 2 lane cricket practice net facility. This is due to numerous acts of vandalism on both the nets and the covers. The aim is to have a secure facility that can't be damaged as stated in our letter/quote and help create a safe environment for all our junior (boys and girls), ladies softball and senior adults to practice and receive coaching from our qualified coaches.

**Community Committee Plan Priorities/ Objectives**

- Best City for Communities
- Best City for Children and Young People
- Best City for Health and Wellbeing

- 34. Project Title:** Youth Service Autumn/Winter Programme  
**Organisation:** Leeds Youth Service  
**Total Project Cost:** £2,752.50  
**Amount Proposed from Wellbeing Budget:** £2,752.50  
**Wards covered:** Garforth & Swillington

**Project Summary:** To provide an autumn and winter programme of activities for the children in Garforth & Swillington. This includes Scare fest for Halloween, escape rooms, theatre show, pantomime show, ice skating, bowling & quasar.

**Community Committee Plan Priorities/ Objectives:**

- Best City for Children and Young People



### **35. Project Delegated Decisions (DDN)**

**36.** Since the last Community Committee on the 16<sup>th</sup> July 2024, the following projects have been considered and approved by DDN:

- a) TNCP Cluster Summer Holiday Programme
- b) Kippax Kicks
- c) School Holiday Programme (C&W, TN)
- d) School Holiday Programme (KM)
- e) Leeds Rhinos Summer Camp

#### **Declined Projects**

**37.** Since the last Community Committee on the 16<sup>th</sup> July 2024, the following projects have been declined:

- a) None

#### **Corporate Considerations**

#### **Consultation and Engagement**

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

### **Equality and Diversity/Cohesion and Integration**

**39.** 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**

**40.** 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**

**41.** 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**

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

## **Risk Management**

- 43.** Risk implications and mitigation are considered on all wellbeing applications. Projects are assessed to ensure that applicants can deliver the intended benefits.

## **Recommendations**

- 44.** Members are asked to note and make decisions on the following where appropriate:
  - a) To Review and Agree the Minimum Conditions (paragraph 14)
  - b) Note details of the change regarding the administration of Small Grants (paragraph 15)
  - c) Details of the Wellbeing Budget Position, Table 1 (paragraphs 19 - 23)
  - d) Details of the Youth Activities Fund (YAF) position, Table 2 (paragraphs 24 - 26)
  - e) Details of the Capital Budget, Table 3 (paragraph 27)
  - f) Details of the Community Infrastructure Levy (CIL) Budget, Table 4 (paragraphs 28 - 29)
  - g) Projects for Consideration and Approval (paragraphs 30 - 34)
  - h) Details of the Projects Approved via Delegated Decision (paragraph 36)



**Report of:** Head of Locality Partnerships

**Report to:** Outer East Community Committee

**Cross Gates & Whinmoor, Garforth & Swillington, Kippax & Methley, Temple Newsam**

**Report author:** Alisha Effendi, Engagement Support Officer  
Tel: 0113 378 2669

**Date:** 17<sup>th</sup> September 2024

**For Information**

## **Outer East Community Committee - Update Report**

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### **Purpose of report**

1. To bring to members' attention an update of the work which the Safer Stronger 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**

3. Updates by theme

#### 4. Health and Wellbeing & Adult Social Care: Champion Cllr James Gibson

The latest Director of Public Health Annual Report for Leeds is available for sharing along with an accompanying short film, both titled *Ageing Well: Our Lives in Leeds*.

To hear the experiences of some of the 900 people surveyed, read the reports and watch the film, linked below;

Full report: [Ageing Well: Our Lives in Leeds](#)

[Executive Summary](#)

Film [Our Lives in Leeds](#)

This year's report focuses on experiences of ageing well in Leeds and inequalities amongst different groups. It combines survey responses from over 900 local people with latest data and trends on factors impacting ageing – such as diet, smoking, alcohol intake, mental health, travel, housing, employment, and financial wellbeing.

The recommendations in this report build on our long-standing commitment to being an Age Friendly City, identifying further actions to increase the number of years spent in good health.

This report and supporting film will be shared and discussed at the Health and Wellbeing Board and various other meetings over the coming months.

We're also delighted that our Leeds' report has been commended as one of the best in-depth single topic submissions nationally by the Association for the Directors of Public Health.

We always welcome feedback on our Director of Public Health Annual Report. If you have any comments, please email [publichealth.enquiries@leeds.gov.uk](mailto:publichealth.enquiries@leeds.gov.uk)

#### **Public Health Resource Centre Want to Know More Session - Prioritising mental health in the workplace**

**Thursday 10 October 2024, 10am to 11.30am**

This online session will explore the critical relationship between employment, mental health, and the wider determinants affecting wellbeing in Leeds. We'll provide valuable insights into the challenges faced by both employees and employers, with a particular focus on reducing mental health stigma in the workplace. This webinar is suitable for anyone interested in fostering a more supportive work environment.

This session will cover:

- an overview of headline data from Leeds and the impact of wider determinants on mental health
- into how employment affects mental health
- a case study from a Leeds employer on handling mental health in the workplace
- discussion around the impact of stigma and stigmatising language on mental health

The session will be led by representatives from the Public Mental Health Team (Leeds City Council), Mindful Employer (Leeds Mind) and Touchstone.

