

NORTH WEST (INNER) AREA COMMITTEE

24TH SEPTEMBER 2004

PRESENT: Councillor M Hamilton in the Chair
Councillors Atha, Bentley, Ewens, Golton, Hussain,
Illingworth, Jennings, Minkin, Mulholland and
Rhodes-Clayton

OFFICERS: J Bracewell, Neighbourhoods and Housing
J Singh, Neighbourhoods and Housing
T O'Donovan, Neighbourhoods and Housing
A Mills, Neighbourhoods and Housing
Z Butt, Neighbourhoods and Housing
S Wraith, Development
D Jones, North West Area Committee
D Regan, Learning and Leisure
K Burton, Learning and Leisure
C Stagg, Education Leeds
M Hartley, W Y Police
P Coombes, Chief Executive's
S Robinson, Chief Executive's

10 Chair's Opening Remarks

The Chair welcomed everyone to the September meeting of the North West (Inner) Area Committee held at Woodsley Road Community Centre, Leeds 3.

He briefly referred to the background in relation to the formation/protocol of Area Committees and commented on the fact that meetings would be more formal to that previously undertaken at Community Involvement Teams.

He also reminded the meeting that there would be an item on the agenda entitled 'Open Forum' to encourage public participation at this and future Area Committee meetings.

In concluding, he informed the meeting that Christine Addison had recently given birth to a baby boy in August 2004 and on behalf of the Committee, he conveyed his congratulations and best wishes to her and her family.

11 Late Items

The Chair gave notice of two late items of business, Minute No 20, a Well-Being Fund Small Grant Application for conference fees for Leeds HMO Lobby and Minute No 22, Proposed Direction to restrict the display of 'To Let' Boards within North West Leeds.

The Chair indicated that in accordance with his powers under Section 100(B)(4)(b) of the Local Government Act 1972, he had agreed to take these as late items in order to process both applications within the agreed timescales.

12 **Declarations of Interest**

There were no declarations of interest reported.

13 **Apologies for Absence**

Apologies for absence were reported from Councillor Morton, A Larkin, Education Leeds and Mrs Spink, Little London Tenants and Residents Association.

14 **Minutes**

RESOLVED – That the minutes of the meeting held on 6th July 2004 be approved as a correct record, with the addition of Councillor Atha's name to the list of apologies.

15 **Open Forum**

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to ten minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

In summary, the following issues were raised at the meeting:-

Richard Tyler (Leeds HMO Lobby)

- the need for local residents to receive a copy showing the new area management boundaries
- the urgent need for the Council's website to publish Area Committee reports prior to each meeting
- the need for local residents to be kept informed of Area Committee dates via e-mail or Leeds Communities Online
- the current position in relation to new planning policies and UDP issues
- the current position in relation to a report on the ASHORE area previously circulated to members
- the future of strategy groups previously undertaken by the Headingley/ Kirkstall/Weetwood Community Involvement Team, with specific reference to the Headingley Centre Steering Group and the Planning Group

Andrew Gill (Paxton Horticultural Society)

- the continuing problems of graffiti in the area and the costs incurred for removal

Dr M J Malik (Woodsley Road Community Centre)

- the need to maintain a post of Centre Manager and the funding problems that currently exist in this area

RESOLVED –

- (a) That the issues raised at the meeting be noted.
- (b) That the North West Area Manager be requested to make available to residents a map showing the new area management boundaries.
- (c) That further discussion be undertaken between the North West Area Manager and the Chief Democratic Services Officer in relation to

improving the current system of publishing reports on the Council's website or to consider other alternatives in disseminating information to members of the public.

- (d) That the issue of the ASHORE area be discussed at a future meeting as appropriate.
- (e) That in respect of the removal of graffiti, the North West Area Manager be requested to contact the Chief Facilities Officer, City Services Department with regards to the latest position in relation to the graffiti removal teams.
- (f) That the Centre Manager's post at Woodsley Road Community Centre be revisited at a future meeting, together with seeking to address the funding issues.

16 Licensing Act 2003 and Consultation on the Draft Licensing Policy

The Director of Legal and Democratic Services submitted a report notifying the Committee of preparations for the implementation of the Licensing Act 2003 and the public consultation on the draft Licensing Policy.

In addition to the report, copies of the following documents were circulated for the information/comment of the meeting:-

- Licensing Countdown – Newsletter dated August 2004
- Overhead slides prepared by GCL Consultancy on licensing consultation
- Leeds City Council's Draft Statement of Licensing Policy 2005-2008
- Leeds City Council Draft Statement of Licensing Policy 2005-2008 - Executive Summary
- Leeds City Council's Draft Licensing Policy Questionnaire

P Coombes, Chief Executive's Department was in attendance.

Detailed discussion ensued on the contents of the documents with specific reference to such issues as clarification of the number of people who attended the presentation dates; the effects of the Cumulative Impact policy; the need to include religious abuse or attacks within the Executive Summary; the need for the public to express their views very strongly about the new Act; the need to reduce licensed premises generally and restricting alcohol sales to youngsters; the need to be able to take children into licensed premises in the city centre etc.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That Members be requested to forward their comments on this issue to the North West Area Manager before the 30th September 2004 deadline.
- (c) That authority be given for the Chair to write a letter on behalf of the Committee stating that Headingley Town Centre should be given special requirements as far as the Act was concerned.
- (d) That a vote of thanks be conveyed to P Coombes for her attendance and contribution to the meeting.

17 Corporate Plan 2005-2008

The Acting Chief Officer (Executive Support) submitted a report seeking the Committee's views on the corporate priorities to be included in the Corporate Plan.

RESOLVED –

- (a) That the contents of the report, together with the proposed strategic outcomes and priorities reported to date on the Corporate Plan for 2005-2008 be noted.
- (b) That this Committee notes that a further report would be made to this meeting in due course informing Members of the final agreed outcomes and priorities.

18 Area Committee Priorities and Future Planning

The Acting Director of Neighbourhoods and Housing submitted a report on the Area Committee Priorities and Future Planning.

The purpose of the report was to:-

- bring Members of the Area Committee up to date on formal approval of delegated Area Committee functions
- summarise and seek agreement to the Area's key priorities for the remainder of the 2004/05 financial year only
- agree to the bringing forward of an action plan to respond to these themes at the next meeting and including use of the Committee's Well-Being budget
- provide an introduction to the proposed timescale, purpose and format of the Area Committee Plan for 2005/06 for this Area Committee

The North West Area Manager presented the report and discussion ensued with specific reference to the proposed priority themes identified in Section 4.2 of the report.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That this Committee notes the position in terms of the approval of delegated functions and of the intention to submit a report on this issue to the next meeting.
- (c) That approval be given to the area's proposed priority themes for the remainder of 2004/05 as outlined in section 4.2 of the report.
- (d) That approval be given to a brief action plan being brought to the next meeting to identify activities and projects to address these priority themes.
- (e) That actions and use of the Well-Being budget which would seek to achieve a balance between area-wide and specific local initiatives be noted.
- (f) That the position with regard to the proposed Area Delivery Plan for 2005/06 be noted.

19 Community Safety

The Acting Director of Neighbourhoods and Housing submitted a report on Community Safety with specific reference to:-

- Priorities
- Actions
- Impact
- Future planned work
- Potential future developments

A Mills and Z Butt, Neighbourhoods and Housing Department were in attendance.

Detailed discussion ensued on the contents of the report with specific reference to potential future developments and also those viewed as being unsuitable.

