

# Public Document Pack



## NORTH WEST (OUTER) AREA COMMITTEE

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Meeting to be held at Greenacre Hall, New Road Side, Rawdon, Leeds 19 on  
Monday, 10th December, 2007 at 2.00 pm

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### MEMBERSHIP

#### Councillors

B Anderson	-	Adel and Wharfedale
J L Carter	-	Adel and Wharfedale
C Fox	-	Adel and Wharfedale
S Andrew	-	Guiseley and Rawdon
J Bale	-	Guiseley and Rawdon
G Latty	-	Guiseley and Rawdon
A Barker	-	Horsforth
B Cleasby	-	Horsforth
C Townsley (Chair)	-	Horsforth
C Campbell	-	Otley and Yeadon
R Downes	-	Otley and Yeadon
G Kirkland	-	Otley and Yeadon

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Agenda compiled by:  
Governance Services Unit  
Civic Hall  
LEEDS LS1 1UR  
Telephone: 247 4360

Stuart Robinson

N W Area Manager (Acting):  
Jason Singh  
Tel: 395 2836

## **A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS**

There are certain functions that are defined by regulations which can only be carried out at a meeting of the Full Council or under a Scheme of Delegation approved by the Full Council. Everything else is an Executive Function and, therefore, is carried out by the Council's Executive Board or under a Scheme of Delegation agreed by the Executive Board.

The Area Committee has some functions which are delegated from full Council and some Functions which are delegated from the Executive Board. Both functions are kept separately in order to make it clear where the authority has come from so that if there are decisions that the Area Committee decides not to make they know which body the decision should be referred back to.

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p>	
2			<p><b>EXCLUSION OF PUBLIC</b></p> <p>To identify items where resolutions may be moved to exclude the public</p>	
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATION OF INTERESTS</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p>	

Item No	Ward	Item Not Open		Page No
6			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair</p>	
7			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To receive and approve the minutes of the previous meeting held on 5<sup>th</sup> November 2007.</p>	1 - 8
8			<p><b>AREA MANAGEMENT REVIEW (COUNCIL FUNCTION)</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods outlining changes to Area Committee responsibilities and working arrangements previously agreed at the Council's Executive Board on 14<sup>th</sup> November 2007.</p>	9 - 26
9			<p><b>KEY MESSAGES FROM AREA COMMITTEE SUB GROUPS AND FORUMS (EXECUTIVE FUNCTION)</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods updating the meeting on feedback from the sub groups and the ward forums that have taken place since the last meeting.</p>	27 - 30
10			<p><b>TOWN AND DISTRICT CENTRE REGENERATION UPDATE (EXECUTIVE FUNCTION)</b></p> <p>To consider a report of the Director of Neighbourhoods and Housing providing an update on the current position of the Town and District Centre proposals for Otley and Yeadon.</p>	31 - 32

Item No	Ward	Item Not Open		Page No
11			<p><b>DESIGNATED PUBLIC PLACES ORDER (DPPO) UPDATE REPORT (EXECUTIVE FUNCTION)</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods providing an update in relation to the DPPOs for North West Outer Town Centres.</p>	33 - 36
12			<p><b>WELL-BEING BUDGET REPORT (EXECUTIVE FUNCTION)</b></p> <p>To consider a report from the Director of Environment and Neighbourhoods on the current position statement on the well-being budget, details of proposed projects and small grant applications received to date and project monitoring information.</p>	37 - 42
13			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday 25<sup>th</sup> February 2008 at 2.00pm in the Civic Hall, Leeds.</p> <p><b>MAP OF TODAY'S MEETING</b></p> <p>Greenacre Hall, New Road Side, Rawdon, Leeds 19.</p>	

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# Agenda Item 7

## NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 5TH NOVEMBER, 2007

**PRESENT:** Councillor C Townsley in the Chair

Councillors J Bale, A Barker, C Campbell,  
J L Carter, C Fox, G Kirkland and G Latty

### 34 Chair's Opening Remarks

The Chair welcomed everyone to the November meeting of the North West (Outer) Area Committee held in the Civic Hall, Leeds.

He informed the meeting that Councillor R Downes had tendered his apologies due to a personal matter. Members of the Committee conveyed their best wishes to him and his family.

### 35 Declaration of Interests

(a) The following personal declarations were made:-

- Councillor J L Carter in his capacity as a member of the West Yorkshire Police Authority (Agenda Item 12) (Minute 39 refers)
- Councillor G P Kirkland in view of him owning a house which was located within Otley Conservation Area (Agenda Item 14) (Minute 38 refers)
- Jane Pattison, North West Area Management in view of the fact that her daughters attended West End Primary School (Agenda Item 12) (Minute 39 refers)

(b) The following personal and prejudicial declaration was made:-

- Councillor A Barker in his capacity as a Councillor on Horsforth Town Council (Agenda Item 12) (Minute 39 refers)

### 36 Apologies for Absence

Apologies for absence were received on behalf of Councillor B Anderson, Councillor B Cleasby and Councillor R Downes.

### 37 Open Forum

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

In summary, specific reference was made to the following issues:-

(a) Cuts to Bus Services on the A65

Clive Woods, Aireborough Civic Society raised his concerns over **proposed cuts to bus services** on the A65 and requested the Area Committee to write to **Metro** seeking a full review of bus services within the North West (Outer) area, with proper consultation, and for no changes to be implemented on the A65 until such time a full review had been undertaken.

Councillor J Bale responded on behalf of the Area Committee and endorsed the comments made by Mr C Woods.

