



Outer North East Community Committee

Alwoodley, Harewood, Wetherby

Meeting to be held in Civic Hall, Leeds, LS1 1UR
Monday, 12th June, 2017 at 5.30 pm

Councillors:

N Buckley	Alwoodley;
D Cohen	Alwoodley;
P Harrand	Alwoodley;

R Procter	Harewood;
M Robinson	Harewood;
R. Stephenson	Harewood;

A Lamb	Wetherby;
J Procter	Wetherby;
G Wilkinson	Wetherby;





Co-optees

Agenda compiled by: John Grieve 0113 224 3836
Governance Services Unit, Civic Hall, LEEDS LS1 1UR
East North East Area Leader: Jane Maxwell Tel: 336 7627

Images on cover from left to right:

Alwoodley - MAECare (Moor Allerton Elderly Care); Moor Allerton shopping centre

Harewood - rural landscapes; Harewood Arms

Wetherby – bridge over the River Wharfe; racehorse sculpture

A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
5			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13 -18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19 -20 of the Members' Code of Conduct</p>	
6			<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 Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the meeting held on 20th March 2017</p> <p>(Copy attached)</p>	1 - 10

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p>MATTERS ARISING FROM THE MINUTES</p> <p>To consider any matters arising from the minutes (If any)</p>	
9	Alwoodley; Harewood; Wetherby		<p>COMMUNITY COMMITTEE APPOINTMENTS 2017/18</p> <p>To consider a report by the City Solicitor which invites the Committee to note the appointment of Councillor Gerald Wilkinson as Chair of the Community Committee for 2017/18 as agreed at the recent Annual Council Meeting, and also to invite the Committee to make appointments to the following, as appropriate:-</p> <ul style="list-style-type: none"> • Those Outside Bodies as detailed at section 19 / Appendix 1 of this report; • One representative to the Corporate Parenting Board; • Community Committee Champions, as listed; and • Those Children’s Services Cluster Partnerships, also as listed. <p>(Report attached)</p>	11 - 20
10	Alwoodley; Harewood; Wetherby		<p>COMMUNITY COMMITTEE NOMINATIONS TO HOUSING ADVISORY PANELS (HAP)</p> <p>To consider a report by the Chief Officer Housing Management, which seeks Ward Councillor nominations from the Community Committee to the Outer North East Housing Advisory Panel (HAP)</p> <p>(Report attached)</p>	21 - 26
11	Alwoodley; Harewood; Wetherby		<p>APPOINTMENT OF CO-OPTES TO COMMUNITY COMMITTEES</p> <p>To consider a report by the City Solicitor which invites Members to give consideration to appointing co-optes to the Community Committee for the duration of the 2017/2018 municipal year.</p> <p>(Report attached)</p>	27 - 30

Item No	Ward/Equal Opportunities	Item Not Open		Page No
12	Alwoodley; Harewood; Wetherby		<p>COMMUNITY COMMITTEE UPDATE REPORT</p> <p>To consider a report by the Outer North East Area Leader which provides an update on the on-going Work Programme of the Outer North East Community Committee.</p> <p>(Report attached)</p>	31 - 36
13	Alwoodley; Harewood; Wetherby		<p>OUTER NORTH EAST WELLBEING AND YOUTH ACTIVITY FUND BUDGETS</p> <p>To consider a report by the Outer North East Area Leader which provides an update on the current position of the Outer North East Community Committee's budgets and sets out details of applications seeking Wellbeing Revenue Funding or Youth Activity Funding.</p> <p>(Report attached)</p>	37 - 54
14	Alwoodley; Harewood; Wetherby		<p>OUTER NORTH EAST - TOWN & PARISH COUNCIL FORUM MINUTES</p> <p>To consider a report by the East North East Area Leader which provides the minutes from the latest meeting of the Outer North East Parish and Town Council Forum held on 20th April 2017.</p> <p>(Report attached)</p>	55 - 62
15	Alwoodley; Harewood; Wetherby		<p>NEIGHBOURHOOD PLANNING - COMMUNITY COMMITTEE DISCUSSION</p> <p>To receive a presentation/ update on Neighbourhood Planning activity.</p>	
16			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that future meetings of the Committee will take place as follows:</p> <ul style="list-style-type: none"> • Monday 11th September 2017 • Monday 11th December 2017 • Monday 19th March 2018 <p>(All meetings to commence at 5.30pm, venues to be confirmed)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<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>	

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OUTER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 20TH MARCH, 2017

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, P Harrand, A Lamb
and R. Stephenson

48 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of the inspection of documents.

49 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

50 LATE ITEMS

Although there were no formal late items, the Chair did accept the inclusion of supplementary information in respect of Item No. 10 the Role of Outer North East Community Committee in Neighbourhood Planning (Minute No.57 refers) and Item No. 14 Outer North East Wellbeing and Youth Activity Fund Budget (Minutes No.61 refers)

51 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Cohen, J Procter, R Procter and M Robinson

52 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of any disclosable pecuniary interests.

53 OPEN FORUM

Safeguarding Issues – A Member of the public raised allegations of historic safeguarding issues at various Children's Homes throughout the city.

The Chair thanked the Member of the public for his attendance, he said the Committee took safeguarding allegations very seriously and requested that the Clerk advise the Director of Children's Services of the issues raised as a matter of urgency.

54 Minutes of the Previous Meeting

RESOLVED – That the Minutes of the previous meeting held on 12th December 2016, were confirmed as a true and correct record.

55 Matters Arising from the Minutes

There were no issues raised under matters arising

56 Dates, Times and Venues of Community Committee Meetings 2017/2018

The City Solicitor submitted a report which sought the Community Committee's formal approval of a meeting schedule for the 2017/2018 Municipal year and to determine if there are any revisions to the current meeting and venue arrangements.

RESOLVED –

- (i) That the contents of the report be noted.
- (ii) That the proposed scheduled of meetings for 2017/18 be determined as follows:
 - Monday 12th June 2017
 - Monday 11th September 2017
 - Monday 11th December 2017
 - Monday 19th March 2018
- (iii) That the meeting venues continue to alternate between the Civic Hall during the winter months and at various venues held within the three wards during the summer months. All meetings to commence at 5.30pm

57 The Role of Outer North East Community Committee in Neighbourhood Planning

The Chief Planning Officer submitted a report which provided an update on the preparation of plans and set out opportunities for Outer North East Community Committee's to become involved.

An appendix to the report "Neighbourhood Plan Progress in the Outer North East area" was circulated at the meeting.

Addressing the report the Chief Planning Officer referred to the following issues:

- Neighbourhood Planning within Leeds
- Neighbourhood Planning in the Outer North East
- Role of the Community Committee
- Community Committee involvement to date

Draft minutes to be approved at the meeting
to be held on Monday, 12th June, 2017

- Future Arrangements for Ward Member and Community Committee Involvement

Referring to the issue of Ward Member/ Community Committee involvement the Chief Planning Officer said that planning officers would be available to attend Community Committee/ Ward Member meeting as appropriate but Members need to be aware that there is only a period of six weeks for the Council to provide a response and as such a formal Committee Meeting may not be a suitably fluid mechanism to do this.

It was also reported that in developing a Neighbourhood Plan the onus was on the Parish/ Town Council to keep the City Council informed of progress and provide details as to what stage the plan was at, unfortunately this information was not always forthcoming.

A number of Members expressed frustration that as Ward Members that they were not informed at an early stage and so contribute to the Neighbourhood Plan process.

In offering comment the Chair said an additional meeting of the Community Committee could be called if this was considered necessary, alternatively officers could meet with Ward Members to discuss proposals for their area.

In responding the Chair Planning Officer said it was his intention to write to all Parish and Town Councils asking them to notify the City Council when a formal submission has taken place.

The Chair thanked the Chief Planning Officer for his attendance and update report

RESOLVED –

- (i) That a quarterly update be provided to each Community Committee on neighbourhood planning activity and progress, including a list of the plans and opportunities for the Community Committee to comment
- (ii) To provide forward notice of neighbourhood plan activity to aid Community Committee involvement – to include estimated dates for pre-submission consultation and the circulation of emerging draft plans
- (iii) That the Chair be consulted in addition to the relevant ward councillors at the start of the 6 week public consultation period at the pre-submission stage (the Regulation 14 stage) and submit any comments from the Community Committee to the formal comments from the Local Planning Authority

- (iv) To consult the Chair and ward councillors at the start of the 6 week consultation on the submitted plan (the Regulation 16 stage), and provide any additional comments from the Community Committee to the examiner (note – representations made at this stage can only be considered by the examiner)

58 Overview on the Development of the Leeds Plan and West Yorkshire and Harrogate Sustainability and Transformation Plan (STP)

The Interim Chief Officer, Leeds Health Partnerships submitted a report which provided an overview of the emerging Leeds Plan and the West Yorkshire and Harrogate Sustainability and Transformation Plans (STPs).

The report set out the background, context and the relationship between the Leeds and West Yorkshire Plans and highlighted some of the key areas that would be addressed within the Leeds Plan which would add further detail to the strategic priorities set out in recently refreshed Leeds Health and Wellbeing Strategy 2016-2021.