Inspector M Hartley, West Yorkshire Police also updated the meeting on community safety issues with specific reference to the proposal to increase the number of Police Community Support Officers (PCSOs) at Belle Vue Road and of the intention to introduce more community based policing in 2005.

RESOLVED –

- (a) That the contents of the report and appendices be noted and welcomed.
- (b) That the general background and more local community safety priorities identified at 2.0 and 3.0 of the report, together with the actions, impact and future planned work outlined in 4.0, 5.0 and 6.0 be noted.
- (c) That Members be requested to forward their comments with regard to initiatives that would be most relevant to the area to the North West Area Manager to enable a development programme to be brought to the Committee for approval at its next meeting.
- (d) That a vote of thanks be conveyed to A Mills and Z Butt for their attendance and contribution to the meeting.

20 Area Committee Well-Being Budget

The Acting Director of Neighbourhoods and Housing submitted a report on the Area Committee's Well-Being Budget.

The purpose of the report was to:-

- provide a brief background to the establishment of the Area Committee Well-Being Budget
- provide Members with a current position statement on the final Well-Being Budget levels, including a decision that was required regarding the Parkswatch Service
- set out for Members' consideration a number of principles and proposals for the allocation of the Well-Being Budget with regards to the immediate future
- provide Members with details of small grant applications to date

The North West Area Manager presented the report and the following issues were raised by Members:-

- the need to concentrate on the priorities within the area
- clarification as to whether highway maintenance was included and the percentage of deprivation that had been approved by the Council

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the background to and the purpose of the Well-Being Budget as set out in Section 2.0 of the report be noted.
- (c) That, subject to Executive Board approval, this Committee notes the revised revenue allocation for 2004/05, and the capital allocation for the period 2004-2007.
- (d) That approval be given to the suggested principles and proposals that should govern the allocation of Well-Being Budget funds as outlined in Section 4.1 of the report and that a sub group consisting of one Elected Member from each ward be also established to look at the proposals in more detail.
- (e) That approval be given to the suggested revised guidelines for small grant applications as outlined in the report.
- (f) That the following small grant applications be determined as follows:-

<u>Applicant</u>	<u>Ref No</u>	<u>Decision</u>
10 th Leeds Brownies Pack	22/04/03/ SG	Agreed £207.90 towards the purchase of new resources etc and to support 90 th birthday celebrations
Lending Library of Community Resources in Burley	22/04/02 SG	Agreed £500 towards the purchase of books etc to extend the lending library for the 0-2 age group
Association of Blind Asians (ABA)	17/04/01 SG	Agreed £500 towards massage sessions
Leeds HMO Lobby	19/04/03 SG	Agreed £310 towards conference fees for an event on 22 nd October 2004

21 Involving the Community with the Area Committee

The Acting Director of Neighbourhoods and Housing submitted a report on involving the community with the Area Committee for discussion.

The purpose of the report was to:-

- agree what formal local consultative arrangements the Area Committee wishes to put in place through forums, relevant sub-groups or other mechanisms

- consider, from a variety of more informal and targeted approaches, what informal local consultative arrangements might be put in place

The North West Area Manager presented the report and detailed discussion ensued on the formal/informal consultation arrangements outlined in the report.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That in respect of responding to the request for confirmation and guidance on formal consultation arrangements (including sub groups) linked to the Area Committee, consideration of this issue be deferred for further discussion between Elected Members and Area Management staff.

22 Proposed Direction to Restrict the Display of ‘To Let’ Boards within North West Leeds

The Chief Planning and Development Services Officer submitted a report advising the meeting about the follow up work undertaken since March 2003 when the Council’s submission to the Office of the Deputy Prime Minister (ODPM) failed to secure special powers to control the siting of ‘To Let’ Boards in parts of North West Leeds.

The report also sought Members comments on the draft report prepared to support the Council’s new application and to agree the exact boundary for the area of ‘special control’.

S Wraith, Development Department and D Jones, North West Area Committee were in attendance.

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED –

- (a) That the contents of the draft report be noted and that Members be requested to provide comments/feedback direct to D Jones c/o david.a.jones@leeds.gov.uk
- (b) That approval be given to recommend the boundary for the area of ‘special control’ to be the same as the ASHORE boundary.

23 Local Authority Appointments to Outside Bodies

Referring to minute 8 of the meeting held on 6th July 2004, the Chief Democratic Services Officer submitted a progress report on the Local Authority Appointments to Outside Bodies.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That in respect of Burley Lodge Centre – Committee of Management, Councillor P Ewens be appointed to this outside body and that the remaining two vacancies be discussed at a future meeting.
- (c) That in respect of Caring Together in Woodhouse and Little London, Councillor L V Rhodes-Clayton be appointed to this outside body.

- (d) That in respect of the Independent Living Resource Centre Committee, this Committee notes that this outside body has been discontinued.
- (e) That in relation to Members attending the Weetwood Police Forum, this be undertaken on an ad hoc basis.

24 Date and Time of Next Meeting

14th October 2004 at 7.00 pm at Weetwood Primary School, Weetwood Lane, Leeds 16

(The meeting concluded at 9.20pm)

Appendix Two

Introduction

Potential Well-Being Budget Commissioned Projects

Further to the Area Committee meeting on Friday 24th September, a sub-group met on Wednesday 6th October.

Attached at Appendix 2 are the results of that meeting and current recommendations. In addition to these recommendations the sub-group asked the Area Management Team to undertake further background work for future consideration of a number of projects not presented here.

A running total is presented for information, but Members should be aware that some of the schemes could be classed as capital and therefore there is the potential to be flexible in regards to the apparent over-programming of revenue spend.

At Appendix 3a and 3b are reports requesting the pre-allocation of funds from the 2005/6 and 2006 / 07 Well-Being Budgets.

Neil Evans, Acting Director

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INVESTOR IN PEOPLE

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Well Being Budget 2004-2005		£202,729
Project	Ward	Amount
Skips Fund	All	£6,000 (£2,500 spent to date)
Small Grants	All	£10,000
To provide balance of funding for new bowls pavilion	Woodhouse Moor	£24,200
Feasibility Studies	All	£10,000
Streetscape Fund	All	£10,000
Environmental Task Group	All Wards	£20,000 estimate for part year.£90,000 full year estimate
Festive Lights for Hyde Park At key religious festivals	Hyde Park & Woodhouse	£34,500
Roads -General upgrades and footway repairs	All	Create a fund to spend in conjunction with Highways - £15,000
Support Older Active People	Headingley	£8,000
Burley & Hyde Park Community Safety Project	Hyde Park & Woodhouse, Headingley	£32,000 full year cost
Access to Mobile CCTV van	All	To be confirmed
Support development worker post. Woodsley Road.	Hyde Park & Woodhouse	£3,750 (for Jan 05 – end March 05)
Study support sessions	Hyde Park & Woodhouse	£13,000
Burley and Kirkstall mobile youth Project	Kirkstall, Hyde Park & Woodhouse	£4,000
Enforcement programme including visits to off license premises, letters and test purchasing.	All	£1,600
Increased police presence in Headingley	Headingley	£7,500
Lack of premises/venues for youth work in	Tinshill, Kirkstall, Headingley	£5,000

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 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

area.	(Weetwood, Kirkstall & Headingley)	
Capacity building work with local vol/com sector groups.	All (Inner and Outer)	£15,000 half cost
Pilot SIDs in various locations dependent on community support to implement	All	To be confirmed
Awareness campaign for students re burglary alarms	All	£5,000
Education & Awareness campaign	All	£5,000
Ongoing Total		£229,550

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Priority Theme:

Ø Cleansing related Streetscene Improvements

Issue	Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale/ Ongoing
Environmental / Community Pride	All	To establish a 'Skips for Community Use' fund	NW Area Management Team, Community Groups	£6,000, £2,500 spent to date	1 year (up until end March 05)

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Priority Theme:

Ø Enhancing the streetscape and environment

Issue		Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale/Ongoing
New Bowls Pavilion		Woodhouse Moor	To provide balance of funding for new bowls pavilion	Parks & Countryside	£24,200	Pending further information
Feasibility Fund	Environment	Hyde Park & Woodhouse – Blenheim Square	Enhancement project – to complement the work of NW homes ‘enveloping scheme’	North West Area Management Team	Feasibility Stage Approx £5,000	To be determined
Feasibility Fund	Environment	Headingley. Cardigan Road Green corridor	Explore Options	North West Area Management Team	Feasibility Stage Approx £5,000	To be determined
Streetscape Fund	Environment	Weetwood	Replace or renew street furniture	North West Area Management Team, Parks & Countryside.	Approx £120 - £150 for a litter bin and £250+ for a bench	To be determined

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Issue		Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale/Ongoing
Streetscape Fund	Environment	Weetwood All Wards	Replacement of old signs and new signage	LCC Highways	£150 per sign	8-10 weeks
Environmental Improvements		All Wards	Environmental Task Group	City Services	£90,000 estimate for full year, £40,000 estimate for half year	To be determined
Community Pride		Hyde Park & Woodhouse	Festive Lights for Hyde Park At key religious festivals including: Eid (1 st - 4 th Feb) Vaisakhi (14 th April) Divali (12 th November) Hanukah (8 th -15 th December) Christmas Day (25 th December)	Leeds Lights	£12k for lights and wiring (capital?) Maintenance - £4.5K per session (x 5 sessions) total cost - £34,500	If funding approved lights will be in place in time for Eid (Feb 2005)

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Priority Theme:

Ø Improving the standard of roads and footpath

Issue	Location/Ward(s)	Action	Lead Agency/Group	Costed Proposal	Timescale/Ongoing
Improving the standard of roads	Various locations in the Inner Area	General road upgrades footway repairs and signage	Highways	Consider creating a fund to spend in conjunction with Highways - £20,000	Ongoing

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Priority Theme

Ø Protecting vulnerable people

Issue	Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale /Ongoing
Older People	Headingley	Support Older Active People	Older Active People Group	£8,000 contribution to mini bus. £4,000 staffing support.	The money will be spent in 04/05
Community Safety & Burglary reduction	Hyde Park / Woodhouse & Headingley	Tackling community safety issues via delivery of Residents Action Plan (specific actions which are identified by the community) Actions delivered via a lead agency.	Burley Hyde Park Community Safety Project & West Yorks Police	£32,000 for full year	To be determined
Crime Reduction	Burley & Kirkstall (Hyde Park / Woodhouse & Kirkstall)	Access to Mobile CCTV van	West Yorkshire Police	Costings plus further details	To be determined

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Priority Theme

Ø Maintaining community assets that are deemed valuable

Issue	Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale /Ongoing
Community Support	Hyde Park / Woodhouse	Support part time development worker post. Woodsley Road. Subject of a separate report.	Vol/ Comm sector.	£3,750 Jan 05 – end March 05)	£3,750 – 04/05 £30,000 2005/6/7

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Priority Theme

Ø Tackling Anti Social behaviour by young people

Issue	Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale /Ongoing
In partnership with City of Leeds School and Reemap, re-engage YP who have been excluded or are on the verge of exclusion from school.	Hyde Park & Woodhouse	Study support sessions	Youth Service	£4K for 20 weeks + £9K for IT set up and running costs for 1 year. (running cost would then be 2k per annum off set with partners)	Would start as soon as funding is approved.
Youth Diversionary	Kirkstall & Hyde Park & Woodhouse	' Burley and Kirkstall mobile youth Project'. Detached youth work in the area to engage YP into alternative activities of interest, Four different mobile vans would be used with the themes of Music, Video, Sports & Learning	Youth Service	Total cost - £4000 for 10 weeks for 12 YP.	This project would start as soon as mobile music van is available.
Selling of alcohol to underage YP	All wards or targeted to specific location	Enforcement programme including visits to off license premises, letters and test purchasing.	West Yorkshire Trading Standards	£1600	Targeted during school holiday

APPENDIX TWO
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 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Issue	Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale /Ongoing periods.
Anti social behaviour and young people (tackling graffiti, vandalism issues in Headingley)	Headingley	Increased police presence	W Yorks Police	£7500 for 350 police hours	6 Months

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Priority Theme

Ø Improving facilities for young people

Issue	Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale/Ongoing
Lack of premises/venues for youth work in area.	Tinshill, Kirkstall, Headingley (Weetwood, Kirkstall & Headingley)	Rent existing facilities in the area	Youth Service	Up to £5000 - amount approved would reflect the number of venues that can be hired.	Depending on how much money they receive would depend on the length of time they can hire venues for.
A need for someone to provide capacity building work with local vol/com sector groups.	Both inner and outer areas.	The workers remit would include supporting local vol/ comm sector groups in setting up/ running YPs projects. Depending on support from Outer Area.	Youth Service	£25,000 for 1 full time Youth Development Worker + £ 5,000 for Support/equipment costs.	This would provide 1 years funding

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Priority Theme

Ø Initiatives to reduce speeding traffic

Issue	Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale /Ongoing
Speeding Traffic	All Wards	Pilot SIDs in various locations dependent on community support to implement	Vol/ Comm sector.	To be confirmed	To be determined

APPENDIX TWO
 INNER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS

Priority Theme:

Ø Shared Housing

Issue	Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale /Ongoing
Burglary	All wards	Awareness campaign for students and landlords re burglary alarms	West Yorkshire Police	£5,000	To be determined
Environmental Awareness	All Wards	Education & Awareness campaign	City Services	£5,000	To be determined

Appendix 3 (a)



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators:
Jason Singh/
Tom O'Donovan

Tel: 214 4840

REPORT OF: Acting Director, Neighbourhoods and Housing Department

COMMITTEE: North West (Inner) Area Committee

DATE: 14th October 2004

**SUBJECT: Royal Park Greenspace –
2005/ 06 Well-Being Budget Pre-Allocation**

Electoral Wards Affected:

Hyde Park & Woodhouse

Specific Implications For:

Ethnic Minorities

Women

Disabled People

Executive Function 4 Council Function Eligible for Call In Not eligible for Call In
(details contained in the report)

1.0 Purpose

1.1 This report seeks to brief Members on the current position of the above project and highlight the urgent need for an in principle agreement to pre-allocate funds from next year's Well-Being Budget.

2.0 Background

2.1 The Royal Park Green-space scheme is a proposal for the development of recreational and general improvement to the greenspace adjacent to the former primary school on Queens Road within the Hyde Park & Woodhouse ward.

2.2 The proposed scheme is in an area where there are no multi-use sports courts. The proposed improvement work includes boundary treatment, provision of a multi-use sports court, improved paths, seating, bins, informal play areas and a grass football pitch.

2.3 The total cost estimate for building the scheme is **£242,370**. Fundraising has taken place over the past two years and a total of **£311,000** has been secured from the following sources:

- § £166,600 Green Leeds
- § £112,400 Environment fund
- § £22,000 Ward Member Initiative funding

Appendix 3 (a)

§ £10,000 Planning capital funding,

3.0 Funding Issues

3.1 Revenue - as the scheme entails installation of additional new equipment, the current maintenance budget for the site would not cover the new scheme proposal. Parks and Countryside require 10 year revenue funds to be in place prior to project delivery and have estimated a 10 year cost for maintaining the new improved site at £80,000 (£8K per year).

