

# Public Document Pack

Supplementary Information for Full Council 15<sup>th</sup> January 2014

Agenda Item 12:

- A replacement to Page 355 (Extract from City Plans Panel Minutes 21<sup>st</sup> November 2013); and
- Minutes that were not available at the time of agenda despatch.

This page is intentionally left blank

# Agenda Item 12



Councillors

**Legal & Democratic Services**

Governance Services

4<sup>th</sup> Floor West

Civic Hall

Leeds LS1 1UR

Contact: Kevin Tomkinson

Tel: (0113) 24 74357

Fax: (0113) 3951599

Email: [kevin.tomkinson@leeds.gov.uk](mailto:kevin.tomkinson@leeds.gov.uk)

Our Ref:

Your Ref:

9 January 2014

Dear Councillor

**COUNCIL – 15th JANUARY 2014**

Please find attached for your attention the following information which will be considered at Council next week:-

Item 12 Minutes that were not available at the time of the agenda despatch.

A replacement page 355.

Please attach these papers to your agenda for the meeting.

Many thanks.

Yours sincerely

**Kevin Tomkinson**  
**Principal Governance Officer**



This page is intentionally left blank

## EXTRACT FROM CITY PLANS PANEL

THURSDAY, 21ST NOVEMBER, 2013

### 99 NGT Update

The Head of Planning Services informed Members that discussions had taken place between the NGT Team and the Principal of the Leeds College of Art and that the NGT Team were examining the possibility of altering the design of the proposals at this location

The NGT Team had also met with representatives of the businesses at Pym Street and that three options to address the concerns raised at this location were being worked up, with the involvement of the local businesses

Meetings had also taken place with several of the speakers who raised concerns at the NGT meeting on 17<sup>th</sup> October 2013 and that issues were being progressed

### 100 Application 13/00902/OT - Outline application for circa 125 dwellings - Land at Owlars Farm, Wide Lane Morley LS27

Plans, photographs, drawings and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

The Head of Planning Services presented the report which sought approval in outline for a residential development of around 125 dwellings on a Protected Area of Search (PAS) site at Owlars Farm, Wide Lane Morley LS27

Members were informed that the recommendation in the report was in accordance with the decisions taken on two other smaller PAS sites; that the criteria set for the early release of some of the PAS sites was contained within the report; that the site was considered to be in a sustainable location and that the arguments about the Council's land supply were currently being tested in a Public Inquiry

In terms of representations, 207 had been received and receipt of a further representation from Morley Town Council was reported, which stated that the Town Council felt their comments had not been represented in the report before Panel

The S106 contributions were policy compliant. The public transport infrastructure sum per dwelling was now £1,161 per dwelling

Members were advised that there would be an impact on the living conditions of existing residents at Bedale Court, but on balance, Officers were of the view that it was appropriate for the site to come forward for development

The Panel heard representations from an objector, Councillor Varley, and from the applicant's agent who provided information which included:

- the impact of the proposals on infrastructure in Morley
- the impact of further development on the health and wellbeing of residents
- highways issues

minutes approved at the meeting held on 12<sup>th</sup> December 2013

- that the application complied with the interim PAS release policy
- that the site was sustainable
- the comments made on the site visit about the access; that a graded access would be provided and that conditions on the access would be accepted

Members discussed the application and commented on the following matters:

- that a key component of the outline application – the access arrangements – had not been demonstrated
- the density of the scheme and that a lesser scheme might be more acceptable
- the need for the adjacent buffer zone to be included within the red line boundary
- the need for quality thresholds to be met in terms of design and materials
- the release of PAS sites; the reasons for doing this but the need for such applications to have fully addressed the issues associated with the proposals before coming forward
- that the concerns raised about the access arrangements had been raised by Morley Town Council seven months earlier but had not been addressed
- that Councillor Dawson's objection to the proposals had not been referred to in the report
- the affordable housing contribution, that the offer of a sum towards extra care provision did not require a developer to provide anything extra and that the affordable housing should be on-site, with Ward Members being involved in the discussions on this. The Chief Planning Officer advised that the approach to the affordable housing contribution in this case was consistent with that agreed on two other PAS sites and that there was a need for extra care housing in the area

The Panel considered how to proceed. It was noted that there was some support for deferring determination of the application to enable the access arrangements to be demonstrated. The Panel also noted the comments of the Head of Planning Services who stated he believed that a satisfactory access could be achieved but that further details would be required to be submitted and this might impact on the number of dwellings achievable

**RESOLVED** - To defer and delegate approval of the application to the Chief Planning Officer, subject to achieving satisfactory access arrangements; the inclusion of the adjacent buffer strip within the red line boundary; subject to the conditions set out in the submitted report and any other conditions which may be required; consultation with Ward Members on the affordable

## CITY PLANS PANEL

THURSDAY, 12TH DECEMBER, 2013

**PRESENT:** Councillor N Taggart in the Chair

Councillors P Gruen, R Procter,  
D Blackburn, M Hamilton, T Leadley,  
E Nash, N Walshaw, J Lewis and  
R Grahame

### **119 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests; however Members brought attention to the following:

Councillor P Gruen to Item 8 - Thorp Arch Estate, Item 10 – Cottingley Springs and Item 12 – Merrion House due to his position as Executive Member.