The Chair introduced and Welcomed: Dr Ian Cameron, Executive Director, Public Health, Paul Bollom, Interim Chief Officer, Leeds Health Partnership and Lyndsey Bell, Leeds Health Care Partnership

In addressing the report the Executive Director Public Health spoke on the following issues:

- Approach to developing the West Yorkshire & Harrogate STP
- Approach taken in Leeds
- Local Digital Roadmaps
- Key aspects of the emerging Leeds Plan
- Emerging Leeds Plan – Supporting the Leeds Health and Wellbeing Strategy

In offering comment the Chair said GP recruitment and retention appeared to be a problem.

Responding officers said the recruitment and retention of GP's was not just a local issue but a national one. Many GP's were retiring and a period of 5-10 years was required to train new GP's. Work was ongoing to review GP workloads with a view to Pharmacists, Specialist Nurses and Healthcare Assistants taking on more of the GP's duties.

Councillor Lamb queried if the Plan was forward thinking enough, it should not come as a surprise that GP's would be retiring, were we planning far enough ahead.

In responding officers said they were planning far enough ahead but policies and priorities shuffle and change over the years, there was now a need to focus on particular populations: frail elderly and existing conditions.

Councillor Harrand suggested greater use of Pharmacists and Specialist Nurses to reduce the burden on GP's and emphasised the need for greater public awareness of front line staff.

In responding the Executive Director Public Health said he was in agreement with Councillor Harrand, the workforce needed to change and the public need to be made aware of who they should go to in the first instance.

Councillor Lamb suggested that lifestyles/ behaviour needed to change.

The Executive Director Public Health said intervention was required with certain groups: risk of heart disease, obesity and frail elderly (fall prevention)

The Chair thanked the officers for their attendance and presentation

RESOLVED – To note the key areas of focus for the Leeds Plan as described in the submitted report and how they would contribute to the delivery of the Leeds Health and Wellbeing Strategy

59 Update on Public Health Activity in Outer North East Leeds

The Chief Officer Public Health ENE/Leeds North Community Care Group submitted a report which provided an update on Public Health Activity in Outer North East Leeds.

Liz Bailey, Health and Wellbeing Improvement Manager ENE Locality Public Health Team presented the report and highlighted the following issues:

- Health Needs
- Public Health Work Programmes
- Re-commissioning of the Locality Community Health Development and Improvement Service
- Financial Inclusion
- Social Prescribing
- Dementia
- Pharmacy

Reference was made to the “Better Together” service and the intention to meet the needs of all sections of the community in a given 10% deprived neighbourhood. The report suggested new emerging communities would be a key target group for attention of the service. Members sought clarification about “newly emerging communities”

In responding officers suggested this was a reference to citizens from Eastern European countries but the service was required to respond to the full range of local needs as presented.

Referring to Financial Inclusion, paragraph 19 of the submitted report and the implementation of a “Money Buddy scheme” It was reported that in addition to

the Meanwood scheme, Money Buddy would also operate from the Moor Allerton Hub

Clarification was sought on the future Dementia One Stop Service established at the Crossley Street Practice. Councillor Lamb said it was his understanding that the service had limited funding and would closing later this year.

Officers said that enquires would be made and Members informed accordingly.

Members also requested if they could be supplied with details/ map of “out of hours services” for the Outer North East Area

Officers confirmed that the requested information would be provided to Members.

RESOLVED –

- (i) To note the key work programmes of the ENE/Leeds North CCG Locality Public Health Team in the Outer North East Community Committee area
- (ii) To note the new “Better Together” Locality Community Health Development and Improvement Services for the area
- (iii) That clarification around the Dementia One Stop Service at the Crossley Street Practice and details of out of hours services be provided to Members of the Committee

60 Community Committee Update Report

The East North East Area Leader submitted a report which provided an update on the on-going work programme for the Outer North East Community Committee

The following documents were appended to the report for information/ comment of the meeting:

- The minutes of the Outer North East Environmental Sub Group held on 24th November 2016 (Appendix A referred)
- Outer North East Community Committee – Review of the year 2016/17 Draft Newsletter – (Appendix B)

Andrew Birkbeck, Area Officer, presented the report and highlighted the main issues which included:

- The Alwoodley Family of Schools Drama project
- Update on the refurbishment of the Moor Allerton Community Hub
- The Moor Allerton Buddy Service would shortly be operating from the Moor Allerton Hub (Each Tuesday 12.45 – 3.30pm)

Draft minutes to be approved at the meeting
to be held on Monday, 12th June, 2017

- The Community Committee's presence on social media

RESOLVED –

- (i) That the contents of the report be noted
- (ii) That the draft Newsletter "Review of the Year 2016/17" be approved for distribution amongst the key stakeholders

61 Outer North East Wellbeing and Youth Activity Fund Budgets

The East North East Area Leader submitted a report which provided an update on the current position of the Outer North East Community Committee's budgets and set out details of applications seeking Wellbeing Funding and Youth Activity Funding.

The report also provided a draft budget position for the coming financial year 2017/18

Appended to the report were copies of the following documents for information / comment of the meeting:

- Outer North East Community Committee Capital Wellbeing Budget (Appendix A referred)
- Outer North East Community Committee Wellbeing Revenue Budget (Appendix B referred)
- Outer North East Community Committee Youth Activity Funding (Appendix C referred)
- Outer North East Community Committee Wellbeing Revenue Fund (Appendix D referred)
- Outer North East Community Committee – Draft Wellbeing Budget 2017/18 (Appendix E referred)

Andrew Birkbeck, Area Officer, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year.
- Clarification around some of the projects seeking financial assistance.

RESOLVED –

- (i) To note the current budget position for 2016/17.

- (ii) That the following project requesting Wellbeing Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Disabled Toilet Facilities	Alwoodley Park Methodist Church	Deferred pending further discussions
Alwoodley Speed Indication Devices	LCC Highways	Approved in full £6,220
Little Monterz/Little Bakers/Slurp	Cranmer Call TARA	Approved in full £4,000
Refurbishment of shop as Community Hub	Lingfields Living Local	Approved in full £1,000
Building Capacity and Sharing Skills through volunteering	MAECare	Part funded - £4,000 and to be revisited again in year
Creating Patchwork Quilts on the beds	Slaid Hill in Bloom	Approved in full £935.86

- (iii) That the following projects requesting Youth Activity Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Thorner Youth Club	Thorner Youth Club Management Committee	Approved in full £4,900
Chabad Lubavitch Summer Schemes	Chabad Lubavitch Youth Organisation	Deferred pending further discussions

- (iv) To note that the following applications had been approved since the Community Committee on 12th December 2016 under the delegated authority of the Assistant Chief Executive (Citizens and Communities)

Project	Organisation	Amount Granted (£)
Elmet Partnership of Schools (EPOSS)	EPOSS Cluster	£10,000

Draft minutes to be approved at the meeting to be held on Monday, 12th June, 2017

Additional Funding Request for Connecting Moor Allerton project	MAECare	£4,000
Redevelopment of existing paved area adjacent to the Pavilion	Boston Spa Bowls Club	£2,240
Scholes Bowling Club	Scholes Bowling Club – Essential Bowling Green equipment	£2,000
Dog Waste Dog Dispenser	ENE Locality Team	£578.75

- (v) To note the draft budget position for 2017/18 as set out in appendix E of the submitted report

62 Outer North East - Town & Parish Council Forum Minutes

The East North East Area Leader submitted a report which provided the Minutes from the latest meeting of the Outer North East Parish and Town Council Forum held on 26th January 2017.

RESOLVED –

- (i) That the Minutes of the latest meeting of the Outer North East Parish and Town Council Forum held on 26th January 2017, be noted.
- (ii) To support where appropriate, the Outer North East Parish and Town Council Forum in resolving any issues raised.

63 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Monday, 12th June 2017 at 5.30pm, venue to be confirmed at a later date.

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Report of: City Solicitor

Report to: Outer North East Community Committee

(Alwoodley, Harewood & Wetherby Wards)

Report author: John Grieve, Governance Services, Tel (0113) 3788662

Date: 12th June 2017

For decision

Community Committee Appointments 2017/2018

Purpose of report

- 1 The purpose of this report is to note the appointment of Councillor Gerald Wilkinson as Chair of the Community Committee for 2017/18 as agreed at the recent Annual Council Meeting, and also to invite the Committee to make appointments to the following, as appropriate:-
 - Those Outside Bodies as detailed at section 19 / Appendix 1 of this report;
 - One representative to the Corporate Parenting Board;
 - Community Committee Champions, as listed; and
 - Those Children's Services Cluster Partnerships, also as listed.

Main issues

1. **Noting Appointment of Community Committee Chair for 2017/18**
2. Members are invited to note the appointment of Councillor Gerald Wilkinson as Chair of the Community Committee for 2017/18, as agreed at the recent Annual Meeting of Council.
3. **Appointments to Outside Bodies**
4. Member Management Committee annually determines which Outside Bodies will be delegated to Community Committees for appointment. Attached at Appendix 1 are those organisations.

5. **Appointments to Community Committee ‘Champions’**

6. The Constitution requires that Community Committees appoint Member ‘Champions’ in several designated areas. Currently, these areas are: ‘Environment & Community Safety’; ‘Children’s Services’; ‘Employment, Skills & Welfare’; and ‘Health, Wellbeing & Adult Social Care’.

7. **Appointments to Children’s Services Cluster Partnerships**

8. Previously, Member Management Committee has resolved that the nomination of Elected Member representatives to the local Children’s Services Cluster Partnerships be designated as a ‘Community & Local Engagement’ appointment, and therefore be delegated to Community Committees for determination.