3.2 Capital - in total £311,000 has been secured based on the scheme proposal to date. At the time of the fundraising it was an established practice to use capital funding for maintenance / revenue contributions. However after an external audit of such practices last year, the Council has been advised it can no longer continue with this practice. Unfortunately all funding secured to date is capital, and the **£80,000** capital funding which had been set aside for maintenance can no longer be used.

3.3 The scheme therefore has a shortfall of £80,000 revenue for the future maintenance of the site. Revenue funding is to be sought from the Football Foundation, (from a new funding stream to be released in September 2004) as well as other sources. Without securing part or all of the revenue funding required, the scheme cannot be progressed. **In order to get the scheme up and running up to 2 years revenue funding (£16K) is sought from the Area committee from 2005/ 06 onwards.**

3.4 This funding needs in principle approval at this stage in order for essential developmental work on the scheme to proceed in time for contracts to be tendered early in the New Year. Failure to commit capital funds by January 2005 could place existing capital funds at risk.

4.0 Consultation

4.1 Plans for the site have been discussed with a wide range of stakeholders over a number of years and various consultation exercises have been undertaken over this period with local groups and residents. It would be a great loss to the community if the scheme, having secured capital funding, could not be progressed due to revenue maintenance pressures.

5.0 Recommendations

The Area Committee is asked to:

5.1 Pre-allocate in principle funding of up to **£16,000** from the 2005/ 06 and 2006/ 07 Well-Being Revenue Budget (£8,000 from each financial year respectively), subject to budget provision being available in these financial years.

Appendix 3 (b)



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators:
Jason Singh/
Tom O'Donovan

Tel: 214 4840

REPORT OF: Acting Director, Neighbourhoods and Housing Department

COMMITTEE: North West (Inner) Area Committee

DATE: 14th October 2004

**SUBJECT: Woodsley Road Community Centre Staffing –
2005/ 06 Well-being Budget Pre-Allocation**

Electoral Wards Affected:

Hyde Park & Woodhouse

Specific Implications For:

Ethnic Minorities

Women

Disabled People

Executive
Function

4

Council
Function

Eligible
for Call In

Not eligible for Call In
(details contained in the report)

1.0 Purpose

This report seeks to:

1.1 Brief Members on the current staffing position for the Woodsley Road Community Centre.

1.2 Highlight the need for an in principle agreement to pre-allocate funds from the next two years Well-Being Budget to enable an appointment to be made.

2.0 Background

2.1 Members may recall from the September Area Committee, that there is a funding issue in relation to the Woodsley Road Community Centre. Funding for the Centre Manager ends in December 2004 as it is wholly supported externally through European funding. Although efforts have been made to obtain further funding, it has at this stage not been possible to identify continuation funding of a full-time post beyond 31st December 2004.

2.2 It is recognised that there is a need to provide support for what is already a busy centre, but one which has the potential to develop further and to expand the opportunities it offers to the local community. It is also subject to the wider strategic review of community centres that is taking place citywide.

Appendix 3 (b)

2.3 Further discussion will be required involving the Centre's Management Committee, ward Members and relevant voluntary and community organisations in the area, but at this stage it is proposed to seek funding from the Area Committee to permit the appointment of a part-time worker with sufficient tenure of contract to make the post attractive in recruitment terms. The exact details of the post are not yet fully worked up due to the discussion required that is referred to above. However, the Area Management Team is of the opinion that a role that combines development work, to maintain existing groups and develop new activities within the centre, along with supporting the capacity of the centre to move towards potential self-sustainability, is one that would be valuable.

3.0 Funding Issues

3.1 Funding for the post is revenue spend and will be required for this financial year and two further financial years in order to recruit someone into the post for a sufficient length of time both to make an appreciable difference and to attract a suitable candidate.

3.2 It is estimated that a maximum of **£41,250**, which includes provision for any external management fees, will be required for this project. This funding is sought from the Area Committee to cover costs from approval through to March 31st 2007

4.0 Recommendations

The Area Committee is asked to:

4.1 Agree to allocate **£3,750** from the 2004/05 Well-Being Budget, as per Appendix 2 and,

4.2 Pre-allocate in principle funding of up to **£37,500 (£18,500 & £19,000 respectively per year)** from the 2005/06 & 2006/07 Well-Being Revenue Budget, subject to budget provision being available in these financial years.



REPORT TO: Inner North-West Area Committee

REPORT OF: Acting Director, Neighbourhoods and Housing Department

DATE: 14th October 2004

SUBJECT: Funding Officer Evaluation

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

**Executive
Function**

**Council
Function**

**Eligible
for Call In**

Not eligible for Call in
(details contained in the report)

1.0 Purpose of this Report:

1.1 The purpose of this report is to update members of the Area Committee on the progress of the Funding Officer Project and to consider options for the future.

2.0 Background

2.1 The project was established in April 2003 by the Headingley, Kirkstall and Weetwood CIT for two years, to provide fundraising information, support and training to the local voluntary and community sector (VCS) groups. In the second year (from April 2004) it was agreed that the project would begin to involve VCS groups within the Hyde-Park and Woodhouse Ward, initially by sending them a copy of the newsletter and provision of training if required.

3.0 Local Context

3.1 The project is in contact with approximately 200 VCS groups of these groups 150 are in the three original CIT Wards, see Appendix One and approximately 50 are in Hyde-Park and Woodhouse Ward.

3.2 While elements of the work of the project are delivered by various organisations in the city, this project can be regarded as unique in the scope of the package being made available to the VCS in this area. The project has developed along the lines of the Project Delivery Statement Priorities, tempered by consultation and feedback from other organisations and partners.

3.3 Early on in the project a lack of community development and dedicated capacity building support within the area was noted. This has had an impact on project delivery as VCS groups that wish to apply for funding need to:

- Ø Allow a run-in time of 6 – 12 months
- Ø Have a clear business/project plan
- Ø Have clearly identified the needs that their intended project aims to address
- Ø Set aside staff/volunteer time for fundraising activity
- Ø Be up to date with various policies and procedures (child protection, equal opportunities, health and safety etc.)

All of the above need significant time to develop and most of the projects worked with had not considered two or more of the above list. A lack of supplementary information required by funders has often caused the process to be halted while additional support is sought to complete the process, thus throwing the above timings out.

3.4 Following representations from groups and a disappointing take up of the initial training provision, half day workshops were offered rather than full days. Non attendance on booked sessions has been tackled by offering shorter workshop based sessions, themed sessions and 'drop in' surgeries.

3.5 A number of the groups that received a large amount of support early on (typically about 15 hrs) now 'dip in and out'. Evidence of the positive networks being built is shown by the fact that many new groups make contact with the service following word of mouth recommendations.

4.0 Wider Context

4.1 While there is an expectation that the project will produce funding bids. It should be noted that currently most funders will not accept 'professionally' produced bids. It is accepted though that bids can be produced with support from other organisations with fundraising expertise. It is also recognised that this approach builds the capacity of VCS organisations to complete future funding bids.

4.2 Work with the BME community has resulted in a significant amount of interest from BME groups from across Leeds, but outside the catchment area. These groups have been referred on to other relevant capacity building provision (where available).