Councillor T Leadley to Item 7 – White Rose Centre due to his position as Chair of the Morley Town Council Planning Committee and Item 10 – Cottingley Springs due to his position on Morley Town Council Planning Committee and involvement with the Lee Fair Committee.

Councillor N Taggart to Item 9 – Maxis Restaurant as he was known to the owner.

Councillor J Procter to Agenda Item 8 - Thorp Arch Estate as he had been involved with the Consultative Committee and Agenda Item 11 – Scholes PAS Site as he was known to the directors of a company involved with the application.

Councillor M Hamilton to Agenda Item 10 – Cottingley Springs as he was known to Members of GATE who had made representations.

Councillor R Procter to Agenda Item 11 – Scholes PAS Site as she was known to the directors of a company involved with the application.

### **120 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors S Hamilton, M Ingham, J Cummins and G Latty

Councillors M Harland, R Grahame and J Procter were in attendance as substitutes for their respective colleagues

Draft minutes to be approved at the meeting  
to be held on Thursday, 16th January, 2014

## 121 Minutes

**RESOLVED** – That the minutes of the meeting held on 21 November 2013 be confirmed as a correct record subject to the following amendment:

Minute 105 – Outline application for circa 125 dwellings – Land at Owers Farm, Wide Lane, Morley

Amend the comment in relation to Morley Town Council representation by omitting the word ‘fully’ to say ‘the Town Council felt that their comments had not been represented in the report before Panel’

Amend The public transport infrastructure sum per dwelling from £31,161 per dwelling to the correct figure of £1,161 per dwelling.

## 122 Applications 13/01640/OT and 13/02684/FU - White Rose Shopping Centre and land south of White Rose Shopping Centre - Dewsbury Road LS11

The report of the Chief Planning Officer referred to the following applications at the White Rose Shopping Centre and land south of the White Rose Centre, Dewsbury Road:

Application 13/01640/OT - part demolition and alteration of existing buildings and erect extensions to form new and enlarged retail units, Class A1, A3, A5 D2 (cinema); alterations to existing and creation of new public realm and landscaping; alterations to existing vehicular access and creation of new vehicular, pedestrian, service access; alterations to car park configuration together with infrastructure and associated works and:

Application 13/02684/FU – demolition of existing buildings and re-development of site for use as car parking with improvements to access, landscaping works and enhancements, new culvert to Cotton Mill Beck and upgrading of existing pedestrian crossing and associated works.

Further issues highlighted in relation to the application included the following:

- Members were shown photographs and plans of the site and details of where extensions would be located, new parking arrangements and access were highlighted.
- The Section 106 package including a local employment and training scheme.
- Representations including those from neighbouring authorities and other retail providers in neighbouring authority areas.
- Transport issues – impact on the highway network and car parking. No additional car parking had been proposed. The following measures were proposed:
  - Public transport contribution – in negotiation with Metro to improve bus services.



- Improvements to bus station – lighting, seating and real time information.
- Staff car park management plan – to reduce staff parking on a phased basis.
- £400,000 Travel Contingency Plan contribution.
- Off site parking would be on greenbelt land – there was a need to demonstrate very special circumstances to release use of greenbelt land.
- Following sequential and impact assessments it had been concluded that there would not be a detrimental impact on local and neighbouring retail centres, subject to relevant conditions being imposed
- Measures in the travel plan had suggested that there would be no material impact with traffic congestion.

In response to Members comments and questions, the following was discussed:

- Concern that that the £400,000 Travel Contingency Plan was not enough – it was reported that this could fund an additional 2 bus services for a period of 2 years – and that the risk should be borne by the Developer and not the Council
- Impact on transport with new leisure facilities that would be operating at later times.
- The provision of extra car parking on the site – it was reported that this could not be done without having decked parking which would have financial implications.

At this stage of the meeting, the Panel went into private session to discuss the financial appraisal of the applications.

The Panel then returned to public session and the following was discussed:

- Local jobs – thanks were expressed on behalf of Councillor K Groves for her work with developers in securing jobs for local people.
- Travel contingency plan – there were concerns with the level of parking and it was suggested that the sum for the Travel Contingency plan be increased. It was felt that should there be should be future problems with congestion and other traffic related issues around the site, that the proposed sum would not be sufficient. It was suggested that further negotiation take place with the applicant regarding the Travel Contingency Plan sum.
- Lack of Sunday and evening bus services to the centre.