Following a brief discussion, it was agreed to:-

- request North West Area Management to write a letter to Metro seeking a full review of bus services within the North West (Outer) area and with proper consultation
- invite Metro to a future meeting to discuss their 'Bus Changes programme for 2007' in more detail

(b) Horsforth Cemetery

Ann Badura made reference to Horsforth Cemetery and raised her concerns over the following issues:-

- poor maintenance of graves that had suffered damage
- headstones that were facing down and required attention
- damage caused to graves as a result of grass cutting equipment/mechanical diggers etc
- pot holes/re-surfacing works in need of attention

The Chair made reference to discussions undertaken at the last meeting in respect of Yeadon Cemetery and as a result of this, Phil Stephenson, Chief Superintendent, Cemeteries and Crematoria, Learning and Leisure was in attendance to answer Members' queries and comments.

Phil Stephenson informed the meeting that a programme of tarmac works had been ordered in respect of Horsforth Cemetery and that the work would be undertaken by February 2008. He also confirmed that the Parks and Countryside staff would address the concerns at Yeadon and Horsforth cemeteries and that Council staff tried, wherever possible, to avoid causing any damage to graves when undertaking grass cutting works.

In summary, specific reference was made by Members to the following issues:-

- the need for progress to be made on this issue and to re-iterate the Council's commitment to ensuring that cemeteries should not become neglected
- the need for additional funding in this area



- the urgent need for headstones to be placed the right way up
- (c) Grass Works – A660 South Side (Otley to Bramhope)  
Hazel Lee, Pool Parish Council made reference to the grass cutting programme on the A660 south side (Otley to Bramhope) and congratulated Leeds City Council on the excellent work undertaken in this area.
- (d) Pool Conservation Area  
Pat Walker and Hazel Lee, Pool Parish Council enquired on the progress with regards to Pool becoming a Conservation Area in view of the fact that Leeds City Council were now in possession of the required documentation.

### 38 Conservation Area Reviews

The Director of City Development and Director of Environment and Neighbourhoods submitted a joint report on **Conservation Area reviews**.

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

- table listing the Conservation Areas under each of the four wards (Appendix 1 refers)
- map showing the ten designated Conservation Areas within the North West (Outer) Area (Appendix 2 refers)

Richard Taylor, Team Leader Conservation, City Development presented the report and responded to Members' queries and comments.

During detailed discussion of this item, it became apparent that there was some degree of confusion about the allocation by Executive Board of an additional £50,000 from the **General Fund Reserves for 2007/08** to support a review of one or more Conservation Areas as referred to in paragraph 2.1 of the report.

#### **RESOLVED –**

- (a) That this item be withdrawn from the meeting to enable further information to be obtained.
- (b) That in relation to the allocation of an additional £50,000 from the General Fund Reserves for 2007/8 to support a review of one or more Conservation Areas as referred to in paragraph 2.1 of the report, North West Area Management be requested to seek further clarification of how the money should be spent with a view to submitting a further report on this issue for discussion at the next meeting in December.

### 39 Well-being Budget Report

Referring to minute 32 of the meeting held on 24<sup>th</sup> September 2007, the Director of Environment and Neighbourhoods submitted a revised report on the current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

Also appended to the report was a copy of a document entitled 'Well-being project monitoring 2007/08 Quarter 2' for the information/comment of the meeting.

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

#### **RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That this Committee notes the current position of the Well-being budget as detailed in Sections 1.0 and 2.0 of the report now submitted.
- (c) That this Committee notes the monitoring information as detailed in Appendix 1 of the report now submitted.
- (d) That the following projects as outlined in Section 4.0 of the report be dealt with as follows:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Chevin Forest Park Environmental and Access Enhancements	Chevin Forest Park, Parks and Countryside	Deferred for further information in relation to access to the Chevin and on the re-surfacing works to both car parks
Horsforth PCSOs	West Yorkshire Police and Horsforth Town Council	Agreed £8,100 revenue
Outdoor Adventure Play Area	West End Primary PTA	Agreed £9,000
Horsforth and Guiseley Designated Public Places Orders (DPPOs)	North West Area Management	Agreed £5,907 (£2,665 for Guiseley and £3,242 for Horsforth)

- (e) That this Committee notes the small grant as detailed in Section 5.1.

(Councillors A Barker having previously declared a personal and prejudicial interest in the Horsforth PCSOs project left the room and took no part in the discussion or voting thereon)

**40 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held on 24<sup>th</sup> September 2007 be approved as a correct record.

**41 Matters Arising from the Minutes**

(a) Woodside Quarry Update (Minute 31 refers)

Jane Pattison, North West Area Management referred to the above issue and informed the meeting that following consideration of this item on 24<sup>th</sup> September 2007, the Director of City Development had compiled a report on the **planning implications of employment land** within the North West (Outer) Area, but it was the view of the Chair that the report had failed to address Members' questions on this issue.

It was reported that a meeting would be arranged between Councillor C Townsley, Councillor B Cleasby and Paul Gough, City Development to discuss this report in more detail with a view to this issue being considered at the December meeting.

(Councillor C Campbell indicated that he was a Member and Chair of the Plans Panel (West) and could possibly be considering matters from this item at a later date in that capacity. In order to avoid any perception of pre-determination, Councillor C Campbell agreed that he would not be bound by any discussion taken at the meeting when issues from this matter came before Plans Panel (West) for determination, but would consider all representations and viewpoints presented at the planning meeting before reaching a conclusion based on the merits of the case)

**42 Consultation on the Leeds Strategic Plan 2008-2011**

The Assistant Chief Executive (Planning Policy and Improvement) submitted a report on the consultation arrangements in relation to the Leeds Strategic Plan 2008-11.

Appended to the report was a copy of a document entitled 'Leeds Strategic Plan 2008/11: Developing Strategic Outcomes and Improvement Priorities' for the information/comment of the meeting.

Alan Gay, Director of Resources and Dylan Griffiths, Chief Executive's Department presented the report and responded to Members' queries and comments.