4.3 The relationship with core staff at VA-L has worked to mutual benefit. A number of groups were not aware of VA-L's services and have benefited from referral to the small groups development worker, volunteer bureau, information/library services and training provision. Staff at VA-L have also referred groups to the fundraising project. This has worked well with groups in offering them an almost seamless support provision. The project continues to aim to extend this partnership arrangement beyond VA-L to other providers.

5.0 Scope of the Evaluation

5.1 This evaluation covers the first 18 months delivery of this project. The first 15 months of activity focused on work in the former H/K/W CIT Area, with the last three months looking at offering some of the project services to the VCS in the Hyde Park and Woodhouse Ward.

5.2 Much of the information contained here is based on details recorded against key issues / priorities listed in the Project Delivery Statement set by the H/K/W CIT. The remaining information is based on feedback gathered throughout delivery and through a customer feedback exercise carried out after the completion of the first year of the project. Appendix Two gives a number of examples of work done.

6.0 Key Project Delivery Priorities

6.1 The follow is a summary of the work done set against the priority issues identified in the Project Delivery Statement.

6.2 Establish contact with community, residents and tenants groups in the CIT area

To date nearly 200 CVS groups been contacted by the project and have, as a minimum, received ongoing information regarding the project, fundraising advice and training opportunities, via:

- Ø the newsletter
- Ø information during training and seminars
- Ø library 'drop in' sessions held at least every 8 weeks.
- Ø Email/telephone contact

6.3 Provide at least 6 bidding seminars each year at appropriate venues and times to meet the needs of community groups.

The following 8 seminars have taken place: -

- Introduction to fundraising
- How to write a good application
- Introduction to using marketing skills
- Developing a fundraising strategy
- Leeds Children's Fund Grants
- A workshop on charitable trusts
- Funder-finder training (x 2)

Note: two advertised seminars were cancelled due to lack of bookings.

6.3.1 Provide direct support to community groups in making applications (annual target of 300 hours)

Direct support provided to date: -

- Face to face meeting (individually organised)	430 hours
- Email / telephone support	118 hours
- Face to face meeting at library 'drop in' sessions	<u>11</u> hours
Total	559 hours

6.3.2 Liaise with key service providers from the Council, PCT, Voluntary Sector etc.

During the year staff have attended meetings with and/or delivered presentations to a range of local service providers including:

CIT staff, Chair and Steering Group
Local Councillors

Voluntary Action-Leeds
Leeds Voice local representatives
The Burley Health Network
Leeds City Council small grants providers
North-West PCT
North West Leeds Area Management Team

6.3.3 **Provide four newsletters a year**

Five newsletters have been circulated to date in June, October, February, June & September.

7.0 Value for Money

7.1 The following information has been made available in order to give an indication of the overall financial benefit the project is having. It should be noted that few groups currently inform the project of successful bids. Because of this there will be income to groups that is not reflected here.

Total value of bids submitted to date to funders having received support from the project is £650,000 (with an average bid value of about £ 4,000)

Income known to the project from bids to date, £ 120,000

The project has an annual budget of £33,000 covering:

- Staffing cost of a part-time worker - 17.5 hours per week in first year, 20 hours per week in second year (including on-costs, recruitment, pension, travel etc.)
- Cost of external trainers (typically £400 plus expenses per day)
- Management and overhead costs (rent, heat, light, payroll, line management etc.)
- Room hire/refreshments (training and workshops)
- Training access costs (childcare, travel, carers, interpretation etc.)
- Newsletter production and promotion
- Leaflet/Flyer production
- IT costs (laptop, software, electronic grant and fundraising information + annual subscriptions)
- Purchase of resources for loan to groups (Guide to Grant Making Trusts etc.)

8.0 Implications for Future Work

8.1 Significant changes to the wider funding environment will occur over the next few years with a number of large pots of money (SRB, European Funding, Lottery etc.) becoming increasingly difficult to access (or disappearing all together). The move towards a commissioning/procurement approach by many statutory agencies (Learning and Skills Council, Leeds City Council etc.) will have an impact on the VCS.

8.2 It is accepted that existing support services available to the area should be co-ordinated and sign-posted. Building on the work already carried out with the workers within VA-L who offer a variety of group support services. VA-L suggest that consideration be given to offering a wider package of support for local community and voluntary groups (Option 3) to ensure that funding opportunities are fully utilised.

9.0 Future Project Delivery Options

9.1 The following options are presented for consideration.

Option 1.

This Option is almost identical to the existing delivery structure with an increase in overall service incorporating the service to the Hyde Park and Woodhouse Ward. This service is likely to cost approximately £ 35 – 40K per year. The increase is primarily due to: -

- increased staffing costs (to one full time staff member)
- additional resource demands from groups
- provision of more training

This is also balanced against a reduction in initial set-up costs as some of these have been met within the existing project.

What are the benefits and risks of Option 1?

Benefits	Risks
Equality of provision across the Inner Area with a focus on the area that has the most Voluntary and Community Sector Groups	Does not include the Outer Area.
The Option that costs the least	Does not meet the wider identified infrastructure needs of Voluntary and Community Sector Groups as in Option 3

Option 2.

This Option is an extension of Option 1. across the whole North West Wedge. This service could be delivered in two ways:

- (a) using the resources outlined in Option 1. whilst extending the area of delivery across the wedge (35k – 45k per year)
- (b) having 1.5 to 2 full time equivalent members of staff to cover the wedge and the corresponding increase in training and support sessions etc. This would cost approximately £ 55k – 65k per year

What are the benefits and risks of Option 2?

Benefits	Risks
Equality of provision across the whole Wedge.	Does not meet the wider identified infrastructure needs of Voluntary and Community Sector Groups as in Option 3.

Meets the needs of organisations in the Outer Area.	Option 2(a) may result in demand greatly outstretching capacity to deliver.
Helps to demonstrate to organisations in Outer Area that there is an intention to meet their ongoing needs	Option 2(a) may still result in an Inner Area focus as the groups are closer and easier to identify.

Option 3.

This Option is looking at addressing the wider capacity building needs across the Wedge offering services, which include:

- Ø Fundraising Advice, Support and Training
- Ø Group Development
- Ø Information Services

This level of service would require either

- (a) two staff (one fundraising and one capacity building) cost – approximately £55k to 65k
- (b) four staff (two fundraising and two capacity building) cost – approximately £110k to 130k

Staff would focus on addressing both the fundraising and wider capacity building needs of groups within the Wedge Area.

If Option (a) was taken there would be need for the capacity building worker to spend much of their time signposting organisations to existing capacity building support. Whilst Option (b) would ensure that there was dedicated support delivery with local accountability within the Wedge

What are the benefits and risks of Option 3?

Benefits	Risks
Dedicated capacity and fundraising provision across the North West Wedge.	Potentially the most costly option.
Equality of provision across the North West Wedge	Option 3(a) may result in demand greatly outstretching capacity to deliver
Meets the needs of organisations in the Outer Area.	Option 3(a) may still result in an Inner Area focus as the groups are closer and easier to identify
Helps to demonstrate to organisations in Outer Area that there is an intention to meet their ongoing needs	Option 3(b) may be seen as undermining the existing (if limited) capacity building support that currently exists within the area.
Meets the wider identified needs of Voluntary and Community Sector Groups (Capacity Building)	

- 9.2 It is suggested that the project continues to 'pay for itself' which, in real terms, means that the project supports the income generation for organisations that is at least equal to or greater than the amount it costs to deliver. How this is meaningfully

measured and accounted would need to be agreed with VA-L.