**RESOLVED** – That the applications be deferred for approval and referral to the Secretary of State as per the Officer recommendations outlined in the submitted report, subject to further negotiations regarding the size of the sum for the Travel Contingency Plan. It was agreed that the applications could be delegated to the Chief Planning Officer following referral subject to the completion of the legal agreement but that should a satisfactory agreement

not be achieved with regards to the Travel Contingency Plan, then a further report to be brought back to City Plans Panel

### **123 Application 13/03061/OT - Thorp Arch Estate Wetherby LS23**

The report of the Chief Planning Officer presented an outline application for residential development with associated parking, landscaping, primary school, village centre, retail development, sports pavilion, play area, amenity space and associated off site highway works at Thorp Arch Estate, Wetherby.

Members were given an update since the last consideration of the application:

- It was proposed to defer final determination subject to further work on the following:
  - Further work and analysis on junction design and traffic flows
  - Report back on viability and the composition of the Section 106 Package
  - Resolution of bus services
  - The Highways Agency lifting their Holding Direction
  - Expiry of public response period

These matters would be subject to a further report to the Panel

- Further representations that had been received since the previous consideration of the application.
- Feedback from a further meeting with the Consultative Forum and representations made by Councillor Wilkinson. Issues raised included highways works, Section 106 and Section 278 contributions, impact on the rural character of the area and street lighting. It was also suggested that low impact surfacing be used for the relief road.

Further issues highlighted in relation to the application included the following:

- The scheme could deliver up to 2,000 dwellings, a new primary school, new local shopping provision, community facilities, sports pitches and areas of open space.
- Members were given an update on the impacts at Walton Gate since last consideration of the application
- Regard also had to be had to the impact on Station House
- Sustainability issues – Section 106 Package
- Design and layout – to reflect the locality
- Landscape and ecology – retention of trees and new woodland planting. There had been some concern expressed by nature conservation officers regarding designated areas.
- Highways issues included the restricted moves junction at Church Causeway and the relief road; impact of traffic on local villages; the Wood Lane/relief road junction; provision for cycling and pedestrian accessibility
- That the applicant had submitted a viability statement which was being considered

- The addition of conditions for the use of low noise road surfacing and restrictions to the size and range of the retail units

The Panel heard from objectors to the application. The following was raised:

- It was not felt that the proposals would meet sustainability requirements.
- The proposed relief road – this was not in ownership of the applicant and would become a ransom strip.
- There had been no detail on potential contamination of the land.
- The build out rate was exaggerated and the entire development would take between 25 and 30 years.
- The proposals would not meet the current housing needs.
- Inadequate provision of affordable housing.
- Impact on highways and traffic – poor public transport provision.
- It was felt that the proposals were not viable or deliverable.

The applicant's representative addressed the Panel. The following was highlighted:

- Existing commercial and industrial infrastructure.
- Consultation process.
- A complete environmental impact assessment had been carried out.
- The proposals would contribute to delivery targets of providing new homes in the area.
- The proposals would increase employment and local economic activity as well as increasing revenue to Leeds City Council.
- The site had been identified for development within the draft core strategy.
- The application had the support of Boston Spa and Walton Parish Councils.
- The application would bring brownfield sites back into use.
- The applicant believed the proposals to be both policy compliant and sustainable.

In response to Members comments and questions, the following was discussed:

- With regards to sustainability the applicant felt issues that had not been considered by the Inspector such as the provision of a school, village centre, sports facilities and significant public transport enhancements made the scheme sustainable.
- Highways issues, in particular the restricted moves junction would be subject to further consideration. Members were shown options for this junction.
- Possibility of the Council using a compulsory purchase order for land for the relief road.

- Concern that proposals to enhance accessibility for pedestrians were not suitable to rural village areas such as street lighting, tactile paving and dropped kerbs.
- Concern of increased traffic on existing villages.
- The proposals would see the redevelopment of a brownfield site.
- Dependency on the implementation of a relief road.
- Concern regarding contamination of the site.

**RESOLVED** – To defer final determination of the application and seek Members' agreement to the scheme and associated range of measures subject to:

- Further work and analysis on junction design and traffic flows
- Report back on viability and the composition of the Section 106 package
- Resolution of bus services
- The Highways Agency lifting their Holding Direction
- Expiry of public response period

These matters would be subject to a further report to Panel

#### **124 Application 13/01198/OT - Maxis Restaurant - 6 Bingley Street LS3**

The report of the Chief Planning Officer referred to an application for the demolition of the existing building and construction of mixed use development consisting of office, hotel and use classes A1, A2 & A3 floorspace and basement car parking at Maxis restaurant, 6 Bingley Street, Leeds.

Members attended a site visit prior to the meeting and site plans and photographs were displayed.

Further issues highlighted in relation to the application included the following:

- The restaurant would be located on the ground floor of the new building.
- Public realm enhancements.
- Changes since the pre-application presented to City Plans Panel.
- Members were shown indicative elevations of the proposals and 3d modelling including street scenes.
- The application was recommended for approval subject to conditions as outlined in the report.

**RESOLVED** – That the application be deferred and delegated to the Chief Planning Officer for approval subject to the specified conditions and any others considered appropriate and the completion of a Section 106 Agreement covering matters set out in the recommendation in the submitted report

**125 Application 13/03998/FU - Land off the west side of Cottingley Springs, Gildersome Morley LS27**

The report of the Chief Planning Officer presented an application for the laying out of a traveller site comprising 12 pitches, ancillary buildings, parking and landscaping on land to the west of Cottingley Springs, Gildersome.