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

In summary, specific reference was made to the following issues:-

- clarification of what was a **Competitive International City**
- the need to change the wording of the Draft Improvement Priorities in relation to '**Thriving Places: A place of many parts**' to read 'Increase the *number* of homes meeting the decency standard'

- clarification of what were the three major cultural schemes of international significance
- the need for the Plan to focus on the importance of educational achievement within a wider Leeds City Region
- the need to focus more on those communities living outside the centre of Leeds as part of the 'Leeds Live It Love It' initiative
- clarification of what were the improvement priorities in relation to the North West (Outer) area and the need for the Committee to be furnished with a list of the above priorities

**RESOLVED –**

- (a) That the content of the reports and appendices be noted.
- (b) That the comments expressed by Members at the meeting be fed back into the consultation process on the Leeds Strategic Plan.
- (c) That Assistant Chief Executive (Planning Policy and Improvement) be requested to liaise with North West Area Management with a view to e mailing Members with a list of improvement priorities in relation to the North West (Outer) area and that a further progress report on this issue be submitted to a future Area Committee meeting.

**43 Leeds Joint Area Review**

The Director of Children's Services Unit submitted a report on the Joint Area Review.

Shaid Mahmood, Locality Enabler, Children's Services presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the contents of the report and appendices with specific reference to:-

- clarification of the funding criteria in relation to pockets of deprivation in outer areas
- the importance of protection and safety of those children and young people living in outlying areas
- the Council's Self Assessment and the difference between adequate and good

**RESOLVED -** That the contents of the report be noted and welcomed.

(Councillor A Barker left the meeting at 3.50 pm during discussions of the above item)

(Councillor G P Kirkland left the meeting at 3.55 pm during discussions of the above item)

**44 Key Messages from Area Committee Sub Groups and Forums**

The Director of Environment and Neighbourhoods submitted a report updating the meeting on feedback from the sub groups and the ward forum that have taken place since the last Area Committee meeting.

Gerry Burnham, North West Area Management presented the report and responded to Members' queries and comments.

The Area Committee noted that the Community Safety Sub Group did not meet on 23<sup>rd</sup> October 2007, but that a revised date of 9<sup>th</sup> November 2007 had been agreed by Members of the group.

During discussion of the report, Councillor C Campbell made reference to the refurbished bins as referred to in paragraph 3.1 of the report and sought clarification as to whether Streetscene would empty any additional bins

Gerry Burnham responded and confirmed that Streetscene had indicated that they would empty any additional bins.

**RESOLVED** - That the contents of the report be noted.

#### **45 Neighbourhood Improvement Areas Update**

The Director of Environment and Neighbourhoods submitted a report on progress in relation to the Neighbourhood Improvement Areas in Outer North West Leeds.

Appended to the report was a programme of improvements that were being developed to tackle neighbourhood issues at a local level in the following areas for the information/comment of the meeting:-

- Holtdales – Adel and Wharfedale
- Henshaws – Otley and Yeadon
- Queensway area – Guiseley and Rawdon
- Weston Estate – Otley and Yeadon
- King Georges/King Edwards – Horsforth

Gerry Burnham, North West Area Management presented the report and responded to Members' queries and comments.

**RESOLVED** - That the contents of the report and appendices be noted.

#### **46 Designated Public Places Order (DPPO) Update Report**

Referring to minute 29 of the meeting held on 24<sup>th</sup> September 2007, the Director of Environment and Neighbourhoods submitted a report on progress in relation to the Designated Public Places Orders for North West Outer Town Centres.

Zahid Butt, North West Area Management presented the report and responded to Members' queries and comments.

**RESOLVED** –

- (a) That the contents of the report and appendices be noted.
- (b) That this Committee notes the progress made in relation to Guiseley and Horsforth DPPOs.

- (c) That this Committee notes the draft DPPO action plan for Yeadon and Otley.
- (d) That a further progress report be submitted to the next meeting.

**47 Date and Time of Next Meeting**

Monday 10<sup>th</sup> December 2007 at 2.00 pm (venue to be confirmed)

(The meeting concluded at 4.15 pm)

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## Report of the Director of Environment and Neighbourhoods

To: North West (Outer) Area Committee

Date: 10 December 2007

Subject: Area Management Review

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### Electoral Wards Affected:

All

Ward Members consulted  
(referred to in report)

### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council  
Function

Delegated Executive  
Function available  
for Call In

Delegated Executive  
Function not available for  
Call In Details set out in the  
report

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## Executive Summary

The report outlines changes to Area Committee responsibilities and working arrangements agreed at the Council's Executive Board in November.

These will require amendments to the Council's Constitution which will be proposed in May 2008.

Area Committees are asked to consider the issues covered in the Executive Board report and comment on the proposed changes.

## **1.0 Purpose of This Report**

- 1.1 The report introduces a report to the Council's Executive Board in November. The Board agreed a number of recommended changes to Area Committee responsibilities and working arrangements. Area Committees are asked to comment on them before changes are proposed to the Council's Constitution in the Spring.

## **2.0 Background Information**

- 2.1 Attached to this report is the report presented to the Council's Executive Board in November. This refers to work undertaken by Cllr Chapman. Cllr Chapman's report and the Officer report to Executive Board were discussed with Area Committee Chairs in mid November. Copies of Cllr Chapman's report are available from Area Management staff or the author of this report.

## **3.0 Main Issues**

- 3.1 The attached report brings various strands of work together under four headings:

- Area Committee Responsibilities
- Elected Members and Area Committees
- Area Management Teams
- Local Partnership Working Arrangements

- 3.2 Key points are:

- 3.3 Area Committee Responsibilities

- New Area Delivery Plans for the period 2008-11 will be produced, linked to the improvement priorities in the Leeds Strategic Plan. A report on a proposed framework for the plans will be produced for the next cycle of Area Committees. Committees will be asked to agree their local plan by June/July 2008. More time than usual is being allowed so that Committees can consider local priorities in the context of the new Leeds Strategic Plan and the greater range of service and function responsibilities they will have from the start of the next municipal year.
- Council Directorates will be asked to consult with Area Committees each year on local priorities to feed into annual budget setting arrangements.
- There will be an increase in the range and number of service and function responsibilities, grouped under six themes:
  - Community engagement and facilities
  - Community safety
  - Environment
  - Children and young people
  - Adult social care and healthier communities
  - Regeneration and development
- To link the new Children and Young People Plans function with the process for producing new Area Delivery Plans, Locality Enablers from Children's Services will prepare a report to the next cycle of Area Committees on this.