- 9.3 Any future agreement should take account of what management information is likely to be required in the future so that it can be gathered and monitored by both the North West Wedge Area Management staff and the commissioned agency on an ongoing basis. This would assist in ensuring any corrective actions are put in place when needed throughout the life of the project.

10.0 Recommendations.

Members are asked to:

- a) agree that the Funding Officer post has been a positive development.
- b) note the interest from the Outer North-West Area Committee in developing a similar initiative
- c) note the various options for continuation / expansion of this project and comment on any preferred option from these or any other options that exist.
- d) request that officers bring back to the next meeting final exact costings and confirmation of any other outstanding issues.

CIT Project Mailing List

Ward	Company Name	Address	Postal Code
		18 Blenkinsop Court	LS27 0EH
		28 High Ash Drive	LS17
		7 Hurst Mill Crescent	BD18 4DA
		2 Kemp Close	S21 1SX
		58 Victoria Mount	LS18 4PX
	BTCV	Hollybush Conservation Centre	LS5 3BP
	Burley Library	Cardigan Road	LS6
	Burley Volunteering Scheme	Burley Lodge Centre	LS6 1QP
	Clayton Flats Tenants Association	42 Clayton Grange	LS16 5EQ
	Community Involvement Team	3 The Green	LS18
	Headingley Hawks Junior Rugby	44 Old Road	LS28 6BQ
	Highbury Cricket Club	11 Moseley Wood View	LS16 7ES
	Hindu Centre	22 Wigton Chase	LS17 8SG
	Holt Park Leisure Centre	Holt Road	LS16 7QD

APPENDIX ONE

Ward	Company Name	Address	Postal Code
	Holt Park Residents Association	1 Holtdale Lawn	LS16 7RP
	Ireland Wood Library	19 Iveson Approach	LS16 6LJ
	Kirkstall Abbey Tennis Club	8 Newlaywood Close	LS18 4SL
	Kirkstall Crusaders Junior Football Club	2 Wynford Mount	LS16 6JS
	Kirkstall Educational Cricket Club	22 Shire Oak Road	LS6 2DD
	Kirkstall Sports Centre	Kirkstall Lane	LS5
	Lawnswood YMCA	38 New Crescent	LS18 4RR
	Lawnswood YMCA Junior Football Club	43 Cookridge Drive	LS16 7HP
	Leeds Diocesan Justice and Peace Commission	Hinsley Hall	LS6 4BX
	Leeds Early Years Partnership	6th Floor East	LS2 8DT
	Leeds Faith in Schools	St Matthias Centre	LS4 2DZ
	Leeds Fencing Club	18 Richmondfield Lane	LS15 4EZ
	Leeds Mind	Clarence House	LS18 4LB
	Leeds Pregnancy Crisis	Ashwood Hall	LS6 2EB
	Meanwood Cricket Club	2 Sunset Mount	LS6 4LL
	Milford Rugby Club	Beecroft Street	LS5 3AS
	Moor Grange Action Group	80 Old Farm Drive	LS16 5DX
	North Leeds Community Nursery	31 Buckingham Road	LS6 1BP
	Queens Knights	17 Ingram Close	LS11 9SB
	Queenswood Drive Day Centre		
	Royal Park Primary School	4 Stanmore Crescent	LS18 4RH

APPENDIX ONE

Ward	Company Name	Address	Postal Code
	Skyrac Athletics Club	23 Milner Bank	LS21 3NE
	Spenn Hill Residents Association	28 Spenn Crescent	LS16 5EY
	St Chads Broomfield Cricket Club	21 The Avenue	LS17 9LD
	St Chads Parish Centre	Otley Road	LS16 5JT
	St Chads Tennis Club	16 St Chads Drive	LS6 3QD
	Unity Day	C/o Cardigan Centre	LS6
	Woodhouse Cricket Club	55 Farmhill North	LS7 2QE
	Woodhouse Tenants Association	21 Holborn Walk	LS6 2RA
	Woodsley Kashmiri Elders	Woodsley Road Multicultural Centre	LS3 1DU
	Word of Life	The Green House	LS6 1LJ
	Yorkshire Post Sports & Social Club	9a Hollin Gardens	LS16 5NA
Headingley	Active for Life	The Cardigan Centre	LS6 1LJ
Headingley	Aireings Publications	3/24 Brudenell Road	LS6 1BD
Headingley	All Hallows Church	Regent Terrace	LS6 1NP
Headingley	Apna Day Centre	82 Cardigan Road	LS6 3BJ
Headingley	Association of Blind Asians	72 Headingley Lane	LS6 2DJ
Headingley	Barnardos Futures Project	2 Rokeby Gardens	LS6 3JZ
Headingley	Bethel Elderly Day Centre	43-45 Victoria Road	LS6 1AS
Headingley	Braille and Large Print Services	Shire View	LS6 2DJ
Headingley	British Association of Settlements and Social	The Cardigan Centre	LS6 1LG
Headingley	Burley Network Handyperson Scheme	Cardigan Centre	LS6

APPENDIX ONE

Ward	Company Name	Address	Postal Code
Headingley	Burley Sure Start	The Cardigan Centre	LS6 1LJ
Headingley	Cardigan Centre	145 - 149 Cardigan Road	LS6 1LJ
Headingley	Catholic Care	11 North Grange Road	LS6 2BR
Headingley	Catholic Care Diocese of Leeds	St Pauls	LS6 2BR
Headingley	Children's Society Leap Project	61 Cardigan Road	LS6
Headingley	Church Autheran House	9 Alma Road	LS6
Headingley	City Church Leeds	44a Headingley Lane	LS6
Headingley	Dept of Leisure	Cricket School	LS6 3BR
Headingley	Fellowship House Bridge Club	c/o Headingley Royal British Legion	LS6 3BG
Headingley	Figure it Out Club MIND	c/o Ashwood Day Centre	LS18 4LB
Headingley	Guide Dogs for the Blind	Shire View Centre	LS6 2DJ
Headingley	Headingley Against Landlordism	The Cardigan Centre	LS6 1LJ
Headingley	Headingley Community Association	Headingley Community Centre	LS6 3HG
Headingley	Headingley Library	North Lane	LS6
Headingley	Headingley Parish Hall	St Michaels Road	LS6
Headingley	Hyde Park Churches Detached Youth Project	c/o 24 Regent Terrace	LS6 1NP
Headingley	Hyde Park Methodist Mission	Hyde Park Road	LS6
Headingley	Information for Mental Health	26 St Michaels Road	LS6 3AW
Headingley	International Voluntary Service - Leeds	Castle Hill House	LS6 3AA
Headingley	Leeds & Yorkshire Housing Association	2 Shire Oak Road	LS6 2TN
Headingley	Leeds Centre for Blind & Partially Sighted	Shire View	LS6 2DJ