The report of the Chief Planning Officer presented an application for the laying out of a traveller site comprising 12 pitches, ancillary buildings, parking and landscaping at land to the west of Cottingley Springs, Gildersome.

The following issues were highlighted in relation to the application:

- Changes since the application were last considered by City Plans Panel including changes to the site boundary, layout, landscaping, road improvements and visual appraisal
- There were currently 41 pitches at the site on Sites A and B
- Access to the site and the layout of the amenity buildings was highlighted
- Planting that would give some screening with time to the site.
- Changes to the layout to address flood alleviation and a commitment to contribute to off-site beck improvements
- The siting in relation to St Bernard's Mill to the west which was a waste management facility and subject of a current application and ongoing discussion to improve noise and odour issues
- Children at the site usually attended schools in Morley and Armley and that School transport was provided by GRTAS – part of Children's Services
- Further correspondence from the Environment Agency and 4 further representations opposing the application were reported
- Further detailed changes were needed to the highway design and an updated cross section if Members resolved to support the application
- It was recommended to refer the application to the Secretary of State. Members were informed of the weighting being given to the various aspects of the application but that Officers considered there were very special circumstances in this case which outweighed the substantial harm and other harm identified in the report

An objector to the application addressed the Panel. The following issues were raised:

- This was an inappropriate development on Green belt land and contrary to the Development Plan
- Visual impact of the scheme.
- The proposals were not sustainable.
- Flood risk had not been fully considered.
- The scale of the site was too large – there should be smaller more manageable sites, this site had previously been reduced in size.
- Crime and fear of crime.

- It was disputed that there were no other more suitable sites.
- The harm identified was not outweighed by any very special circumstances and the application should be refused

The Director of Environment and Housing addressed the Panel. He raised the following issues:

- The Council had previously not addressed the requirements for travellers and this had led to a number of unauthorised sites.
- The proposals would site up to 12 families who would normally be situated on authorised sites.
- The council had considered 224 other sites, 35 of these in great detail, none of which were felt to be suitable
- Other sites were also needed but the present need was acute
- There was a changing service provision package and this could be better provided for on one site
- The toleration policy on unauthorised sites could well hit problems if no permanent provision was made

In response to Members comments and questions, the following was discussed:

- There was a preference to have permanent sites rather than unauthorised sites.
- There had been improvements in the management of this site since numbers were previously reduced – work was undertaken with the Police, Anti-Social Behaviour team and Environmental Action Teams.
- The site was set out significantly differently to when there were problems in the 1990s.
- This would not be the solution to unauthorised camps across the City. It would provide a further 12 pitches and it was currently predicted there was another need for 41 across the city by 2028.
- Beck improvements had been requested by the Flood Management and the applicant had agreed to pay for these works.
- Members were informed that should they be minded to refer the application to the Secretary of State then there could be a call-in and subsequent public inquiry.
- Concern regarding the proposals being contrary to NPPF guidelines, and the use of greenbelt land.
- Local residents were against the proposals as were existing residents of the site and others from the travelling community.
- Concern whether the proposals would meet the very special circumstances of developing on green belt land.
- It was felt that there needed to be smaller sites throughout the city.

**RESOLVED** – That the application be deferred and referred to the Secretary of State as a departure from the Development Plan subject to the receipt of a revised cross section and a detailed highway layout plan, with a recommendation that the application be approved subject to the conditions

outlined in the report and agreement to pay £30,000 towards off site beck improvements given that very special circumstances exist in this case which outweigh the harm caused by inappropriate development in the green belt and the other limited harm identified in the report. Should the Secretary of State not call in the application for determination, approval of the application to be delegated to the Chief Planning Officer.

**126 Preapp/13/01175 - Scholes PAS site - Wood Lane, Scholes and land East of Scholes - Pre-application presentation**

The report of the Chief Planning Officer introduced a pre-application presentation for residential development of up to 745 dwellings, plus new school and commercial uses at Scholes PAS Site, Wood Lane, Scholes and land east of Scholes.

The applicant's representative presented details of the application to the Panel. Issues highlighted included the following:

- Sites such as this needed releasing and developing to meet the housing requirements of Leeds.
- The pre-application consultation had been going for over 2 years and had included discussions with Parish Councils and the City Council.
- West Scholes – proposals for up to 45 homes – this had been reduced from initial proposals following consultation and amendments had been made to proposed access.
- East Scholes – this had also been reduced following consultation and proposals were for up to 700 properties including extra care bungalows and 15% on or off site affordable housing or contribution. There would also be open space, a village hub and a school site.
- Close work had been carried out with Highways and there was confidence that highway mitigation could be achieved.
- Community facilities to include a GP practice and a pharmacy.
- Wider economic benefits – the scheme would provide up to 100 construction jobs and over 100 jobs once the scheme is complete. There would also be skills and training opportunities with an established apprentice programme and graduate induction programme.
- In response to Members questions further discussion was held regarding highways and the the proposed rate of development.