### 3.4 Elected Members and Area Committees

- A programme of briefings for Elected Members will be arranged for 2008 (and then annually) to help prepare Members for the new responsibilities that will come under the remit of the Area Committees.

### 3.5 Area Management Teams

- A structure review in the Regeneration Service will result in three area based teams to support the work of the 10 Area Committees as follows (working titles for three new areas):

<b>North East</b>	<b>North West</b>	<b>South East</b>
Inner East Inner North East Outer North East	Inner North West Outer North West Inner West Outer West	Outer East Inner South Outer South

### 3.6 Local Partnership Working Arrangements

- Due to changes in partner boundaries, concerns expressed about member involvement and the development of a new corporate planning framework the 5 District Partnership model will be changed.
- It is proposed that in the future:
  - The Area Committees will provide a local governance and accountability framework for agreed partnership collaboration through their new Area Delivery Plans which will be part of the Leeds Strategic Plan framework.
  - Officers from different agencies e.g. Council, PCT, Police, ALMOs will continue to co-operate and meet together based on the three areas with periodic meetings involving other local stakeholders such as business and voluntary sector representatives.

## 4.0 Council Policy and Governance, Legal and Resource Implications

4.1 Amendments to the Council's Constitution will be proposed in May 2008. Changes in relation to Area Committee responsibilities and working arrangements would then formally take effect after this.

4.2 Resource implications are covered by the council's annual budget setting process.

## 5.0 Recommendations

5.1 Area Committees are asked to consider the issues covered in the Executive Board report and comment on the proposed changes.

5.2 Area Committees are asked to receive reports in their next and subsequent cycle of meetings on Area Delivery Plan preparations, Local Children and Young People Plans and local partnership working arrangements.

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## Report of the Director of Environment and Neighbourhoods

### Executive Board

Date: 14 November 2007

Subject: Area Management Review

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#### Electoral Wards Affected:

All

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

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### EXECUTIVE SUMMARY

The report brings together a number of strands of work undertaken by Officers as part of a review of area management. It complements the report produced by Cllr Chapman following the work she has done from an Elected Member's perspective.

The report covers Area Committee Responsibilities, Elected Members and Area Committees, Area Management Teams and Local Partnership Working Arrangements. The recommendations in the report take account of the proposals from Cllr Chapman's work and opportunities to bring about greater levels of democratic accountability, involvement, oversight and comment at a local level within the City.

Executive Board is asked to agree the recommended changes to Area Committee responsibilities and working arrangements and the proposed timetable put forward for them. This would require some amendments to the Council's Constitution and these would be proposed at the Council AGM in May 2008.

The report highlights changes in partnership working and recommends that the Area Committees provide a governance and accountability framework for local partnership working through their new Area Delivery Plans, linked to the Leeds Strategic Plan.

## **1.0 PURPOSE OF THIS REPORT**

- 1.1 The report brings together a number of strands of work undertaken by officers as part of a review of area management. It complements the report produced by Cllr Chapman following the work she has done from an Elected Member's perspective. The report takes account of the proposals from Cllr Chapman's work and suggests a number of key recommendations with indicative timescales aimed at strengthening the roles and responsibilities of Area Committees.

## **2.0 BACKGROUND INFORMATION**

- 2.1 At the meeting of the Board in May, Members endorsed the Area Committees' Area Delivery Plans for 2007/08 and the updated Area Function Schedules for the functions delegated to the Area Committees at the present time. The report noted that area management arrangements were being reviewed by Officers and that Cllr Chapman, Lead Member for Neighbourhoods and Housing, was looking at the issue from an Elected Member's perspective.
- 2.2 At the Full Council meeting in June Members had a discussion about area management. It was evident from this that there was cross party support from Members to extend the responsibilities of the Area Committees and it was indicated that proposals would come to the Executive Board in the Autumn.
- 2.3 At the same Full Council meeting there was a White Paper Motion about Governance Arrangements. The Deputy Chief Executive and Assistant Chief Executive (Corporate Governance) have held discussions with a range of Elected Members and a report on this will be brought forward to Executive Board as soon as possible. These discussions with Members highlighted opportunities through the Area Committees to improve Elected Members' involvement in the City's decision making processes and this links to proposals in Cllr Chapman's report about extending the responsibilities of Area Committees.
- 2.4 Cllr Chapman's report on 'Making a Bigger Difference in Localities' is appended to this report. It gives the background to Area Management in Leeds and highlights the responsibilities delegated and progress made by Area Committees and area working to date. It provides a summary of comments from Members of the Council following a questionnaire which went to all Elected Members in the Spring. It then details a number of proposals to develop the role of the Area Committees.
- 2.5 Alongside this work, officers have reviewed a number of aspects of area management linked to:
- Recent changes in the Authority and the development of a new corporate planning framework
  - Structural change in a number of key partner organisations – the Police, PCTs and ALMOs
  - Policy developments such as the Local Government White Paper
- 2.6 This report brings together various strands of work under the following headings:
- Area Committee Responsibilities
  - Elected Members and Area Committees
  - Area Management Teams
  - Local Partnership Working Arrangements

These take account of the proposals from Cllr Chapman's work and opportunities to bring about greater levels of democratic accountability, involvement, oversight and comment at a local level within the City.