9. **Appointment to Corporate Parenting Board**

10. In recent years Community Committees have been used as the appropriate principle body by which local Elected Member representatives are appointed to the Corporate Parenting Board.

Options

9. **Outside Bodies**

10. The Community Committee is invited to determine the appointments to those Outside Bodies as detailed within section 19 / Appendix 1. The Council’s Appointments to Outside Bodies Procedure Rules can be made available to Members upon request, however, a summary of the rules can be found at sections 11-16:

11. The Community Committee should first consider whether it is appropriate for an appointment to be of a specific office holder¹ either by reference to the constitution of the outside body concerned (if available), or in the light of any other circumstances as determined by the Community Committee. Such appointments would then be offered on this basis.

12. Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Community Committee as a whole.

13. All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 1. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.

14. Elected Members will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances, vacancies will be notified to the Community Committee and agreement sought as to whether the vacancy will be filled.

¹ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

15. A vacancy occurring during the municipal year will normally be referred to the Community Committee for an appointment to be made, having regard to the principles described above.
16. Community Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to Member Management Committee.
17. Please note, any appointments to those Outside Bodies detailed in Appendix 1 / section 19 which are made by the Committee at today's meeting are subject to Member Management Committee approving at its first meeting of the municipal year, that arrangements for such appointments remain unchanged and that they continue to be made by this Community Committee.

18. **Outside Body Appointments 2017/2018**

19. This year there are no appointments which are due for review/determination relation to the following organisations:-

Aberford Almhouse Trust (Review July 2020)

Ancient Parish of Barwick In Elment Trust (Review March 2019)

Local Housing Advisory Panels

20. As was the case in 2016/17, a dedicated report regarding Elected Member representation on the Local Housing Advisory Panels can be found elsewhere on the agenda.

21. **Community Committee 'Champions'**

22. The Community Committee Champions role aims to provide a local "lead" perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member. It is formally defined as covering the following areas:

- To provide local leadership and champion the agenda at the Community Committee.
- To represent the Community Committee at relevant meetings, forums and local partnerships.
- To build links with key services and partners.
- To provide a link between the Community Committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.
- To maintain an overview of local performance.
- To consult with the Community Committee and represent local views as part of the development and review of policy.

23. As set out in the Constitution, the Community Committee is invited to appoint to the following Community Lead Member roles, in respect of:

- **Environment & Community Safety**
- **Children's Services**
- **Employment, Skills and Welfare**
- **Health, Wellbeing and Adult Social Care**

24. Given that these roles may need to be tailored to best reflect specific local needs and circumstances, Community Committees may wish to consider splitting two of the roles namely:
- Environment & Community Safety – with one Member focusing on the environment agenda and another on community safety.
 - Health, Wellbeing and Adult Social Care – with one Member covering the public health and wellbeing agenda and another focusing upon adult social care.
25. **Corporate Parenting Board**
26. Under the Children’s Act 1989, all local Councillors are corporate parents, this means they have responsibilities relating to the quality of services for those children who have been taken into care by the local authority (children looked after).
27. Executive Board has previously agreed a clearer framework for the corporate parenting role in Leeds. This included establishing a core group of councillors with a special interest in leading the work on Corporate Parenting - the 'Corporate Parenting Board'. This core group includes representation from each of the 10 Community Committees and takes particular responsibilities relating to influencing, performance monitoring, and governance of those issues and outcomes that affect looked after children.
28. In February 2015, Executive Board approved a report that proposed a number of developments to enhance the Corporate Parenting Board, including a better link to the 'Care Promise' for looked after children and more regular involvement from senior leaders and partners both within and outside of the Council. The Board considers information including fostering services, residential care, looked after children's educational attainment and their voice and influence across the city. Representatives are asked to link back to local looked after children's issues through their Community Committee and champion the importance of effectively supporting those children. This is an important role within the overall framework of support and accountability for looked after children’s services. The March 2015 Ofsted report for Leeds highlighted the positive benefits and impact of the Board’s work.
29. The Community Committee is asked to appoint one representative to the Corporate Parenting Board for the duration of the 2017/18 municipal year. The Committee may consider it appropriate to combine the role with that of the Committee’s Children’s Services 'Champion'.
30. It should be noted that membership of the Corporate Parenting Board is encouraged for any Elected Members with a particular interest in the outcomes of looked after children, therefore whilst each Community Committee is asked to appoint one Member (to ensure an even geographic spread), it is possible for additional Members to participate. Therefore, additional Members with a particular interest are advised to approach the Chair of the Corporate Parenting Board, or make the relevant officers aware.
31. **Children’s Services Cluster Partnerships**
32. Clusters are local partnerships that include, amongst others: the Children’s Social Work Service, schools, governors, Police, Leeds City Council youth service, Youth Offending Service, Children’s Centres, Housing services, third sector, health, local elected

members and a senior representative from children’s services. Local clusters are key to the Children & Families Trust Board partnership and delivery arrangements.

33. They aim to:

- enable local settings and services to work together effectively to improve outcomes for children, young people and their families;
- build capacity to improve the delivery of preventative and targeted services to meet local needs;
- create the conditions for integrated partnership working at locality level;
- promote the Children & Young People’s Plan and the ambition of a child friendly city across the locality.

34. A “well-coordinated locality and cluster approach results in early identification and extensive work with families according to need.” (Ofsted report, March 2015).

35. Clusters began life as extended services for schools and have grown to engage a wide range of partners who provide early help and early intervention and prevention. In April 2011, the Children & Families Trust Board and Schools Forum agreed the adoption of a minimum standard for the terms of reference across the cluster partnerships, which included elected members as standing members of the governance group for each partnership.

36. Elected Members also sit alongside a senior leader (Local Authority Partner) from the Children’s Services directorate to be part of the Council’s representation on each cluster partnership.

37. In June 2013 Member Management Committee delegated the nomination of Elected Member representatives to local Children’s Services Cluster partnerships to Community Committees. This was with the aim of establishing a clear formal link between those Committees and Clusters. It was also with the intention of building closer working arrangements to better support the needs children and families across the city.

38. The Committee is invited to nominate Members to each cluster partnership within their area for the 2017/18 municipal year. The table below sets out the suggested numbers, Ward links and current representation as a basis for discussion:

Cluster	Number of Elected Members suggested	Suggested Ward link	Current Elected Member Representation
Alwoodley, Roundhay, Moortown (ARM)	3 1 from NE (Outer) 2 from NE (Inner)	1 Alwoodley 1 Roundhay 1 Moortown	D Cohen
EPOSS (ELMET partnership of School and Services)	2 from NE (Outer)	1 Harewood 1 Wetherby	R Stephenson A Lamb

Corporate considerations

a. Consultation and engagement

This report facilitates the necessary consultation and engagement with Community Committee Members in respect of appointments to the designated positions and

Outside Bodies. Given that the Community Committee is the relevant appointing body, there is no requirement to undertake a public consultation exercise on such matters.

b. Equality and diversity / cohesion and integration

Both the Community Committee Champion roles and the Corporate Parenting role aim to champion, address and monitor issues arising in their respective fields, whilst also providing clear links with the relevant Executive Member, Council officers and partner agencies. As such, these roles would also look to address any equality, diversity, cohesion or integration issues arising in their specific areas.

Also, Council representation on Outside Bodies and Children's Services Cluster Partnerships will enable those appointed Members to act as a conduit in terms of promoting the Council's policies and priorities. As such, this would potentially include matters relating to equality, diversity, cohesion or integration.

c. Council policies and city priorities

Council representation on, and engagement with those Outside Bodies, partnerships and organisations to which the Community Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

d. Legal implications, access to information and call in

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Community Committees.

e. Risk management

In not appointing to those Outside Bodies or Cluster Partnerships listed within the report, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

Conclusion

39. The Community Committee is asked to consider and determine the appointments to those designated Outside Bodies, partnerships and organisations as detailed within the report and appendix.

Recommendations

40. The Community Committee is asked to consider and confirm appointments to the following:-

- (i) The Elected Member representatives to work with the Outside Bodies identified above/at Appendix 1, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as summarised in this report;
- (ii) Member representatives to those Community Committee Champion roles, as listed;
- (iii) Member representatives to the local Children's Services Cluster Partnerships relevant to the Community Committee, as listed; and
- (iv) One Member representative to the Corporate Parenting Board.

41. The Committee is also invited to note the appointment of Councillor Gerald Wilkinson, as Chair of the Community Committee for the duration of 2017/18, as agreed at the recent Annual Meeting of Council.

Background information

- None

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Community Committee Appointments to Outside Bodies (North East Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Clr Y/N	Review Period
Aberford Almshouses Trust	Yes	1	Jul-20		Councillor M Robinson	Y	4 years
Ancient Parish Of Barwick In Elmet Trust	Yes	1	Mar-19		Christine Hudson	N	4 years
Local Housing Advisory Panel(s) - Dedicated report on the Member appointment to these bodies can be found elsewhere on the agenda							

	4	2	4
Number of places	2		
Places held pending review	0		
Places currently filled beyond July 14	2		
Number of places to fill	0		

Number of Members in the Committee Area	9	Percentage of Members on the Committee	Notional Places Allocated
Labour	0	0	0
Liberal Democrat	0	0	0
Conservative	9	100	4
<i>Other to list</i>			
Total	9		4

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Report of: Jill Wildman, Chief Officer Housing Management

Report to: Outer North East Community Committee, Alwoodley, Harewood and Wetherby Wards.