APPENDIX ONE

Ward	Company Name	Address	Postal Code
Headingley	Leeds Child minding Association	2 Queenswood Road	LS6 3EQ
Headingley	Leeds Claimants Union	158 Hyde Park Road	LS6 1AG
Headingley	Leeds Crisis Centre	3 Spring Road	LS6 1AD
Headingley	Leeds MIND	82 Cardigan Road	LS6 3BJ
Headingley	Leeds MIND Brudenell House	17-19 Brudenell Road	LS6 1HA
Headingley	Leeds Real World Group	1 Grosevenor Terrace	LS6 2DY
Headingley	Leeds Talking Magazine for the Blind Association	Shire View	LS6
Headingley	Light Rail Transit Association	8 Winston Mount	LS6 3JY
Headingley	Listening & Responding to Children Project	Cardigan Road	LS6 1EG
Headingley	Lutheran Church St Lukes	9 Alma Road	LS6 2AH
Headingley	Mid Yorkshire Fungus Group	6 Ashwood Terrace	LS6 2EH
Headingley	Narcotics Anonymous	c/o Headingley Community Centre	LS6 3HG
Headingley	North Hyde Park Neighbourhood Association	c/o 12 Grosvenor Park Gardens	LS6 2PL
Headingley	North Leeds Vineyard	60 Ash Road	LS6 3EZ
Headingley	North Regional Deaf & Blind Association	Shire View	LS6
Headingley	Older Active People	Cardigan Centre	LS6 1LJ
Headingley	Royal Artillery Association	41 Oakfield	LS6 2PQ
Headingley	Royal National Institute for the Blind	Shire View Centre	LS6
Headingley	Royal National Institute for the Blind fundraising	Grosvenor House	LS6 2DZ
Headingley	Seagulls	12 Broomfield View	LS6 3DH
Headingley	Social Services	White Rose House	LS6 2AN

APPENDIX ONE

Ward	Company Name	Address	Postal Code
Headingley	South Headingley Community Association	c/o The Cardigan Centre	LS6 1JS
Headingley	South Parade Baptist Church	Kirkstall Lane	LS6 3LF
Headingley	St Columba's Scottish Country Dance Class	c/o St Columba Reformed	LS6
Headingley	St Michaels Parish Office	St Michaels Church	LS6
Headingley	Union of Catholic Mothers - Leeds	9 Spring Bank Crescent	LS6 1AB
Headingley	United Beach Missions	Spring Cottage	LS6
Headingley	Wheatfields Hospice	Grove Road	LS6 2AE
Headingley	Yorkshire Baptist Association	South Parade	LS6 3LF
Headingley	Yorkshire Cricket School	41 St Michaels Lane	LS6 3BR
Headingley	Youth & Community Office	Headingley Community Centre Annexe	LS6
Headingley	Youth Point	The Cardigan Centre	LS6 1LJ
Kirkstall		9 Eden Crescent	LS4 2TP
Kirkstall		C/o YMCA	LS5
Kirkstall	Abbey Runners	23 Woodhall Avenue	LS5 3LH
Kirkstall	Active For life	West Leeds FSU	LS6 1QE
Kirkstall	Active for Life	Burley Lodge Centre	LS6 1QF
Kirkstall	Burley & Hyde Park Area Opportunities for Voluntee	Burley Lodge Centre	LS6 1QP
Kirkstall	Burley Ladies Group	11 Woodbridge Vale	LS6 3LT
Kirkstall	Burley Lodge Community Centre	42 - 46 Burley Lodge Road	LS6 1QF
Kirkstall	Burley Methodist Church	53 Cardigan Lane	
Kirkstall	Burley Rugby Union FC	377 Burley Road	LS4 2SP

APPENDIX ONE

Ward	Company Name	Address	Postal Code
Kirkstall	Canopy Housing Project	66a Burley Lodge Road	LS6 1QF
Kirkstall	Childrens Project	Burley Lodge Centre	LS6 1QF
Kirkstall	Early Years Centre	Hawkesworth Wood	LS5 3PX
Kirkstall	Gardeners Friday Forum Group	Paxton Horticultural Society	LS5 2AB
Kirkstall	Hawksworth Wood Community Association	6 The Boadway	LS5 3PR
Kirkstall	HOPS	The Annexe	LS5 3PR
Kirkstall	Inter-Varsity Club Leeds	6 Burley Wood Crescent	LS4 2QQ
Kirkstall	Kirkstall Health Centre	15 Morris Lane	LS5 3DB
Kirkstall	Kirkstall Hill Community Association	Eden mount	LS4 2TD
Kirkstall	Kirkstall Housing Office	45 Kirkstall Lane	LS5
Kirkstall	Kirkstall Leisure centre	Kirkstall Lane	LS5 3BE
Kirkstall	Kirkstall Library	26 Kirkstall Lane	LS5 3BH
Kirkstall	Kirkstall Valley Sustainable Development Group	C/o 7 Morris Grove	LS5 3EZ
Kirkstall	Leeds 12 Community Transport	13 Stanmore Crescent	LS4 2RY
Kirkstall	Leeds County Guide Association	The Trefoil Centre	LS5 3JD
Kirkstall	Leeds MIND De Lacey House	De Lacey House	LS5 3HS
Kirkstall	Leeds Mind Eating Disorder Self Help Group	Delacey House	LS5 3HS
Kirkstall	Leeds St Christophers Cycling Club	9 Eden Cresecent	LS4 2TP
Kirkstall	Marie Curie Cancer Care	Chamtary House	LS5
Kirkstall	Salvation Army	Kirkstall Lane	LS5 2AB
Kirkstall	St Kitts / Nevis Association	35 Park View Avenue	LS4 2LH

APPENDIX ONE

Ward	Company Name	Address	Postal Code
Kirkstall	St Matthias Centre	St Matthias Street	LS4
Kirkstall	Thames & Chiltern Trust	70 Burley Road	LS
Kirkstall	The City of Leeds YMCA	Lea Farm Mount	LS5 3PX
Kirkstall	The Salvation Army	Leeds Burley Corps	LS5
Kirkstall	West Leeds FSU	3 Chiswick Street	LS6 1QE
Kirkstall	Where Family Matters	Hawskworth Wood Early Years Centre	LS5 3PX
Kirkstall	YWCA	St Ann's Lodge	LS4 2SE
Weetwood		7 Laith Road	LS16 6LF
Weetwood	1st Army Djebels Association	20 Sunset Avenue	LS6 4LW
Weetwood	After Adoption Yorkshire	31 Moor Road	LS6 4BG
Weetwood	Barnardos CANA	31 Moor Road	LS6 4BG
Weetwood	Far Headingley Village Society	17 Cottage Road	LS6 4DD
Weetwood	Girls Brigade	41 Becketts Park Crescent	LS6 3PH
Weetwood	Leeds City Sports Federation	Fairfax Hall	LS6 3QS
Weetwood	Leeds Homeopathy Group	8 Sunset Avenue	LS6 4HW
Weetwood	Leeds Standing Conference of Womens Org	1 Hollin Crescent	LS16 5NP
Weetwood	Leeds Youth Opera	26 Claremont Road	LS6 4EB
Weetwood	Leeds Travellers Womens Group	West Park Development Centre	LS16 5BE
Weetwood	Meanwood Housing Office	6 Green Road	LS6
Weetwood	Meanwood library	Bentley School	LS6
Weetwood	MENA	Meanwood Community Centre	LS7 2QU

APPENDIX ONE

Ward	Company Name	Address	Postal Code
Weetwood	Moor Grange Action Group	32 Old Farm Drive	LS16 5PE
Weetwood	Spenn Croft Womens Group	Spenn Croft Hostel	LS16 5EJ
Weetwood	Spenn Lane & West Park Residents Association	7 Wynford Drive	LS16 6HX
Weetwood	Sylvia Wright Trust	32 St Chads Avenue	LS6
Weetwood	The City of Leeds YMCA	Otley Road	LS16 6HQ
Other	Ashwood Day Centre	Clarence House	LS18 4LB
Other	Cloth Cat	Social Enterprise	LS6 2PY
Other	Community Greenspace Trust	127 Woodhouse Street	LS6 2PY
Other	Leeds North West PCT	2nd Floor	LS18 5TN
Other	Leeds Voice	Unit 56	LS11 7DF
Other	Oblong	47 Westfield Road	LS3 1DG
Other	Partners in Change	37 Woodville Court	LS8 1JA
Other	Woodsley Road Centre	64 Woodsley Road Multicultural Centre	LS3 1DU

01 October 2004

APPENDIX TWO

Case Studies

The following are examples of groups who have benefited from the work of the project. Other case studies are available on request (subject to the agreement of the group in question)

Woodlsey Kashmiri Elders Association (Hyde Park Woodhouse Ward) contacted the project in February 2004. They had a clear fundraising plan for the organisation but needed support in identifying funders and completion of applications. With support from the project they applied to Joseph Rowntree Charitable Trust for three year funding for the women's development worker. In total they secured £45,000 over three years. They also secured three grants for project work totalling £9,000. They are now looking to secure funding for other posts and project work.