The local MP, a representative of Barwick & Scholes Parish Council and a local resident addressed the Panel with objections to the proposals. These included the following:

- The proposals were premature and there were many issues still to be resolved.
- Sewerage and flooding issues had not been given full consideration – Yorkshire Water had stated there was a need for upgrades to the sewerage system.

- Highways issues – roads into the site were narrow and double parked, work was needed on the East Leeds orbital road, significant increase in traffic.
- It was felt that the proposals would not be sustainable particularly with regard to school provision, GP facilities and highways issues.
- The proposals would create a village of two separate halves.
- The site was not allocated in the UDP.

In response to Members comments and questions, the following was discussed:

- Poor public transport links – residents of the area were dependant on cars.
- Problems with flooding and sewage following the last development – the drainage system was old, damaged and could not cope with existing waste.
- Highways issues - a transport study had been submitted but not yet assessed. There would be a need to install some kind of junction control to the A64.
- Members agreed that the release of these PAS sites was premature and should be progressed through the Site Allocations DPD.

**RESOLVED** – That the report and pre-application presentation be noted.

**127 Preapp/11/00700 - Merrion House Merrion Way LS2 - Pre-application presentation**

The report of the Chief Planning Officer introduced a pre-application presentation on proposals for new and replacement offices with 3 retail units.

Members visited the site prior to the meeting and site plans and photographs were displayed. Members were given a presentation by the developer on the proposals and the following was highlighted:

- The proposals included a full refurbishment of Merrion House.
- Members were shown projected images of the proposed alterations to Merrion House
- Vehicular and pedestrian movement around the building.
- Erection of a new annexe block where there was currently a sunken open space.

In response to Members comments and questions, the following issues were discussed:

- Following concerns regarding the narrow footway outside the building, the developer stated that the new building could not be moved back due to the tenants floorspace requirements and that the entrance opposite the pelican crossing on Woodhouse Lane would be recessed so that it would not affect pedestrian movement



- Members still had concerns about the narrow footpaths and mention was also made of the potential enhancement opportunities to be provided by the adjacent NGT proposals. It was suggested that there be further consideration given to increasing the footpath widths either through redesigning the new building and/or the adjacent carriageway
- There were mixed views on the quality of the design for the new build with some support for a more thorough contextual analysis of nearby development such as the new Hilton Hotel. It was hoped that the building design would reflect the importance of its location at a gateway to the City and the quality of other nearby developments
- The size of the roof top plant appeared excessive and needed reconsideration
- Clarity was needed on the quality of the materials to be used on the building
- Members broadly supported the principal of the uses including the new retail units to Merrion Way.
- Members sought appropriate mitigation for the loss of the designated public spaces along the Georgian Mall and within the sunken courtyard

**RESOLVED** – That the report, pre-application presentation and Members' comments be noted.

## **128 Date and Time of Next Meeting**

Thursday, 16 January 2014 at 1.30 p.m.

This page is intentionally left blank

# Public Document Pack

## WEST (INNER) AREA COMMITTEE

WEDNESDAY, 18TH DECEMBER, 2013

**PRESENT:** Councillor C Gruen in the Chair  
Councillors T Hanley, J Harper, A Lowe  
and J McKenna  
Co-optees H Boutle, E Bowes and K Ritchie

### **54 Appeals Against Refusal of Inspection of Documents**

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

### **55 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **56 Late Items**

Supplementary information was received in relation to Item 14 - West and North West Locality Team – Six month Performance Update. (Minute No. 67 refers)

With agreement from the Chair a late item was admitted to the agenda entitled Annual Report – for the Parks and Countryside Service. (Minute No 68 refers). Prior to the meeting, it had been determined that this update report be submitted to the December meeting, rather than the next scheduled meeting in the new year.

### **57 Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting, however:-

In relation to the item 16 entitled, 'Wellbeing Fund Report' Councillor J McKenna drew the Committee's attention to the fact that he was a Governor at Swallow Hill Community College. Also in relation to the same item, Councillor C Gruen drew the Committee's attention to the fact that she was a Governor at Leeds West Academy. (Minute No. 69 refers).

### **58 Apologies for Absence**

No apologies for absence were received.

## **59 Open Forum / Community Forums**

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion there were no comments made.

## **60 Minutes - 6th November 2013**

That the minutes of the meeting held on Wednesday 6<sup>th</sup> November 2013 be approved as a correct record.

## **61 Matters Arising**

### **Minute No. 48 – Community Forum Minutes**

Clarification had been requested on what action the 'Out of Hours Noise Nuisance Team' would take if a property had a red flag status.

#### Outcome

If a property has a red flag it is because one of the following has happened:

- Case Officer / Police Officer reported violence and aggression taking place at the property involving the tenant.
- Officers have witnessed or been involved in an incident of violence and aggression while visiting the property.
- The complainant had informed that the occupant had been violent and aggressive. In which case, it became a Police issue, the procedure for which was to record the details and advise the complainant to contact the Police direct.