## 5. Housing

### **Performance Information: August 2024 Swarcliffe and Halton Moor Housing Office**

#### **Voids Levels (empty properties)**

Demand for properties remains high across my management area, especially for houses. The Lettings Team is working hard to ensure properties are allocated in a timely manner. Referrals continue to be made for issues and waste/fly tipping, which is aimed to remove the items in a timely manner to ensure properties enjoy an appealing kerb-side appeal.

Current number of Ready to Lets are as follows:

- Swarcliffe/Whinmoor – 3
- Halton Moor/Osmondthorpe – 5
- Total – 8

#### **Income Collection**

Our rent collection figures at week 21 are:

- Swarcliffe -94.98%
- Halton Moor -93.59%

We are working closely with our residents to maximise their income, particularly through the cost-of-living crisis, by referring cases through to Benefit Advisors, assisting with Discretionary Housing Payments in acute cases and involving third party support agencies. We are also supporting our most vulnerable customers by utilising the Housing Support Fund to assist with rent arrears.

We continue to make referrals to Leeds Credit Union for tenants who would benefit from budgeting accounts and who are experiencing the effects of the cost-of-living crisis. Our Housing Officer (Income) is working with our more complex cases, linking in with support agencies, to ensure tenants receive advice on how they can maximise their incomes.

#### **ASB**

Focus on directing customers to Triage Team for ASB who will risk assess every complaint, set out expectations in terms of reporting and ensure that the cases are passed to the correct team (Housing, LASBT or no further action). The team have strong links with local police officers to share information.

There are 7 ASB cases across the Swarcliffe and Halton Moor areas which are managed by the Housing Officers and reviewed monthly by the Team Leader.

6 weekly partnership working meetings booking in with the Leeds Anti-Social Behaviour Team to share information and discuss ongoing cases between the teams.

#### **Annual Tenancy Check-in (ATCI)**

We are now into the third cycle of the Annual Tenancy Check-in programme. Officers aim to complete 100% of visits by the end of the financial year. For those customers who we find difficult to access, officers are to follow the enforcement process to gain access.

#### **Environmental Actions Team**

Quarter 1 Estate Walkabouts have been carried out, with Quarter 3 walkabouts to be scheduled for October/November. The key issues identified during the walkabouts is fly tipping. Housing Officers ensure they report any fly tipping on the estate whilst carrying out their day-to-day duties. Teams have access to the Skill Mill scheme, where referrals can be made for ad-hoc estate improvement work.

## **Performance Information: August 2024**

### **Garforth & Kippax Housing Office**

#### **Voids Levels (empty properties)**

Demand for properties remains high across my management area, especially for houses. The Lettings Team have worked hard to reduce the number of ready to let properties and currently have just 3 in the area where applicants have been identified.

#### **Income Collection**

Our rent collection figures at week 21 are: 96.28%

We are working closely with our residents to maximise their income, particularly through the cost-of-living crisis, by referring cases through to Benefit Advisors, assisting with Discretionary Housing Payments in acute cases and involving third party support agencies. We are also supporting our most vulnerable customers by utilising the Housing Support Fund to assist with rent arrears.

We continue to make referrals to Leeds Credit Union for tenants who would benefit from budgeting accounts and who are experiencing the effects of the cost-of-living crisis. Our Housing Officer (Income) is working with our more complex cases, linking in with support agencies, to ensure tenants receive advice on how they can maximise their incomes.

#### **ASB**

Focus is on directing customers to Triage Team for ASB who will risk assess every complaint, set out expectations in terms of reporting and ensure that the cases are passed to the correct team (Housing, LASBT or no further action). The team have strong links with local police officers to share information.

There are 4 open ASB cases across Garforth and Kippax and the surrounding villages which are managed by the Housing Officers and reviewed monthly by the Team Leader.

6 weekly partnership working meetings take place with the Leeds Anti-Social Behaviour Team to share information and discuss ongoing cases between the teams.

#### **Annual Tenancy Check-in (ATCI)**

We are now into the third cycle of the Annual Tenancy Check-in programme. Officers aim to complete 100% of visits by the end of the financial year. For those customers who we find difficult to access, officers are to follow the enforcement process to gain access.

#### **Environmental Actions Team**

Quarter 1 Estate Walkabouts have been conducted, with Quarter 3 walkabouts to be scheduled for October/November. The key issues identified during the walkabouts were fly tipping and overgrown / untidy gardens. Housing Officers ensure they report any fly tipping on the estate whilst performing their day-to-day duties. Teams have access to the Community Payback and Skill Mill scheme, where referrals can be made for ad-hoc estate improvement work.

## **Corporate Considerations**

### **6. Consultation and Engagement**

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

### **7. Equality and Diversity/ Cohesion and Integration**

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.

### **8. Council Policies and City Priorities**

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:

- Vision for Leeds 2011 – 30
- Best City Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Leeds Inclusive Growth Strategy

### **9. Resources and Value for Money**

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

### **10. Legal Implications, Access to Information and Call In**

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

### **11. Risk Management**

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

## **Conclusions**

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

## **Recommendations**

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

## **Background documents<sup>1</sup>**

14. None.

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<sup>1</sup> 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.