Report author: Ian Montgomery, Housing Manager – Tenant and Community Involvement 07891 271612

Date: 12th June 2017

For decision

Community Committee nominations to Housing Advisory Panels (HAP)

Purpose of report

1. To seek Ward Councillor nominations from the Community Committee to the Outer North East Housing Advisory Panels (HAP).

Main issues

2. There are 11 HAPs across the city, in geographical alignment with Community Committee's, with the exception of the East Inner Community Committee – which is split into two HAPs due to the large number of Council homes.
3. Ward Members play an important role in helping the panels undertake their wider tenant engagement role, giving insight into the needs of local communities and linking the priorities of the HAP with the Community Committee so that Council and other services work more effectively together.
4. Community Committees in their June 2017 round of nominations are therefore requested to:
 - a. Nominate up to 1 Ward Member per Ward within the HAP area (with the exception of Outer East which has 1 Ward, where 2 nominations from the same Ward are welcomed).

- b. To undertake the above on the basis that all nominations are for full members, with HAP voting rights.
 - c. Take into account the number of Council homes in each Ward. For Wards with relatively few Council homes nominations are sought on an optional basis (see Appendix 1)
5. Council nominations to the panel will continue to help develop local working relationships, especially between the local housing teams, the Tenant Engagement Service and the local Communities Teams. Closer working between these teams and services will also help maximise the opportunities for the joint funding of local projects and the identification and support for others to attract external income.

Corporate considerations

6.

a. Consultation and engagement

This report facilitates the necessary consultation and engagement with Community Committee Members in respect of appointments to the designated positions and Outside Bodies. Given that the Community Committee is the relevant appointing body, there is no requirement to undertake a public consultation exercise on such matters

b. Equality and diversity / cohesion and integration

Council representation on Housing Advisory Panels enables those appointed Members to act as a conduit in terms of linking the Council's policies and priorities. It also encourages joint working between services to support local projects; these would potentially include matters relating to equality, diversity, cohesion or integration.

c. Council policies and city priorities

Council representation on, and engagement with Housing Advisory Panels, to which the Community Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

d. Resources and value for money

Council representation on the HAPs encourages closer working relationships, in particular the opportunities for the joint funding of projects that meet local needs.

e. Legal implications, access to information and call in

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Community Committees.

f. Risk management

In not appointing to the HAPs, there is a risk that the Council's designated representation would not be fulfilled and the opportunities and benefits to local tenants and residents not maximised.

Conclusion

7. The Housing Service is seeking nominations to Housing Advisory Panels. Community Committees are requested to nominate up to 1 Ward Councillor per Ward within the HAP area. The nominations to the HAPs will continue to help the service build positive working relationships with the Committee and to ensure local priorities are reflected in panel activity.

Recommendations

8. The Community Committee is requested to nominate up to 1 Ward Member from each of the Alwoodley, Harewood and Wetherby Wards within the Outer North East HAP area.

Background information

- The Environment and Housing Scrutiny Board have requested that more information about the wider Tenant Engagement Framework, and key forums within this (such as VITAL – the Voice of Involved Tenants across Leeds) is shared with Community Committees to raise awareness and help strengthen relationships between services.
- The Tenant Engagement Team are undertaking a review of the Housing Advisory Panels during 2017/18 that will include seeking the views of Ward Members, tenants and others.
- Key functions of Housing Advisory Panels are to:
 - Be aware of the needs of local communities and wider Council priorities and use HAP funds to support a range of community and environmental projects that help support these.
 - Work with local housing and other Council teams to help review and monitor the delivery of local services and help shape services that meet the local communities needs.
 - Support all forms of tenant engagement activity, linking local activities and projects with Communities Teams and other partners. More information is available from www.leeds.gov.uk/hap or from the Tenant and Community Involvement Service, 0113 378 3330 or email housingadvisorypanel@leeds.gov.uk

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Appendix 1

Housing Advisory Panel	Homes	Wards	Homes
Inner East (2 Wards)	7278	Gipton and Harehills	2774
		Burmantofts and Richmond Hill	4504
Inner North East (3 Wards)	3105	Moortown	501
		Roundhay	630
		Chapel Allerton	1974
Inner North West (4 Wards)	6230	Headingley	151
		Weetwood	1367
		Hyde Park and Woodhouse	2231
		Kirkstall	2481
Inner South (3 Wards)	6630	City and Hunslet	1926
		Middleton Park	2221
		Beeston and Holbeck	2483
Inner West (2 Wards)	5734	Bramley and Stanningley	2836
		Armley	2898
Outer East (1 Ward)	4508	Killingbeck and Seacroft	4508
Outer North East (3 Wards)	2413	Harewood	393
		Wetherby	863
		Alwoodley	1157
Outer North West (4 Wards)	3675	Adel and Wharfedale	652
		Guiseley and Rawdon	710
		Horsforth	910
		Otley and Yeadon	1403
Outer South (4 Wards)	4247	Ardsley and Robin Hood	883
		Morley North	948
		Morley South	1117
		Rothwell	1299
Outer South East (4 Wards)	5492	Garforth and Swillington	900
		Kippax and Methley	1147
		Temple Newsam	1561
		Crossgates and Whinmoor	1884
Outer West (3 Wards)	5014	Calverley and Farsley	768
		Pudsey	1722
		Farnley and Wortley	2524

May-17

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Report of: City Solicitor

Report to: Outer North East Community Committee

(Alwoodley, Harewood & Wetherby Wards)

Report author: John Grieve, Governance Services, Tel (0113) 3788662

Date: 12th June 2017

For decision

Appointment of Co-optees to Community Committees

Purpose of report

1. This report invites Members to give consideration to appointing co-optees to the Community Committee for the duration of the 2017/2018 municipal year.

Main issues

2. In considering this issue, the committee is invited to have regard to the following rules associated with Community Committee co-optees:
3. Article 10 of the Constitution states that by resolution Community Committees may appoint or remove non-voting Co-opted Members who may participate in the business of the Community Committee.
4. The relevant Community Committee Procedure Rules state that:
5. Co-opted members may participate in the debate in the same way as Elected Members, (but will be non-voting members of the Committee).
6. No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.
7. With regard to participation on financial matters, in line with Section 102(3) of the Local Government Act 1972, the procedure rules state that, 'Co-optees will not ...participate in

(the) business of the committee which regulates or controls the finance of the area'. This would preclude co-optees participating on matters such as Wellbeing funding applications for example.

Options

8. Members are invited to give consideration to the possible appointment of co-optees to the Outer North East Community Committee for the duration of the 2017/18 municipal year:

Corporate considerations

a. Consultation and engagement

This report provides Community Committee Members with the opportunity to formally consider the possible appointment of non-voting co-optees to the Committee for the remainder of the municipal year.

The provision of co-opted representatives on Community Committees enables representatives of the local community to engage in the Committee's decision making processes.

b. Equality and diversity / cohesion and integration

In considering the appointment of co-optees, Members may wish to give consideration to ensuring that any co-options are representative of the neighbourhoods that the Community Committee covers.

c. Council policies and city priorities

Co-opted representation on Community Committees, which enables representatives of the local community to engage in the decision making process is in line with the Council's Policies and City Priorities.

d. Legal implications, access to information and call in

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In a decision does not extend to those taken by Community Committees.

Conclusion

10. Given the provisions within the Constitution regarding the appointment of co-opted representatives to Community Committees, the Community Committee is invited to determine the appointment of non-voting co-optees for the duration of the 2017/18 municipal year.

Recommendations

11. The Community Committee is requested to consider the appointment of non-voting co-optees, for the duration of the 2017/18 municipal year, in order to support the work of the Committee.

Background information

- **Not Applicable**

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Report of: Jane Maxwell, East North East Area Leader

Report to: Outer North East Community Committee – Alwoodley, Harewood and Wetherby Wards

Report author: Andrew Birkbeck, Area Improvement Manager, Tel: 0113 3367642

Date: 12th June 2017

To Note

Community Committee Update Report

Purpose of report

1. This report provides an update on the on-going work programme of Outer North East Community Committee.

Main issues

2. Tasking meetings for both Alwoodley and Harewood & Wetherby Wards have taken place in both April and May.
3. Tasking meetings are an opportunity for the Police, Ward Members, council officers and partner agencies to discuss and co-create actions to address emerging and on-going crime and environmental issues in the local area.
4. For all the latest information and developments regarding community safety matters in the Outer North East area please visit:
<https://www.facebook.com/WYPLeedsOuterNorthEast/?fref=ts>
5. The Outer North East Environment Sub Group met on both 23rd March and 18th May 2017. The sub group is chaired by Cllr Gerald Wilkinson, the Outer North East Community Champion for Environmental Services.
6. Ward Members, officers from the Communities Team, Housing Leeds, East North East Locality Team, Parks and Countryside and Waste Management Services were all in attendance.