When the team received a call on a Red Flagged property, Officers would attend where possible and try and witness noise from a safe distance (ie, slowly drive by a property if on a street with the vehicle window down). The Red Flag would be removed as and when Case Officers informed the team of a new tenant in the target property / when issues had been resolved.

## **62 Area Panel Minutes - 7th October 2013**

The Area Committee considered the minutes of the Inner West Area Panel meeting held on 7<sup>th</sup> October 2013.

That the minutes of the 7<sup>th</sup> October 2013 be noted.

## **63 Minutes - Area Chairs Forum - 4th October 2013**

The minutes of the Area Chairs Forum meeting held on 4<sup>th</sup> October 2013 were considered by the Area Committee.

That the minutes of the 4<sup>th</sup> October 2013 be noted.

#### **64 Community Forum Minutes**

The minutes of the Armley Community Forum meeting held on 19<sup>th</sup> November 2013.

That the minutes of the 19<sup>th</sup> November 2013 be noted.

#### **65 Housing in Inner West**

Three reports respectively entitled Housing Leeds Involvement in Area Committees, Housing Leeds – Housing Service Review Update and Private Sector Housing Service had been submitted by the Director of Environment and Housing.

The Chair thanked Officers for the comprehensive reports and for attending the meeting.

##### Housing Leeds involvement in Area Committees

This was the first report produced by the new Housing Leeds Service following the decision to terminate the role of the former Leeds ALMO's and bring housing management services back into Council control within the Environment and Housing Directorate.

The report noted that Housing Leeds provided a range of housing management services in the West and North West of Leeds. The Inner West Area Committee was coterminous with the Inner West housing management area comprising 5,500 properties in the Armley and Bramley / Stanningley Wards.

The Neighbourhood Performance Manager presented this report and highlighted a number of issues outlined in the report including:

New Council Housing, the Broadleas was one of the 10 shortlisted sites for development under the Council Housing Growth Programme which had been approved by Executive Board. Developments were at an early stage with consultation ongoing with Ward Members.

Contractor performance has now stabilised with Mears now recognised as contractors for the area, following their take over of Morrisons FM (Facilities Management). Performance continues to be an issue and repair enquiries formed the basis of many Member enquiries and the majority of formal complaints. Indicators were improving and performance in relation to gas repairs continued to be good. Discussions were ongoing with Mears to re-establish the contractor repairs surgeries at local offices which were planned as a response to the STAR survey.

The STAR survey, undertaken in December 2012, was the most comprehensive tenant satisfaction survey undertaken across the city. Citywide, overall tenant satisfaction increased 74% over the preceding period, however it was noted that there were marked variations both across the city and within the former WNWhL area. Three areas in particular produced lower levels of satisfaction, one of which was Armley, satisfaction levels in Bramley were above average. In West Leeds a correlation was identified linking low levels of satisfaction to areas with high concentrations of multi storey accommodation.

An officer from the High Rise Management Team was in attendance at the meeting and updated the Members on the work being undertaken to increase tenant satisfaction for those living in multi storey blocks.

It was noted that the team worked with customers, the Leeds Anti-Social Behaviour Team and the police, alongside various other agencies such as BARCA. Work taken place included, upgrades to CCTV at the Clydes and Wortley blocks, fob access to a number of blocks, secure communal doors to prevent unauthorised access, cleaning and re-decorating of communal areas. Property Maintenance Cleaning had been charged with providing an enhanced level cleaning of the outside of and the communal areas within the multi storey blocks.

#### Housing Leeds – Housing Service Review Update

The Interim Chief Officer, Housing Management, Housing Leeds presented the report on behalf of the Director for Environment and Housing.

The report provided Members with an update on the progress with regard to the service integration of the housing service into the Council's Environment and Housing Directorate.

On the 1<sup>st</sup> of October 2013 1,200 staff were TUPE transferred into the Environment and Housing Directorate.

A review of the service was currently taking place and it was proposed that the new structure would contain 3 Chief Officer posts detailed below;

#### Chief Officer – Strategic Housing

- Responsible for strategic housing issues across the City, including private sector housing
- Housing options and housing need assessments across the City
- Lead role on policy issues
- Interface with Homes and Communities Agency (HCA)
- Lead on environmental sustainability, fuel poverty and climate change.

#### Chief Officer – Housing Management

- Tenancy management across the city
- Delivery of an Allocations and Lettings function, including policy planning

- Tenancy involvement including the strategic interface with LTF
- Income management and arrears recovery (including welfare change)
- Delivery of an older peoples housing service through sheltered provision
- Tenancy sustainability through independent living support teams

Chief Officer – Property and Contracts

- Delivery of the responsive repairs service and Capital programme
- Management of the internal DLO
- Procurement and contract management
- Commercial asset management
- Construction Health and Safety

The review had been used to look at the different ways of working across the city and to identify the model of best practice that could be used to ensure a consistent service model was adopted, to avoid confusion and inconsistency.