Hawksworth Wood Community Association (Kirkstall Ward) first contacted the project in November 2003 requesting support in raising funds for the Christmas party for local children. With the support of the project they applied to two funders and received £850. Since January they have received support in identifying funders for several small projects and received £9,850. They are currently receiving support on refurbishment of the centre and community shop and looking at a strategic fundraising plan.

Association of Blind Asians (Headingley Ward) have received support on completion of two main grants programmes. Both of these applications were unsuccessful. In May 2004 they were supported on stage 1 of the DOH Section 64 grant scheme and in August stage 2 of the scheme. They will not have a decision until late January 2005. If successful this will be over £100k spread over three years. ABA has also received support on small project funding that has been successful.

Stainbeck Church (Weetwood Ward) Rev Angela Hughes "As a church minister, deeply involved in community work, and struggling to find funding to get a community project off the ground the advice worker provided a ray of hope and encouragement. It is a daunting process with little experience and even less time to access appropriate funding sources and to complete applications. Someone with time to listen and advice to offer is invaluable. I have commended VAL to others for the very necessary support this service offers to local groups"



REPORT TO: Inner North-West Area Committee

REPORT OF: Acting Director, Neighbourhoods and Housing Department

DATE: 14th October 2004

SUBJECT: Planning Officer Evaluation

Electoral Wards Affected :

- Headingley
- Hyde Park and Woodhouse
- Kirkstall
- Weetwood

Specific Implications For :

- Ethnic Minorities
- Women
- Disabled People

Executive Function	<input type="checkbox" value="4"/>	Council Function	<input type="checkbox"/>	Eligible for Call In	<input type="checkbox"/>	Not eligible for Call in	<input type="checkbox"/>
						(details contained in the report)	

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to update Members of the Area Committee on the work of the Planning Officer and to consider options for the future.

2.0 BACKGROUND

- 2.1 The principle of a Planning Officer post was first conceived by the former Headingley Kirkstall & Weetwood Community Involvement Team in 2002 due to the area's high student population and the unique development pressures that exist.
- 2.2 The post was filled by secondment in July 2003 and the initial job description indicated that the postholder would provide strategic planning advice and guidance to Members of the CIT (including associated community groups/representatives), and to pursue planning initiatives for improvement. The appointment was initially made on a 12 month basis although it was likely to be extended to a second year. This has occurred and the extended contact is due to expire early in July 2005.

3.0 MAIN FUNCTIONS OF THE PLANNING OFFICER

3.1 The Planning Officer's role has developed since its inception. The main functions of the role are listed below and give an indication of the current workload:

3.2 DEVELOPMENT ADVICE

- § One of the of the main functions of the position has been to react to current development activity and advise Members and community groups about the acceptability of proposals, including how best to resist those which are unacceptable by identifying conflict with planning policy, guidance and material considerations. Advice of this nature has been provided either in person via briefing sessions/residents meetings, over the phone or in writing. Advice is not limited to formal applications and is accessed by community/residents groups as and when development proposals affect them but more regularly by Elected Members.

3.3 PARTICIPATION

Attendance at a number of working groups has been necessary and is ongoing to ensure strategic planning issues are taken forward and important information is communicated. The following list includes those groups that consider planning matters:

- § **Headingley Centre Strategy Group** – Responsible for developing a strategy for central Headingley, part of which will be adopted as ‘Supplementary Planning Guidance’.
- § **Student Housing Project Group** – Responsible for implementing the ‘Action Plan’ developed by the Private Rented Sector Strategic Working Group which aims to resolve conflict between students and host communities.
- § **North West Area Committee Sub Group (Planning)** – Formed to consider planning matters specific to the area and to communicate relevant planning information to the Area Committee.
- § **North West Area Committee Sub Group (Project Monitoring)** – Responsible for evaluating the Planning Officer’s performance and setting priorities for the future.

3.4 EDUCATION/POLICY

- § A key element of the post has also been to explain how the planning system operates, what is/isn’t a material planning consideration and how local and central government policies are implemented at a local level. By improving local knowledge, stakeholders are better equipped to take part in the planning process and to challenge unacceptable proposals both now and in the future.
- § Area based planning policy is also being drafted in the form of the Headingley Centre Strategy and the proposed restriction on ‘To Let’ boards. Assistance has also been provided to progress the Far Headingley with Weetwood and West Park Neighbourhood Design Statement and with developing the Council’s ASHORE policy.

3.5 MONITORING/ENFORCEMENT

- § Monitoring and reporting breaches of planning in terms of unauthorised works or those not built in accordance with approved plans takes place. Analysis of

appeal decisions also forms part of the monitoring role to ensure stronger reasons for refusal are developed where necessary.

4.0 IMPLICATIONS OF AREA MANAGEMENT

- § The introduction of Area Management has brought about a number of issues that need to be considered. It has altered the original boundary covered by the post as the new Hyde Park & Woodhouse Ward has been added to the North West's Inner Wedge. In doing this 3 new Ward Members will have access to the service. As this new Ward has a number of specific issues relating to regeneration it is important that this area is brought into the postholder's existing workload e.g. Little London's PFI project.
- § The North West Area Committee is divided into inner and outer wedges and whilst the two areas have very different planning issues to consider, they both have linked management responsibilities and are under considerable development pressures which are of equal importance to individual Ward Members. Accordingly, consideration should be given to the benefits of extending the Planning Officer's boundary of responsibility to include the whole of the North West Wedge.
- § For information, any extension would require additional funding over and above the current amount in order to cover increases in the cost of living allowance as agreed by the Council and to allow for potential salary increments of the postholder.
- § The Committee may wish to consider its position should the Outer Area Committee want to trial a Planning Officer's post using the member of staff already employed for 1 day per fortnight/ month.

5.0 DEVELOPMENT DEPARTMENT RESTRUCTURE

- § The planned line management of this post was to be to the Principal Planning Officer, however, following restructure, this post no longer exists. The Head of Development Services has agreed to take responsibility for the day to day management of the post.

6.0 IMPACT OF THE POST

- § The role of the Planning Officer has evolved and become much more strategic and proactive e.g running consultation exercises on pre-application enquiries - allowing public opinion to be gauged prior to a formal application being submitted.
- § The ongoing work of the post includes developments such as the Little London PFI and also the working groups as listed in 3.3

7.0 RECOMMENDATIONS

7.1 The Area Committee is asked to:

- § Comment on the effectiveness of the Planning Officer post.

- § Note the main functions of the Planning Officer as detailed in the report and to consider any amendments (3.0 - 3.5).
- § Agree that future monitoring and evaluation of the post will be by six monthly reports to the Area Committee.
- § Note that day to day management responsibilities for the post will be undertaken by the Head of Development (5.0).
- § Consider extending the post beyond July 2005 subject to receiving regular reports and also consider whether it could include the North West Outer Area.