7. The minutes of the Outer North East Environment Sub Group meeting held on 23rd March 2017 are attached at **Appendix A**. The minutes of the meeting on 18th May 2017 will be presented to the next available committee.
8. A series of Ward Member meetings have been held since the last meeting of the Community Committee.
9. Alwoodley Ward Members have met on 4th April and 3rd May 2017. Local issues discussed included the ongoing highways maintenance programme, the environment, greenspace and the proposed East Leeds Orbital Road.
10. A Harewood Ward Members meeting was held on 25th April 2017. As well as Wellbeing finance, subjects for discussion included Linton Bride and environmental issues including verge creep and drainage issues in Aberford.
11. An Emmerdale Stakeholder Panel meeting was held on 29th March 2017. This panel considered nine projects that had been put forward by eligible groups and organisations since the meeting on 11th January 2017.
12. The purpose of the panel is to help steer and allocate the S106 funding stream that has arisen to help mitigate any impact that the Emmerdale film set may have. The Chair, Cllr Rachel Procter, has resolved to utilise this funding stream to its full potential over the coming years to best benefit not only the Harewood estate and its environs, but also the wider Harewood Ward.
13. Information on Linton Bridge, which has been closed since 27th December 2015 is regularly updated via the following link: <http://www.leeds.gov.uk/residents/Pages/Linton-Bridge.aspx> . It is expected that the bridge will re-open in Summer 2017.
14. Since the last meeting in March, members of the Communities Team (ENE) have been managing and populating the Facebook page that has been established for the Outer North East Community Committee as a means for communicating with partners, 3rd sector organisations and local residents.
15. At the time of writing the Outer North East Facebook page has 160 Likes. Since the March Community Committee, the Communities Team have posted over 28 items that have had a reach of over 1,765 (although it should be noted that this will include a high proportion of re-visits to site from the same people).
16. Posts on both Twitter and Facebook are on a variety of subjects relevant to the Outer North East area including job opportunities, funding support, open days, local service provision, consultations and sporting activities. For more details visit:
 - Link to the Facebook Page for the Inner East Community Committee: <https://www.facebook.com/LCCOuterNE>
 - Link to the Your Community Twitter Page: https://twitter.com/@_YourCommunity

16. An example of the potential of social media as a means for engagement is highlighted below.

Committee
Published by Preet Matharu [?] · 17 May at 18:00 · €

East North East Employment & Skills Board Infographic that highlights the good work that has taken place to support local people and businesses.

Employment & Skills

East North East Board

Priorities 2016

- Support people with mild to moderate mental health issues
- Support people 50+ into work
- Support people to progress into work through skills training
- Availability of ESOL programmes
- Support young people (16-24) into work

ENE Story

9,960* People accessed the service

6,125	2,960	875
Inner East	Inner North East	Outer North East

6,535* People gained new skills

3,937	1,955	643
Inner East	Inner North East	Outer North East

1,560* People into work

918	536	106
Inner East	Inner North East	Outer North East

*Teesside City Council and Leazes City College (September 15 - July 16) data combined

Achievements

- 134 people attended ESOL classes developed at the Compton and Reginald Centres
- New ESOL Graduate Event held at Reginald Centre 20th September
- 250 people attended Victoria Gate Employment Roadshows at the Reginald Centre
- 383 Adult Learning Courses delivered within ENE
- Path (Yorkshire) secured funding from INE Wellbeing Fund for ESOL provision
- 75 people from ENE gained employment at John Lewis
- Fever FM secured funding from Wellbeing Fund to promote activities within the ENE area

117 people reached [Boost post](#)

Like Comment Share

Caption: An infographic from 17th May regarding the work of the East North East Employment & Skills Board.

Conclusion

17. There are a number of actions on-going to achieve the Community Committee priorities and fulfil its work programme but despite this, the Community Committee recognises that there is still a significant amount of work to be done.

Recommendations

18. That Members note the contents of the report and make comment where appropriate.

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**Appendix A
Meeting Notes**

1.0	Welcome, introductions, apologies	
	Attendees: Cllr Matthew Robinson; Cllr Gerald Wilkinson; Cllr Neil Buckley; Susan Hardy; Paul Ackroyd; John Woolmer; Beverley Kirk; Andrew Birkbeck Apologies: Graham Berwick	
2.0	Minutes of the Last Meeting and Matters Arising	Actions
2.1	2.3 – JW encouraged Ward Members to feedback possible locations for bin replacements. Also option for parishes to match-fund additional bins.	Cllrs
2.2	4.4 –Establishing a friends of group for Buckstone Copse could be an option to help with the upkeep of the greenspace.	
2.3	6.4 –Warning signs on order for CCTV on Stairfoot Lane (a legal requirement before CCTV can be deployed).	
3.0	Waste and Recycling	
3.1	Refuse service needs to make a £1.6m worth of savings. Efficiencies to be made will include route realignment, back office reductions and natural wastage of staff.	
3.2	May 2017 is the timeline for the changes, which also includes the introduction of a charge for new bins (£15.40). The contact centre will deal with these (with some possible exemptions based on ability to pay or the bin not being fit for purpose).	
3.3	SH presented the statistics for the ONE area regarding the Refuse Service’s performance between December 2016 and February 2017. Complaints about the service are currently at an all-time low.	
3.4	Ward Members said they found the missed-bins alert system very useful.	
3.5	Cllr Robinson raised concerns about the proposed charges for brown bin collections; a sentiment echoed by Cllr Wilkinson and Cllr Buckley.	
3.6	Cllr Buckley reported some negative feedback he had received regarding bin crew behaviour on Manor House Lane, Alwoodley. SH said she would look into this.	SH
3.7	Cllr Wilkinson sought reassurance that un-adopted roads would not be missed/ignored in future as part of the planned route rationalisation. SH confirmed they would not be missed-off unless they proved hazardous.	
4.0	Parks & Countryside	
4.1	PA said that brown bin waste (garden waste) was being converted into ‘filler’ and sold at the Redhall nursery.	
4.2	A number of footpath works are being undertaken in the ONE area including numbers 5, 10, 10b and 28.	
4.3	PA made reference to the North West Leeds Country Park: http://www.leeds.gov.uk/leisure/Pages/country-parks-and-green-gateways.aspx#http://www.leeds.gov.uk/docs/North West Leeds country Park leaflet.pdf There was some confusion amongst Ward Members regards the geographical name of the country park, the omission of Alwoodley from the map/leaflet and how this ties in with the North Leeds Green way.	

4.4	PA gave an update on Glasshouse at Redhall, which is progressing well. PA suggested a future meeting of the sub group could be facilitated there.	
4.4	PA briefly updated on the East Leeds Orbital Road (ELOR). Talks were occurring between the various departments involved in the scheme. Ward Members said that Alwoodley and Harewood Ward Members needed to have a joined-up response to the issues presented by the scheme including the Scott Hall and King Lane roundabouts.	Ward Cllrs
4.5	Thanks were asked to be relayed to Parks Officer Bob Bradley for sorting the Harland Way/Old Station Car Park issue so swiftly.	PA
5.0	Grounds maintenance	
5.1	No update on this occasion.	
6.0	Environmental Services Delegation	
6.1	JW said the Locality Team had made a £500k budget saving. Efficiencies included reducing senior management and resorting to one Head of Service for the three wedges (John Woolmer).	
6.2	JW stressed there would be no changes to the service offered in ONE despite a reduction in staffing numbers city-wide and a reduction in overtime working.	
6.3	A charge for bulky waste is to be introduced on 9 th May (£20 per collection): http://www.leeds.gov.uk/residents/Pages/Bulky-item-collection-service.aspx	
6.4	JW said the Locality Team were looking at ways of addressing the issues of car litter (including utilising 'dash-cam' footage), dog mess and grass verges.	
6.5	Cllr Robinson raised the issue of dog waste bags and the possibility of more deployed in Harewood Ward. JW said the Locality Team would look into how these could be provided.	JW/BK
6.6	Cllr Robinson made reference to the issue of verge creep on Lotherton Lane. JW said this was a Highways issue in this instance but the Locality Team would circulate a verge creep list to Ward Members.	JW/BK
7.0	A.O.B	
7.1	None.	
8.0	Date and Time of Next Meeting	
	18 th May 2017 at 2.30pm (Reginald Centre)	AB



Report of: Jane Maxwell, East North East Area Leader

Report to: Outer North East Community Committee – Alwoodley, Harewood & Wetherby Wards

Report author: Andrew Birkbeck, Area Improvement Manager, 0113 3367642

Date: 12th June 2017

For Decision

Outer North East Wellbeing and Youth Activity Fund budgets

Purpose of report

1. The report provides Members with an update on the current position of the Outer North East Community Committee's budgets and sets out applications for Wellbeing Revenue Funding and Youth Activity Funding for consideration by the Community Committee.

Main issues

2. Wellbeing Revenue – the amount of revenue funding for each Community Committee is determined by a formula based on 50% population and 50% deprivation in each area.
3. The allocation for the Outer North East Community Committee for 2017/18 is £70,380. The Community Committee apportions this budget between the three wards on a population basis (Source: 2011 Census).
4. Capital Wellbeing – this is allocated through the council's Capital Receipts Incentive Scheme (CRIS). 20% of receipts generated are retained locally up to a maximum of £100,000 per capital receipt. 15% is retained by the ward as additional Ward Based Initiative (WBI) funding and 5% is pooled across the Council and transferred to the Community Committees on the basis of need.
5. Of this pooled CRIS funding the Outer North East Community Committee receives an allocation of 6.1%. Currently the Outer North East Community Committee has **£31,400** in its Capital Wellbeing budget. A further explanation on capital funding and eligible schemes is attached at **Appendix A** for Members consideration.
6. Youth Activity Fund (YAF) – this funding is determined by the number of children and young people aged 8 – 17. The allocation for the Outer North East Community

Committee for 2017/18 is £32,490. The committee apportions this budget between the three wards using the 8 – 17 year old population figures (Source: GP Data 2012).