The integrated model of service delivery would also include;

- Location of face to face service (links to Customer Services)
- Office opening times
- Impact of Universal Credit
- Tenancy sustainability and support
- Housing needs assessment
- Management of MSF's
- Generic v Specialist
- Investment strategy
- Business growth
- Links to Police Review
- Poverty strategy
- Social contract
- Sharing best practice

It was noted that a number of formal briefing sessions had taken place with staff and Trade Unions and more were to be arranged throughout the process. Frontline staff had been engaged through a series of operation workshops and a regular briefing was circulated to all staff.

A customer communication plan had been developed which would conclude with a tenants' conference in early February 2014.

Individual briefing sessions were to be provided to Members on request with formal consultation taking place through the Housing Advisory Board.

It was envisaged that the new service model for the delivery of housing services in Leeds would be fully operational from 1<sup>st</sup> April 2014.

The Director of Environment and Housing entered the meeting at 17:30 and stayed for the duration answering a number of questions posed around each of the reports on the agenda linked to his Directorate.

(Cllr Lowe left the room at 17:43 returning at 17:49  
Cllr. Harper arrived at the meeting at 17:48)

### Private Sector Housing Service

The Head of Housing Partnerships presented the report on behalf of the Director of Environment and Housing

The submitted report updated the Area Committee on the work of the Council's Private Rented Sector service and introduced a new initiative to focus on the sector in the Edinburghs area of Armley.

It was proposed to adopt Armley as the second LNA area targeting 130/140 properties in the Edinburgh area of the ward.

Overall the following activity had been undertaken in Inner West:-

- A total of 79 requests for service (related to housing disrepair) had been received in Armley and a further 13 for Bramley between 01/04/2013 and 04/12/13.
- Leeds 12 had been a priority area for increased take up accreditation by landlords. Since 01/04/2013 there has been a 12% increase in bed space coverage in the area. This was due to the proactive promotion of the scheme within the area.
- There were 24 licensable HMO's in Armley and a further 2 in Bramley. All have been subject to compliance inspections since mandatory licensing was introduced by the Housing Act 2004
- A total of 119 properties in Armley had been inspected by officers in Armley and a further 12 in Bramley between 01/04/13 and 04/12/13. These inspections covered disrepair complaints and applications for licensing or were linked to the private sector letting scheme or Housing Bond scheme run by Housing Options.

The Leeds Neighbourhood Approach (LNA) was a model adopted by the Council to work with small neighbourhoods to try to make them more sustainable. The approach works with the owners of properties on a street by street basis looking at 150/200 properties at any one time.

The aim was to improve the area via a multi-agency approach with partners, led by Private Sector Housing.

A review of potential areas was undertaken and it was agreed that the Edinburghs in Armley be the next location for the LNA. The private rented sector was the main form of tenure within the area. Initial investigations have revealed that approximately 20% of the stock was multi occupancy housing that fell outside of mandatory HMO licensing requirements (mainly converted flats and bedsits). Despite the poor quality of the accommodation very few complaints were received from residents and there is a low level of landlords who are accredited.

It was proposed that the initial engagement with the area would occur in early January 2014. All owners, residents, managing agents etc. would be



contacted to outline the approach and would be offered the opportunity to engage with the Council and its partners. Any landlord or empty property owner who did not engage with the approach would then be subject to full enforcement action by the Council and partners from around the middle of February.

The content of the reports brought about a number of questions and lengthy discussions relating to all the issues covered in the reports.

Including;

- The issue of pets specifically dogs in high rise blocks
- The tenure type of the proposed new builds
- The energy efficiency of the proposed new builds
- Incidents of hate crime within the West Inner area and how Leeds Housing was to tackling the issue.

#### **RESOLVED –**

- (a) That the Area Committee noted the content of all the reports.
- (b) That Members be updated on the review of Housing Leeds, with a report on tenant satisfaction brought to a future meeting.
- (c) That the Committee offer support on the Neighbourhood Approach initiative in Armley, and encourage the sharing of local knowledge of issues around the private sector across the two wards.

## **66 Annual Community Safety Report**

The report of the Director of Environment and Housing was presented by the Area Community Safety Co-ordinator. Also in attendance was Acting Up Inspector Steve Williamson of West Yorkshire Police.

This report was the annual community safety report which provided Members with details of the community safety activity undertaken during the last 12 months. The report also provided details of crime data.

The strategic assessment for 2013/14 highlighted a number of priorities for Leeds including;

- Strengthening the partnership approach to support a more focused approach to tackle domestic abuse
- Continued focus on reducing domestic burglary and its impact across the city
- Effectively tackle and reduce anti-social behaviour in our communities
- Improve understanding and the approach to deal with Child Sexual Exploitation
- Tackling substance misuse
- Reduction of re-offending

Members were informed of;

- a new approach working with the clusters to identify children affected by domestic violence.
- Awareness sessions on Child Sexual Exploitation were taking place for staff and these sessions were being extended to Ward Members. The sessions covered risks with social media, networking sites, raising parents awareness, and where and how to report concerns.
- Work ongoing at Ley Lane to address issues of anti-social behaviour
- Work with BARCA to address small pockets of anti-social behaviour on the Fairfields.
- Repeat victims of crime in the Armley area - ways to address this issue were being considered.