### **3.0 AREA COMMITTEE RESPONSIBILITIES**

3.1 Cllr Chapman's report makes a number of proposals relating to extending Area Committee responsibilities and having more clarity about responsibilities delegated to the Committees. It also covers proposals about community engagement and locality working and related issues which impact on the content and implementation of the Area Delivery Plans. This section outlines the proposed range of responsibilities for the Area Committees from the start of the municipal year in 2008/09.

#### **3.2 Area Delivery Plans**

3.3 It is proposed that new Area Delivery Plans are developed for the period 2008-11, informed by the Leeds Strategic Plan and covering the same planning period. The draft Leeds Strategic Plan improvement priorities are currently subject to consultation with the Area Committees and this provides a starting point for the development of new Area Delivery Plans. This will enable each Area Committee to focus on the improvement priorities in the Leeds Strategic Plan which are most relevant to the circumstances in the Committee's area. The plans and annual updates would be subject to endorsement by the Executive Board as is currently the case and be used to steer priorities for the allocation of revenue and capital Well Being budgets.

#### **3.4 Well Being Budgets**

3.5 Area Committees have had capital and revenue Well Being allocations since the Committees were established in 2004 and it is proposed that these continue. Guided by the priorities in the Area Delivery Plans, Well Being budgets are used to support a range of locally important revenue and capital projects and provide additional investment for local services. Examples include: activities for young people, environmental projects, CCTV cameras, additional neighbourhood wardens and other community safety initiatives, local festivals and events.

#### **3.6 Consultation**

3.7 Linked to the new corporate planning framework is a proposal for Council Directorates to consult with the Area Committees each year on local priorities to feed into the Council's annual budget setting arrangements. This would commence for the 2009/10 budget planning cycle in the Autumn of 2008, shortly after the completion of the new Area Delivery Plans. This would allow Area Committees to bring forward new ideas for service developments and changes at a time when Directorates are considering resources and priorities.

3.8 In relation to consultation undertaken by services regarding service changes and improvements, it is proposed that the Area Committee is the principal means by which Elected Members are consulted on service issues which affect their area. This will build on practice which has developed since the Area Committees were formed. Services would be expected to highlight specific issues and implications for each area rather than a general overview from a city wide perspective. An example

of this could be proposed changes to recycling arrangements which would affect particular localities.

### 3.9 **Service and Function Responsibilities**

3.10 Below is a proposed set of Area Committee responsibilities following a recent exercise undertaken by officers and drawing on Cllr Chapman's report. This involved looking again at the existing list of Area Functions and considering which other functions were most suited to coming under the remit of the Area Committees. This has involved initial considerations of what the responsibilities mean in practice for the Area Committees and service providers and how Area Committees/Ward Members can work with services to bring about better services and improvements in neighbourhoods.

3.11 Existing Area Committee Functions would be amended and 'local service plans' produced to provide greater clarity about the services to be provided and the responsibilities of Area Committees in relation to them.

3.12 A range of new services and functions are recommended to be part of the list of Area Committee Responsibilities. Along with amendments to some existing functions these would considerably increase the number and range of responsibilities coming under the remit of the Area Committees.

3.13 Proposals for enhanced responsibilities for the Area Committees are grouped under six themes. These link to key themes in the draft Leeds Strategic Plan.

- Community Engagement and Facilities
- Community Safety
- Environment
- Children and Young People
- Adult Social Care and Healthier Communities
- Regeneration and Development

3.14 Key points for each of the services and functions under each of these proposed groupings are summarised below. (There is a list of the proposed themes and functions in an appendix to this report.)

### 3.15 **Community Engagement and Facilities**

3.15.1 **Community Engagement** - Whilst Area Committees currently have a role in relation to community engagement and there is much good practice being developed across the City, this is not a clear function and requirement for the Committees at present. It is recommended that in the future a primary role of the Area Committees is to drive engagement in each area. It is proposed that community engagement activity is linked more clearly to service improvement and area delivery plan priorities and that each Area Committee receives an annual report on local engagement activities and proposals for the year ahead. In turn it is recommended that each Area Committee is required to report annually to Executive Board on how it is supporting effective community engagement in its area.

3.15.2 **Community Centres** – Area Committees are currently responsible for a number of community centres in the Environment and Neighbourhoods portfolio and this will be extended on the completion of transfer of former Learning and Leisure centres into this portfolio. Area Committee responsibilities in relation to this function include:

consultation prior to changes to operational arrangements, agreeing and implementing a schedule of charges and discounts for directly managed centres, agreeing asset management and investment proposals for centres.

- 3.15.3 **Community Space in Libraries** – Area Management Teams and the Library Service are currently putting together a pilot project to look at library buildings and opportunities to make space available for local groups. This would complement the portfolio of community centres and make greater use of libraries as local facilities. Ward Members will be involved in the pilot project regarding possible changes to local library and community centre spaces in their area.
- 3.15.4 **Community Greenspace** – this covers a total of 73 facilities which include recreation facilities, sports pitches, play areas, formal and informal horticultural features. The proposal here is to build on examples of good practice developed between Parks and Countryside and the Area Committees such as the deployment of additional site based gardeners, support for ‘In Bloom’ groups and Friends of Parks groups. Area Committees would be involved in discussions about the development and usage of community parks and opportunities to get more local people actively involved in their local parks such as through the development of Friends of Parks groups.
- 3.16 **Community Safety**
- 3.16.1 **Neighbourhood Wardens, Neighbourhood Policing, PCSOs and CCTV** – Wardens, PCSOs and CCTV schemes are currently under the responsibility of the Area Committees and it is proposed that similar arrangements continue. Discussions with local Police Divisions are taking place to improve reporting arrangements into Area Committees so that the Committees are better placed to monitor the service provided by PCSOs in their areas. Later in the year the Police will confirm their new Neighbourhood Policing arrangements, reflecting the priority of the new Chief Constable for stronger partnerships at local level. As part of this new approach, it is expected that the new Neighbourhood Policing Teams will work closely with and consult regularly with Area Committees on policing and community safety priorities.
- 3.16.2 **Multi Agency Crime and Grime Operations** – these operations are currently co-ordinated by staff in area management teams and there are opportunities to give Area Committees a greater level of involvement in setting priorities for these operations, linked to area delivery plan priorities. Area Committees would be presented with more information about the operations taking place in their area including outcomes, impact on crime and grime and local resident perceptions. This would enable the Area Committees to track progress and set future priorities for operations in their area.
- 3.17 **Environment**
- 3.17.1 **Enforcement Services (Area Action Teams)** – proposals are currently being developed to put these new teams in place as part of the Environmental Services structure. They would be responsible for a range of enforcement activities including noise nuisance, waste in gardens, overgrown vegetation, littering and dog fouling. Area Committees would receive regular reports about this new combined service and be given opportunities to influence service planning and local priorities for action based on local knowledge about issues and hotspots. There is potential for close working arrangements to be put in place with neighbourhood wardens and