7. More detailed information about the spending against the 2017/18 budget is available in the appendices to this report. (**Appendix B** – Wellbeing Revenue; **Appendix C** - Youth Activity Funding).

Wellbeing Funding

Current Wellbeing budget position

8. A year end reconciliation of the Wellbeing budget has been completed and taking into account carry-forward figures, the current position for June 2017 is highlighted below:

Ward	Total carry forward (including schemes from 2016/17 to be paid for in 2017/18)	Total budget remaining (2017/18 allocation plus unallocated carry forward less new approvals)
Alwoodley	£24,377	£14,432
Harewood	£21,115	£33,081
Wetherby	£22,521	£31,250

9. The following five Wellbeing applications are for consideration by the Community Committee from the 2017/18 budget:

Ward(s)	Organisation	Project	Total cost	Amount applied for
Wetherby	Boston Spa Parish Council	Replacement Gas Boilers at Boston Spa Village Hall	£16,374	£8,187
Wetherby	SingletrAction (Wetherby Bike Trails)	Wetherby Bike Trails – The Devil’s Toenail	£20,000	£5,000
Wetherby	Wetherby Arts Festival	Wetherby Arts Festival 2017	£38,562	£2,000
Wetherby	Wetherby Town Council	Tour in the Town	£3,086	£2,000
Wetherby	Wetherby Riverside Bandstand Trust	Wetherby Riverside Bandstand events 2017	£3,500	£1,000

Youth Activity Fund

Current Youth Activity Fund budget position

10. The year-end reconciliation of the Wellbeing budget and Youth Activity Fund has been completed and taking into account carry-forward figures, the current position for June 2017 is highlighted below:

Ward	Carry forward (including schemes from 2016/17 to be paid for in 2017/18)	Total budget remaining (2017/18 allocation plus unallocated carry forward less new approvals)
Alwoodley	£7,150	£7,696
Harewood	£11,047	£10,976
Wetherby	£9,747	£24,377

Delegated Decisions

11. The following 10 applications have been approved since the Outer North East Community Committee held on 20th March 2017.

Ward(s)	Organisation	Project	Total cost	Amount applied for	Amount approved for
Alwoodley	Chabad Lubavitch Youth Organisation	Summer Schemes	£8,000	£3,000	£1,500 (Youth Activity Funding)
Alwoodley	Leeds Rugby Foundation	Leeds Rhinos Summer Camps	£5,915	£3,500	£2,500 (Youth Activity Funding)
Alwoodley	Alwoodley Park Methodist Church	Disabled toilets	£7,000	£7,000	£2,000
Alwoodley	Royal British Legion	Leeds Cambridge Initiative	£3,000	£1,500	£1,500
Harewood	Scholes Village Hall	Scholes Gala Climbing Wall	£1,210	£550	£550 (Youth Activity Funding)
Harewood	Barwick Maypole Trust	Climbing Wall	£750	£750	£750 (Youth Activity Funding)
Harewood	Scarcroft Junior Cricket Club	Outreach project	£4,580	£2,790	£2,790 (Youth Activity Funding)
Harewood	Shadwell Tennis Club	Increasing Young People's	£1,950	£1,950	£1,900 (Youth

		Participation in Tennis 2017			Activity Funding)
Harewood	Residents of Wayside Mount	Wayside Mount Bridleway Enhancement	£17,025	£5,675	£2,837.50
Harewood	Shadwell Tennis Club	Renovation & Repainting of 2 Tennis Court Playing Surfaces	£6,720	£5,720	£4,000

- a. These approvals were made under the delegated authority of the Director for Communities and Environment due to the need for a financial decision (Wellbeing Fund, Youth Activity Fund, Community Infrastructure Levy Neighbourhood Fund) to be made before the next scheduled Committee round. Ward Members have been consulted and were supportive of the applications highlighted in paragraph 11.
- b. As agreed at June 2016 meeting (Minute No. 17v) of the Outer North East Community Committee, in order for a delegated decision to be enacted, all three Ward Members must unanimously agree to support an application either at a Ward Members meeting or via email.

Conclusion

12. The Wellbeing Fund programme supports the social, economic and environmental wellbeing of a Community Committee area by funding projects that contribute towards the delivery of local priorities. A group applying to the Wellbeing fund must fulfil various eligibility criteria including evidencing appropriate management arrangements and finance 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.
13. Projects eligible for funding could be community events; environmental improvements; crime prevention initiatives or opportunities for sport and healthy activities for all ages. In line with the Equality Act 2010 projects funded at public expense should provide services to citizens irrespective of their religion, gender, marital status, race, ethnic origin, age, sexual orientation or disability; the fund cannot be used to support an organisation's regular business running costs; it cannot fund projects promoting political or religious viewpoints to the exclusion of others; projects must represent good value for money and follow Leeds City Council Financial Regulations and the Council's Spending Money Wisely policy; applications should provide, where possible, three quotes for any works planned and demonstrate how the cost of the project is relative to the scale of beneficiaries; the fund cannot support projects which directly result in the business interests of any members of the organisation making a profit.
14. The report has set out the current budget position, applications recently approved through delegated decisions in consultation with Ward Members and funding applications for the Community Committee's consideration.

Recommendations

15. The Community Committee is asked to:

- a. Note the current budget position for 2017/18;
- b. Consider the five Wellbeing Revenue applications set out at paragraphs 9 and approve, where appropriate, the amount of grant to be awarded;
- c. Note the 10 applications that have been approved since the Community Committee met in March 2017 under the delegated authority of the Director of Communities and Environment.
- d. Re-confirm their 'minimum condition' that all three Ward Members must give their unanimous approval – via email or via a Ward Member meeting – for a delegated decision to be approved.
- e. Consider the draft Community Committee priorities attached at **Appendix D** and amend and/or approve as appropriate.

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WBI guidance notes for ward councillors 2015

1. Introduction

- 1.1 The Ward Based Initiative (WBI) scheme was first introduced in 2008-09, to provide councillors with funding to progress minor capital schemes within their wards.
- 1.2 The establishment of a Capital Receipts Incentive Scheme (CRIS), approved by Executive Board in October 2011, is being administered under the WBI scheme. The key feature of CRIS is that 20% of each eligible receipt generated will be retained locally for re-investment, subject to a maximum per receipt of £100k, with 15% retained by the respective ward and 5% pooled across the council and distributed to wards on the basis of need via community committees. Some receipts are excluded from the scheme and these are largely receipts that are already assumed to fund the council's budget or are earmarked in some other way to previous or future spend. Any land sale valued less than £10,000 is, by statute definition, revenue income and is therefore not eligible for CRIS.
- 1.3 CRIS injections to the capital programme are made half yearly and are allocated equally to each councillor within the respective ward.

2. Eligible schemes

- 2.1 The expenditure must be for the acquisition or improvement of any council asset or, in the case of a grant to a community or voluntary organisation, must be for works to their premises that will result in reduced running costs and must fall within the definition of capital expenditure as set out in the capital finance regulations. This includes:
- the purchase or laying out of land
 - the purchase or refurbishment of buildings to enhance the building rather than maintain it
 - the purchase of equipment for council use (schools, libraries, community centres – for schools, see paragraph 5.8)
 - CCTV.
- 2.2 Schemes must be consistent with existing targets and priorities set out in the council's policy framework and with departmental asset management plans.
- 2.3 Schemes must provide benefit to whole wards or communities and not confer private benefit to individuals or small groups of individuals. Councillors should consider whether the scheme is one in which they have a disclosable pecuniary interest (DPI). The categories of DPI are:
- Employment, office, trade, profession or vocation
 - Sponsorship
 - Contracts
 - Land
 - Licences
 - Corporate tenancies
 - Securities.

The Localism Act came into force on the 1 July 2012. This removed the personal and prejudicial elements from the National Code of Conduct and replaced them

with a declaration of any DPI. Councillors (or their spouse or civil partner) are no longer under any obligation to declare their involvement with any organisation unless they work for the organisation or have shares of more than £25,000 in the organisation. Where councillors have a DPI they should also ensure that it is recorded in the register of interests.

3. Financial criteria

- 3.1 The total scheme cost will be inclusive of fees for design and supervision and any other associated costs (planning permissions, building regulations).
- 3.2 Schemes must result in no additional revenue costs for the council, unless these can be met from within existing departmental budgets.
- 3.3 Joint sponsorship of projects can be made with other ward members.

4. Joint funded schemes

- 4.1 Departments can joint fund WBI schemes, only if such a programme of works is included in the capital programme. Any such matched funding by the sponsoring department would require that additional authority to spend be obtained independently of the WBI scheme in line with normal governance procedures.

5. Initiating schemes

Work on LCC land or property

Applications must be made through the relevant sponsoring department and should be made on a WBI scheme submission form, attached at appendix A.