Discussion took place around the issues mentioned above including the distrust of the police within the Armley / Wortley area and the work that was currently ongoing to address this.

Members were advised that;

- Chief Inspector Fran Norton was hoping to attend Area Committee meetings in the New Year.
- Pudsey Police Station was now to remain open and an invite was extended to officers and Members to take an opportunity to work there as there was plenty office space
- Community Safety would have a new Chief Officer – Superintendent Sam Miller

**RESOLVED** – That the content of the submitted report be noted.

## **67 Environmental Services Update Report**

(Cllr. Lowe left the room at 18:40 prior to the start of this item, returning to the room at 18:45 during the item).

(Cllr Hanley left the meeting at 18:30 prior to the start of this item).

The report of the Director of Environment and Housing was presented by the Locality Manager West and North West Leeds.

The report provided the Area Committee with an update on performance against the service level agreement (SLA) between West Leeds (Inner) Area Committee and the West North West Environmental Locality Team. The report covered the period from 1<sup>st</sup> July 2013 to 3<sup>rd</sup> December 2013.

Members attention was drawn to the introduction of new waste collection arrangements in Armley and Bramley and Stanningley which had now moved to alternate week collections.

Members were informed of a number of activities that had been taking place over the past few months including;

Draft minutes to be approved at the meeting  
to be held on Wednesday, 19th February, 2014

- An increase in fly tipping specifically in the area of the Aviary's and Cedar's
- Assisting in the work with Community Safety
- Cleaning of gulley's and pavements
- Leaf clearing particularly after the recent storms

Discussions took place with Members providing the Locality Manager with issues that were regularly raised by residents in both Wards.

The Director of Environment and Housing also informed the Committee that in future two Officers would be attending the Area Committee meetings on a regular basis to update Members, one for Housing related issues and one for Environmental related issues.

**RESOLVED** – That Members' comments on the performance of the West North West Locality Team since July, and guidance provided in respect of direction to service delivery, be noted.

## 68 Parks and Countryside Annual Report

The report of the Director of Environment and Housing which provided Members with an annual performance for Parks and Countryside Services was presented by the Trading and Operational Support Manager.

The report provided the Area Committee an overview of the service and set out some of the challenges faced along with key performance management initiatives. In particular the report set out at an area level progress made in attaining Leeds Quality Park standard.

Discussion took place in relation to the fact that none of the community parks within the West Inner area met the Quality Parks Standard. Members raised this issue requesting that guidance be provided.

The issue of Section 106 funding was discussed and it was noted that, Area Support were currently liaising with Parks and Countryside Services and other related departments in relation to this and other funding streams.

Members were advised of work starting on Rodley Park

Members asked to be provided with a set of clear guidelines in relation to the issue of trees both on private and council grounds.

Discussion took place around issues that had been raised by residents including litter on recreational areas after local football matches.

**RESOLVED** – That the content of the report, together with the Area Committee's priorities for investment in community parks, playing pitches and fixed play facilities, as discussed at the meeting, be noted.

## 69 Wellbeing Fund Update Report

The report of the Assistant Chief Executive (Citizens and Communities) advised the Area Committee of the balance of the Inner West Wellbeing revenue and capital budget 2013 /14 and the position statement on small grants and skips budgets.

The report also asked the Committee to consider the exchange of the Capital receipts Incentive Scheme monies to revenue, detailed proposals for new wellbeing projects and sought approval for the authorised officer to make a delegated decision on the allocated Youth Activities Fund monies, in line with the delegated decision procedures.

The Committee were provided with further information in relation to the Apprenticeship Scheme.

### **RESOLVED –**

- (a) That the Area Committee noted the balance of the Wellbeing Revenue and Capital Budget for 2013/14 be noted;
- (b) That the exchange of the Capital Receipt's Incentive Scheme monies to revenue be approved.
- (c) That approval be given to the top up of the small grant and skips budget by £1,200.
- (d) That the following be agreed in respect of the submitted Wellbeing applications:

Application	Amount	Approved / Refused
Warrells Court Fencing	£4,110	Bramley Ward Members to seek other options in relation to this issue
Apprenticeship Scheme	£4,000 from Armley £6,500 from Bramley (in order to balance out the overall contribution from each ward)	Approved
POMOC	£2,000	Approved
Saturday Night Project – additional sessions	£3,000 (half of this to come from the Youth Activities Fund)	Approved

- (e) That the decisions required in respect of commissioning projects for the remainder of the Youth Activities Fund budget be delegated to the authorised officer (Chief Officer (Citizens and Communities)), subject to initial consultation with the Area Committee Chair and also the Committee's Area Lead for Employment.