these new teams. Linked to this area of work, members would be briefed on related service areas such as graffiti removal and needle picking and then be consulted on any significant changes proposed to service delivery.

3.17.2 **Street Cleansing** – this covers mechanical road and pavement sweeping, manual de-littering and litter bin emptying. These services are being realigned with a model of delivery based on three area teams. Area Committees would be regularly presented with information about the services in their area and given opportunities to influence service planning and local priorities and hotspots.

3.17.3 **Highways Maintenance** – this covers the annual and forward programme of planned maintenance on local roads, traffic management schemes and minor maintenance schemes to keep highways safe. It is proposed to continue with current arrangements whereby ward members are consulted on and informed about the progress of schemes in their ward so that this more local level of member involvement is retained for this function.

3.17.4 **Grounds Maintenance** – this covers grass cutting, shrub, rose bed and hedge maintenance. The service is currently provided by an external provider through a citywide contract. This is now under review. It is therefore proposed that Members are briefed on service standards for grounds maintenance work and are then consulted on any significant changes to these services including the opportunity to comment on and influence the content of briefs for new contractual arrangements.

### 3.18 **Children and Young People**

3.18.1 **Local Children and Young People Plans (including Youth Service)** – locality arrangements are one of the six elements of the children's trust arrangements and will ensure there are local children and young people's plans to support the achievement of every child matters strategic outcomes in each area. These will be set in the context of the city-wide Children and Young People's Plan, but will address specific local circumstances and priorities.

3.18.2 Area Committees have a crucial role to play in this work. They will help to identify local needs, influence service planning and, by being presented with information about service development and progress in their area, support a more local performance management approach. This will include Youth Services which has been a specific area of interest for the Area Committees to date.

3.18.3 Locality Enablers will support this process, co-ordinating the implementation of the plans and strengthening relations between local children's services providers and the Area Committees.

3.18.4 Area Committees currently nominate a Councillor to take special interest in corporate parenting and children's services. There will be opportunities to further develop this role, working with both Locality Enablers and the Executive Lead Member for Children's Services.

### 3.19 **Adult Social Care and Healthier Communities**

3.19.1 **Adult Social Care** - this function is primarily focused on the support that services and communities provide to enable vulnerable people to live safely and securely



within their own homes. Services commissioned or provided directly by social care play a key part in providing support but to be effective they must work closely with local voluntary and community groups and other agencies. There is an opportunity to develop the role of Area Committees and local members in identifying local community need, planning and developing services which can help people to remain independent and improving the coordination of services at the local level. As part of this proposal, Adult Social Care will put in place management support to both the Area Committee and to ensuring that services are sensitive to local needs.

3.19.2 **Healthier Communities** - the Council is required to play a key role in improving health and tackling health inequalities for the people of Leeds. The Director of Adult Social Services holds accountability for these actions, by ensuring coordinated and focused activity across Council services and with key partners such as the Leeds PCT. To be effective action needs to be coordinated at the local level and the Leeds PCT is organising its resources to achieve this. Area Committees will play a key role in influencing local priorities and action, and monitoring the health related targets linked to the Leeds Strategic Plan. Adult Social Care will support Area Committees in this work by liaising with key partners and services to present regular reports on the outcomes being achieved at the local level and seeking members views on priorities and action plans.

### 3.20 **Regeneration and Development**

3.20.1 **Area Based Regeneration Schemes and Town and District Centre Projects** – these functions will involve the delegation of agreed Town and District Centre projects to Area Committees and the responsibility for formal consultation and monitoring of area based regeneration schemes. Any future new capital funding availability would be subject to a process to be agreed by Executive Board.

3.20.2 **Neighbourhood Management Co-ordination** – Area Committees would be regularly presented with information about neighbourhood management activity in their area and given opportunities to influence service planning and priorities for action based on local evidence of needs and resources available. The initial focus will be on identified neighbourhood management areas which are currently in receipt of Safer and Stronger Communities Funding. Subject to confirmation of the continued availability of funding, allocations would be delegated to the relevant Area Committees for local schemes which meet local neighbourhood improvement plan priorities, linked to grant criteria.

3.20.3 **Conservation Area Reviews** – In recent meetings, Area Committees have been presented with information about conservation areas and asked to agree priorities for review and an allocation of funding. This will then allow a programme of reviews to be developed over the next 12 – 18 months. If the programme approach proves successful this could be repeated in future years. This would ensure that Area Committees maintained an overview of local conservation areas and that across the City a structured programme of reviews takes place.

3.21 It is proposed that the range of revised functions are put in place from the start of the new municipal year in 2008. This will require detailed work to be undertaken by Services along with a programme of comprehensive briefings to be given to Elected Members on these functions. The Council's Corporate Leadership Team has considered this range of responsibilities and is fully supportive of introducing them and encouraging different ways of working to make a bigger difference in localities.