- 5.1 It is essential that proposals complement existing departmental service plans and strategies. Therefore, councillors should discuss the scheme proposals with the head of service or nominated officer. That officer will be able to advise on:
 - the council's legal powers for such expenditure
 - the estimated capital costs
 - the potential revenue costs (and the likely ability of the service to meet those costs)
 - whether the proposals are likely to secure approval.
- 5.2 The formal submission document, signed by the councillor(s) is to be forwarded to the sponsoring department. Where the form is signed by 1 or 2 councillors, the form should indicate whether the other ward councillor(s) have been made aware of the proposals. The head of service with responsibility for the asset must approve it as being within current council policies, in the interests of the council and as involving no more expenditure than is proportionate to the benefit to be achieved and is satisfied that there are no other reasons (including alternative proposals) which make it inappropriate to approve the proposal.
- 5.3 Full details of the scheme should be provided to determine:
 - whether and how the proposal meets the WBI eligibility criteria
 - whether and how the proposal meets the WBI financial criteria
 - whether and how proposals are consistent with existing targets and priorities set out in the council's policy framework and with departmental asset management plans

- whether any CCTV project meets the community safety criteria, details of which are available from the community safety officer
- that schemes relating to schools meet the criteria (see paragraph 5.8)
- that schemes with matched funding identify that the funding has been agreed by all parties.

Any useful background information such as site drawings, plans and photographs in support of the application should also be provided. Insufficient details can unfortunately delay the progress of a scheme whilst clarification is sought.

Work to non-LCC land or property (for example a community or voluntary organisation)

These applications should be made on the same WBI scheme submission form, attached at appendix A. However, the community or voluntary organisation must complete a WBI grant application form, attached at appendix B.

- 5.4 There is no need to directly involve a sponsoring department when making an application to provide a grant to a community or voluntary organisation. It is the responsibility of the community or voluntary organisation to evidence the savings on running costs.
- 5.5 Once an application is approved, the grant payment will be processed on the condition that evidence of expenditure incurred is subsequently provided in line with the following conditions:
- Grant payment under £5,000 – payment will be made directly to the community or voluntary organisation, which must then provide evidence of expenditure as soon as they are able, after the works have been completed.
 - Grant payment over £5,000 – evidence of expenditure must be supplied before payment is made. In special cases, part payment can be made if this causes financial difficulties to smaller organisations.

5.6 CCTV schemes

All WBI proposals for CCTV schemes must comply with the council's criteria for CCTV schemes as advised by the community safety officer.

5.7 Energy efficiency schemes

In order to support the sustainability agenda, match funding from the council's energy efficiency reserve is available for eligible WBI schemes. The reserve was established to provide pump priming funding to energy efficiency initiatives. All proposals should be discussed in the first instance with the sponsoring department who will advise on the merits of the proposal and on whether match funding would be available. In the majority of cases, funding will be made available as a loan, with a maximum payback period of five years. After the payback period, the service area will benefit from the ongoing efficiencies and the energy efficiency reserve will ultimately become self-sustaining.

Another priority area is renewable energy technologies. For advice on such capital investment, please contact the climate change officer.

5.8 Schools

All WBI proposals relating to schools must be assessed by the built environment service within children's services using the six criteria set out as follows (the criteria will rank equally in determining whether the proposal will be supported):

1. Condition

The proposal should relate to building condition issues categorised as poor and identified as priority 1 or 2 as identified by the condition surveys carried out as part of developing education's asset management plan.

2. OFSTED identified premises deficiencies

The proposal should address premises deficiencies identified in the school OFSTED report that would directly contribute to the raising of standards.

3. Curriculum computers

A priority for support would be for schools which fall below a minimum ratio of computers to pupils of
1:12 in Primary Schools and
1:8 in High Schools.

Proposals should be justified in terms of the overall deficiency of equipment at a school or to support the essential renewal or replacement of equipment in line with the school ICT development plan.

4. Capital for revenue savings

Proposals should be cost effective in reducing future revenue expenditure, for example energy efficiency schemes, and may also contribute to improving the learning environment.

5. School security

Proposals should improve the security and safety of pupils, staff, premises or equipment. Evidence of priority need should be supported by a high level of reported incidents.

6. Developments or improvements to facilities

Proposals to contribute to improved educational standards or to promote social inclusion will require the endorsement of Childrens Services Asset Management Board (CSAMB).

5.9 Grants for facilities co-located with schools

Proposals which are for a facility based on a school site, for example a sports facility or a community centre, will not automatically be subject to the same prioritisation criteria as school schemes. The position will depend on the particular arrangements in force on each site. Where a grant is proposed for such facilities, then officer advice should be sought at the outset to clarify the position.

6. Approvals process

6.1 When received, the application will be checked to make sure:

- there are sufficient funds available for the proposal to qualify within the financial limits
- that the proposal meets the eligibility and financial criteria outlined above
- that it is within the legal powers of the council to make the grant

- external organisations in receipt of grant awards will be required to enter into a legal agreement with the council to protect the council's investment in the future. Legal requirements will be scaled dependant on the level of council investment.

6.2 The proposal will then be submitted to the deputy Chief executive or, under the scheme of delegation, chief officer audit and investment for approval.

Until all necessary approvals have been obtained, no firm commitments of funding can be given.

7. Final approval scheme

7.1 Following the above approvals, a scheme will be set up in the council's capital programme under the sponsoring service area and the scheme will proceed like any other council capital scheme. This means that the council's financial procedure rules and contract procedure rules must be followed with regard to tendering and appointment of contractors.

7.2 If, during the WBI process, it becomes apparent that the WBI element of a joint funded scheme exceeds or will exceed the approved amount, the head of the sponsoring service will seek agreement from the councillor(s) to the revised cost before proceeding further (subject to the additional funds being available).

7.3 Schemes that do not meet the WBI criteria will get the option of funding the scheme by other funding sources such as through the Members Improvements in the Community and the Environment (MICE) Scheme. MICE Funding is used for low value schemes and can be used on both capital and revenue projects. If a WBI submission does not get approved then MICE may be suggested as an option.

8. Position statements

8.1 The chief officer audit and investment will maintain a record of the value of schemes relating to each ward, will undertake scheme monitoring and will provide other financial monitoring information as required.

9. Contact points

9.1 WBI matters will be co-ordinated by the same staff that administer the MICE Scheme. They are within the capital and treasury section of audit and investment, part of the strategy and resources directorate

2 Floor West
Civic Hall
LS1 1UR

Tel: 0113 24 74770
Email: MICE@Leeds.gov.uk

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Outer North East Community Committee Priorities 2017/18

THEME - linked to the Best Council Plan 2017/18 (click here)	OBJECTIVES
Good Growth & Transport & Infrastructure	<ul style="list-style-type: none"> • Improve the opportunities for local people seeking work by offering local information and advice. • Link up with local businesses to encourage their support for local communities. • Help people to broaden their horizons and develop new skills through volunteering opportunities. • Encourage shoppers and visitors to the historic town of Wetherby by promoting the town and improving car parking. • Support Town and Parish councils in the production of Neighbourhood Development Plans which enable local communities to shape and influence future development. • Encourage efficient, reliable public transport to improve access to services and employment for local people. • Support highways improvements which meet the needs of the local communities. • Improve the business and leisure environment for local communities through working with partners to improve broadband connectivity.
Resilient Communities	<ul style="list-style-type: none"> • Offer support to local organisations to enable them to offer a range of sports, arts and leisure activities for everyone. • Reduce crime and anti-social behaviour levels through a partnership approach to problem solving and information sharing in the Wetherby & Harewood and Alwoodley neighbourhood policing areas. • Work in partnership with the local community to sustain a clean and tidy streetscape and high quality public green spaces that the whole community can enjoy and take pride in. • Provide regular support for Town and Parish Councils through servicing the quarterly Outer North East Town and Parish Council Forum and providing information on activities, funding and volunteering opportunities. • Support the work of the Moor Allerton Partnership (MAP) network.
Child-Friendly City	<ul style="list-style-type: none"> • Offer young children the best start in life through the services and activities offered by Alwoodley, Boston Spa and Wetherby Children's Centres. • Reduce the numbers of young people at risk of becoming NEET (not in education, employment or training) through providing appropriate advice and guidance in learning, training and employment. • Improve children's behaviour, school attendance and academic results by providing support and activities for children, young people and their families. • Provide opportunities for young people to have fun. • Give young people the opportunity to have their say about what happens in their local community.
Health & Wellbeing & Better Lives	<ul style="list-style-type: none"> • Support voluntary organisations including MAECare and Wetherby in Support of the Elderly (WISE), who provide services for vulnerable people. • Advise people on living safely in their own homes through promotion of schemes such as home security checks and fire safety checks. • Encourage active lifestyles for everyone through supporting and promoting local advice sessions and activities.

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Report of: Jane Maxwell, East North East Area Leader

Report to: Outer North East Community Committee – Alwoodley, Harewood & Wetherby

Report author: Andrew Birkbeck, Area Improvement Manager, 0113 3367642

Date: 12th June 2017

To Note

Outer North East Parish and Town Council Forum

Purpose of this report

1. The purpose of this report is to provide the Community Committee with the minutes from the latest meeting of the Outer North East Parish and Town Council Forum.

Background information

2. The Outer North East Parish and Town Council Forum provides an opportunity for the parish and town councillors from Alwoodley, Harewood and Wetherby Wards to:
 - Receive presentations and hold discussions on issues of common interest;
 - Share information and good practice;
 - Raise any issues of concern;
 - The forum meets quarterly, with the position of chair rotating between the Wards.