3.22 Given the range of functions suggested to come under Area Committee influence it is considered that 2008/09 would be a development/transition year. This would allow time to build the relationship between services and Area Committees and ensure the level of detail and working arrangements are right to enable services to be more locally responsive and Area Committees to have a manageable level of democratic involvement and oversight across a wider range of functions than at present.

#### **4.0 ELECTED MEMBERS AND AREA COMMITTEES**

4.1 Cllr Chapman's report makes a number of proposals about Elected Members and Area Committees. As indicated above, the revision of existing responsibilities and the addition of a range of new responsibilities will mean that a number of detailed briefings will be required for Elected Members. If Executive Board is supportive of the recommendations in this report it is suggested that a programme of briefings is arranged for Elected Members for early in 2008. This would prepare all Members for the new responsibilities that will come under the remit of the Area Committees from next Spring. Beyond this and in line with proposals in Cllr Chapman's report, it is suggested that Area Management Teams then prepare an annual programme of briefings on Area Management and Area Committee responsibilities.

4.2 To develop the skills and competencies of Elected Members to undertake roles such as Chairs of the Area Committees, chairs of sub groups and representatives for the Area Committees on other bodies, it is proposed to develop core competencies for these roles and opportunities for Members to develop their skills in these areas. An example of this could be a workshop on chairing skills for Members who are required to do this as part of their role or have an aspiration to do a role requiring those skills in the future. This could therefore be linked to the personal development programmes for Elected Members. If the Board is supportive of this approach this would then be developed over the next 12 – 18 months.

#### **5.0 AREA MANAGEMENT TEAMS**

5.1 Area Management Teams form part of the staffing structure of the Regeneration Service. The structure is currently undergoing review, linked to the budget requirement to make operational savings in this service area agreed earlier in the year and the opportunity to amend area management team structures in the light of changes with operational boundaries of other key partners.

5.2 In relation to Area Management Teams it is considered that the 5 district model for them is no longer sustainable in light of partner organisational change. Alongside this a more flexible regeneration staff resource is required that can effectively deploy a range of skills linked to project lifecycles across a growing number of large regeneration programmes and projects.

5.3 Key priorities for the Area Management Teams cover:

- Lead responsibility for supporting the Council's 10 Area Committees, co-ordination of the functions and services delegated to them and responsibility for developing and implementing Area Delivery Plans as part of the Council's new strategic planning framework
- Lead Council and partnership responsibility for the coordination and implementation of area based partnership activity including Neighbourhood Management and the delivery of local regeneration priorities

5.4 Within the current Regeneration staff restructure proposals the main change proposed for Area Management Teams is to organise staff resources through three management areas rather than five. This follows similar re-organisations which have taken place in the ALMOs and the Police.

5.5 The table below indicates which Area Committee falls into each of the proposed three new areas (working titles for three new areas):

<b>North East</b>	<b>North West</b>	<b>South East</b>
Inner East Inner North East Outer North East	Inner North West Outer North West Inner West Outer West	Outer East Inner South Outer South

5.6 At strategic manager level, this will involve reducing the number of Area Managers from 5 to 3 and changing the 5 Area Co-ordinator posts to 3 Deputy Area Manager posts. The 3 Deputy Area Manager posts will be at a slightly higher grade than the current Area Co-ordinator posts and this will enhance capacity to support Elected Members and co-ordinate the Area Committee's proposed wider range of responsibilities.

5.7 At officer level, each Area Committee will continue to have a designated Area Management Officer post to support its work and there will be no reduction in the range of project/support officers assisting the work of Area Committees.

5.8 Changes are proposed to the administrative support and in the new structure each of the 3 area teams will have a senior administrative officer, two administrative officers and one administrative assistant.

5.9 This restructuring does not cover:

- Neighbourhood management posts and Signpost staff funded through NRF/SSCF and other funding sources
- Specific fixed term posts funded by the Area Committees
- The Neighbourhood Wardens Service which is an existing delegated function for the Area Committees

5.10 The development of this revised structure based on three area management teams has allowed other services to start looking at how better to support area working arrangements with the resources available. An early development here is the proposal for Area Action Teams for Enforcement Services. This will bring together three teams of area based staff to deal with a range of enforcement issues such as noise nuisance, waste in gardens, overgrown vegetation, littering and dog fouling.

## **6 LOCAL PARTNERSHIP WORKING ARRANGEMENTS**

6.1 The 5 District Partnerships were established in 2004 alongside the introduction of area management teams and the 10 Area Committees. Their role was to enable effective partnership working at a local level across the city to deliver the objectives of the Vision for Leeds. Their boundaries reflected the greatest degree of coterminosity of partner boundaries at the time with almost exact mapping of Council (Area Management), PCT, ALMO and Police boundaries.