Main issues

3. The most recent meeting of the Forum took place at John Rylie House in Barwick-In-Elmet on 20th April 2017.
4. Agenda items discussed included the Town and Parish Charter & links with Leeds City Council, highways maintenance, community safety and the environment.
5. The draft minutes of the meeting are attached at **Appendix A**.

6. The next meeting of the Forum will take place on 20th July at 7.30pm in a venue in Wetherby Ward.

Corporate Considerations

Consultation and Engagement

7. In their role as democratically accountable bodies, local councils offer a means of shaping the decisions that affect their communities.
8. Parish and town councillors and their officers possess local knowledge which can help decision makers in the City Council to make more informed decisions and parishes have made it clear that they would like more influence on services which affect their communities. They offer a means of decentralising the provision of certain services and of revitalising local communities. In turn, the local councils recognise the strategic role of the Leeds City Council and the equitable distribution of services which it has to achieve.

Equality and Diversity / Cohesion and Integration

9. Attendance at the meeting is open to all town and parish councillors and the meetings are held a variety of venues throughout the three wards of Alwoodley, Harewood and Wetherby.

Council Policies and City Priorities

10. Leeds City Council and the local councils within its area share the common belief that working closely together plays a vital contribution to the wellbeing of the communities they serve.
11. To this end, Leeds City Council and the local councils in the Leeds City Council area have a Charter which sets out how they aim to work together for the benefits of local people:
<http://www.leeds.gov.uk/docs/Parish%20and%20Town%20Council%20Charter%202016.pdf>
12. Leeds City Council and the local councils are committed to the principles of democratic local government. They are keen to see continued efforts made to improve our system of local democracy and to see greater public participation in and appreciation of this system.

Resources and Value for Money

- 10 The Parish and Town Council Forum is supported by an officer from the Communities Team (East North East).

Legal Implications, Access to Information and Call In

- 11 There are no significant legal implications.

Risk Management

12 There are no significant risks identified in this report.

Conclusions

13 The Outer North East Parish and Town Council Forum provides a place for the local councils to discuss issues of common interest and concern. It is supported by Ward Members and the Communities Team (East North East).

Recommendations

14 The Community Committee is requested to note the minutes of the Forum and, where appropriate, support the Outer North East Parish and Town Council Forum in resolving any issues raised.

Background documents¹

15 None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Appendix A

Outer North East
Parish and Town Council Forum

Aberford and District; Alwoodley; Bardsey cum Rigton; Barwick in Elmet & Scholes;
Boston Spa; Bramham cum Oglethorpe; Clifford; Collingham with Linton; East
Keswick; Harewood; Scarcroft; Shadwell; Thorner; Thorp Arch; Walton; Wetherby;

Thursday 20th April 2017 at 7:30pm
John Rylie House, Barwick-in-Elmet (Harewood Ward)
Chair: Cllr Matthew Robinson

Attendance

Cllr Matthew Robinson	Harewood Ward
Cllr Ruth Reed	Aberford & District PC
Cllr David Howson	Aberford & District PC
Cllr Claire Hassell	Barwick in Elmet & Scholes PC
Keith Langley (Clerk)	Barwick in Elmet & Scholes PC & Bramham PC
Cllr Neil Beaumont	Barwick in Elmet & Scholes PC
Cllr Marina Heum	Boston Spa PC
Cllr Nicholas Fawcett	Clifford PC
Cllr Julian Holmes	Collingham with Linton PC
Cllr Gwen Brown	Thorner PC
Cllr John Richardson	Thorp Arch PC
Helena Buck	Clerk, Walton PC
Cllr Harry Chapman	Wetherby Town Council
Cllr Debra Coupar	Executive Board Member for Communities, LCC
Shaid Mahmood	Chief Officer, Communities, LCC
Jane Maxwell	Area Leader ENE, Communities Team, LCC
Russell Martin	LCC Highways
Andrew Birkbeck	LCC Communities Team
Geoff Turnbull	LCC Communities Team
PC Stephen Lane	West Yorkshire Police
PC Ben Chamberlain	West Yorkshire Police
Bev Kirk	LCC Environmental Action Service

Apologies: Cllr John Procter, Cllr Gerald Wilkinson, Cllr Alan Lamb, Cllr Rachael Procter, Cllr Ryan Stephenson, Cllr Dan Cohen, Cllr Peter Harrand, Cllr Neil Buckley, Sgt. Iain McKelvey, Jessica Hodgson (LCC), Cllr Keith Dunwell (Aberford & District PC), Cllr Lyn Buckley (Alwoodley PC), Cllr Debbie Potter (Shadwell PC), Gina Carter (Scarcroft PC).

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1. Cllr Matthew Robinson welcomed everyone to the meeting and introductions were made.
2. **Apologies** given as above.
- 3 **Minutes of last meeting**
 - 3.1 Approved as an accurate record with the amendment that Cllr Lyn Buckley's apologies be noted at the Forum meeting held on 26th January 2017.
- 4 **Matters Arising**
 - 4.1 None.
5. **Cllr Coupar, Executive Board Member for Communities – An introduction**
 - 5.1 Cllr Coupar introduced herself as the Executive Board Member for Communities and explained the purpose of her visit to the Forum; to build relationships, understand issues in ONE and establish if there was an appetite to re-visit the Town and Parish Council Charter.
 - 5.2 The Forum fed back that they appreciated the visit – the first time an executive board member had come out to the ONE area to talk with the parishes – and they were keen to develop closer links with LCC that would be of mutual benefit.
 - 5.3 Further feedback included the need to for council services to treat Parish Councils with greater respect (follow in the example of both the Locality and Communities Teams) and also understand how they could add value (local intelligence, willing volunteers, etc).
 - 5.4 Shaid Mahmood suggested that a working group be convened to make the Town and Parish Charter more streamlined and relevant. This will include representatives from the Forum. AB to help co-ordinate this after the General Election.
- 6 **Police Update – PC Stephen Lane and PC Ben Chamberlain**
 - 6.1 PC Lane and PC Chamberlain presented a comprehensive report of police data relating to recorded crime in the ONE area (March 2017).
 - 6.2 PC Lane reminded members of the Forum to remain vigilant and to check the following link for all the latest information and developments regarding community safety matters in the Outer North East area:
<https://www.facebook.com/WYPLeedsOuterNorthEast/?fref=ts>
 - 6.3 Questions raised by the Forum included how to report domestic abuse and/or child abuse (PC Lane: via 999 if in progress, via 101 if intelligence); has drug

SM/AB

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related activity increased In Collingham (PC Chamberlain; No, but if you have any intel share via usual channels); parking issues remain a priority? (PC Lane: Yes, will enforce when staff resources allow).

6.4 Cllr John Richardson requested that the Police and Crime Commissioner be invited to a future meeting of the Forum.

7. Highways Update – Russell Martin (LCC Highways Maintenance Manager)

7.1 Russell explained his role, the Highways hierarchy and working processes of the highways maintenance team. In giving some context to the challenges facing the service, Russell stated that it would take £100m to fulfill the current highways maintenance backlog.

7.2 A number of questions were raised from the Forum; could budgets be made more transparent? (RM: We will look at improving this but the capital programme is a not a discretionary funding pot); can verge creep be prioritised? (RM: In the current financial climate this was not a priority but lessons can be learned regarding better partnership working); can we better supervise staff on how to finish jobs i.e. replacing white lines? (RM: Yes there is always room for improvement).

7.3 Russell suggested that Cllr Robinson's highways log be utilised: <https://docs.google.com/spreadsheets/d/17j9vmBaTqPais8HEx3YXeCP-66yTm6GckZx2ELIZT5w/pubhtml> and that Russell regularly responds to the concerns raised (even if this was not positive news).

**RM/Cllr
MR**

7.4 The issue of drainage and the need to thoroughly clean the gullies in Aberford was articulated at length by Cllrs Reed and Howson. Russell Martin said gully cleansing was in the process of coming over to highways and he would investigate this issue.

RM

8. Environmental Issues – Bev Kirk (LCC, Environmental Action Service)

8.1 Bev gave an update on behalf of the Locality Team and made reference to supporting the areas In Bloom groups, preparing for the forthcoming Tour De Yorkshire event, fly-tipping and car litter initiatives (inc. re-cycling dash-cam footage).

BK

8.2 Bev furthered that work is on-going around verge creep in the ONE area and that dog waste bin bags are available if parishes will help with their distribution as well as the maintenance of the dispensers (contact Bev Kirk for more information).

8.3 The Forum thanked Bev and the wider Locality Team for all their efforts.

9. Update from Town and Parish Councils

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- 9.1 Barwick in Elmet's tri-annual Maypole Festival takes place on 29th May from 11am.
- 9.2 Bramham will be holding its second annual 10K run on Sunday 16th July 2017 at 10:30am. Details available from the Clerk, Clerk@BramhamParishCouncil.Org.UK

10. Any Other Business

- 10.1 Cllr Robinson made reference to the Street Trees project run by the Woodland Trust: <http://www.woodlandtrust.org.uk/get-involved/street-trees/> AB to circulate details to parishes via email.

AB

11. Date and Time of next meeting

- 11.1 Thursday 20th July in a venue in Wetherby Ward (tbc)

DRAFT