- 6.2 As a result of changes in partner boundaries and the development of a new corporate planning framework it is considered that changes are required to local partnership working arrangements to ensure they are effective in the future. Over recent months, the Leeds Initiative Narrowing the Gap Executive has co-ordinated a number of discussions on the implications of these changes and discussed a report at its September 2007 meeting.
- 6.3 The 5 District Partnerships brought about new ways of working with local partners, including businesses and the third sector, and they have overseen the implementation of a range of actions in localities as part of their three year action plans linked to the Leeds Regeneration Plan 2005-2008.
- 6.4 A number of elected members of the council have expressed concerns though about governance and accountability issues related to the Partnerships. A key issue raised was that decisions were being made which could have important impacts on local interests without a sufficient input from members themselves. Whilst Area Committee Chairs were District Partnership members and in some cases Chairs or Deputy Chairs, the view of many ward members was that not enough members were engaged. In addition each area has had two planning frameworks – one through the District Partnership Action Plan and one through the Area Committee’s Delivery Plan.
- 6.5 The council’s new corporate planning framework aims to link the Vision for Leeds themes and the Local Area Agreement to strategic outcomes in a single Leeds Strategic Plan. As part of this framework the Area Delivery Plans would become the key focus for the achievement of strategic outcomes at a locality level. The Area Committee would be responsible for securing the agreement of a local plan for its area which would contribute to city wide strategic outcomes. To be effective, that would involve the need to engage autonomous partners such as the Police or the PCT as well as ensuring that the views and priorities of local people and stakeholders such as businesses and interest groups were taken into account. This would enable the focus of the partners themselves to be the delivery of outcomes they agreed to support.
- 6.6 Officers have considered the issues around local partnership working, possible options for future arrangements and initial views from partners. On balance, the preferred option is to move to a position where Area Committees provide a local governance and accountability framework for agreed partnership collaboration through their new Area Delivery Plans which will be part of the Leeds Strategic Plan framework. The expectation would be that the Council and local agencies would give accountability for their actions to local people through the Area Committees.
- 6.7 Alongside this new role for the Area Committees, officers from different agencies e.g. Council, PCT, Police, ALMOs would continue to co-operate and meet together based on the three areas with periodic meetings involving other local stakeholders such as business and voluntary sector representatives.
- 6.8 These proposals are supported by the Council’s Corporate Leadership Team and it is recommended that Members of the Executive Board agree them as the proposed way forward for local partnership working in the City.
- 6.9 This will require work to be done to establish an effective local planning framework and the development of working relationships between the Area Committees and

key partners. This new arrangement would reduce any duplication and tension between Area Delivery Plans and District Partnership Action Plans and acknowledge that in the new corporate planning and LAA environment the Council will have the lead responsibility for ensuring the delivery of agreed LAA outcomes.

- 6.10 Subject to Executive Board's approval for this recommendation, further work will be done with Leeds Initiative partners so that clear proposals and operational arrangements can be reported to the Narrowing the Gap Executive in the New Year. As part of this, Officers will start to arrange meetings based on the three new areas. Agreed changes to Area Committee roles would formally take effect from next Spring, alongside the other changes to Area Committee responsibilities and working arrangements outlined above.

## 7.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

- 7.1 The contents and recommendations of this report represent a development of the council's policy in relation to area management, local partnership working arrangements and local governance.
- 7.2 Amendments to the Council's Constitution would be required and these would be proposed at the Council AGM in May 2008. Changes in relation to Area Committee responsibilities and working arrangements would then formally take effect after this.

## 8.0 LEGAL AND RESOURCE IMPLICATIONS

- 8.1 The proposals within this report are covered by existing legislation.
- 8.2 Resourcing of the services and functions covered in this report is covered by the council's annual budget setting process.

## 9.0 PROPOSED NEXT STEPS

- 9.1 Subject to Executive Board's approval for the range of recommendations in this report key next steps and indicative timescales are proposed as follows:

<b>(Approximate) Date</b>	<b>Activity</b>
December	Regeneration Restructure implementation to commence
December	Area Management Review - Report to all Area Committees
Winter/Spring	Programme of more detailed member briefings on proposed new responsibilities
January/February	Report to Narrowing the Gap on local partnership working arrangements
Spring	Leeds Strategic Plan Finalised
May	Council AGM – changes to constitution
June	Executive Board – agree revised Area Committee Functions
June/July	Area Committees to agree new Area Delivery Plans
September	Executive Board – endorse Area Delivery Plans
Autumn	Directorates consult with Area Committees on 2009/10 budgets

## **10.0 RECOMMENDATIONS**

10.1 Executive Board is asked to:

10.1.1 Agree the recommended changes to Area Committee responsibilities and working arrangements and the proposed timetable put forward for them

10.1.2 Agree the recommended way forward for local partnership working arrangements

## **Appendix Table of Proposed New Area Committee Responsibilities**

### **Community Engagement and Facilities**

- Community Engagement
- Community Centres
- Community Space in Libraries
- Community Greenspace

### **Community Safety**

- Neighbourhood Wardens
- PCSOs
- CCTV
- Neighbourhood Policing Teams
- Multi Agency Crime and Grime Operations

### **Environment**

- Enforcement Services (Area Action Teams)
- Street Cleansing
- Highways Maintenance (continuation of ward member responsibility)
- Grounds Maintenance (consultation and monitoring role initially)

### **Children and Young People**

- Local Children and Young People Plans
- Youth Service

### **Adult Social Care and Healthier Communities**

- Adult Social Care
- Healthier Communities

### **Regeneration and Development**

- Town and District Centre Projects
- Area Based Regeneration Schemes
- Neighbourhood Management Co-ordination
- Conservation Area Reviews

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Originator: Helen Bowker

Tel: 0113 395 2827

## Report of the Director of Environment and Neighbourhoods

### Outer North West Area Committee

Date: 10<sup>th</sup> December 2007

### Subject: Key Messages from Area Committee Sub Groups and Forums

#### Electoral Wards Affected:

Adel & Wharfedale  
Guiseley & Rawdon  
Horsforth  
Otley & Yeadon

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity   
Community Cohesion   
Narrowing the Gap

Council  
Function

Delegated Executive  
Function available  
for Call In

Delegated Executive  
Function not available for  
Call In Details set out in the  
report

#### Executive Summary

The purpose of this report is to update Members on feedback from the sub groups and the ward forum that have taken place since the last Area Committee.

## 1.0 Background

- 1.1 The Committee has an ad-hoc policy group, and three sub groups looking at service provision within the delegated functions of Community Safety, Children & Young People and Streetscene.
- 1.2 There is currently one ward forum in the area covering Guiseley & Rawdon Ward. It continues to meet on a regular basis and has two sub groups for planning matters and the environment. Area Management along with Otley and Yeadon ward members are in the initial stages of establishing a Yeadon forum with the first meeting planned for early 2008.

## **2.0 Community Safety Sub Group**

2.1 The sub group met on the 9<sup>th</sup> November 2007. It was attended by Members from all four wards, along with officers from West Yorkshire Police, the anti-social behaviour unit, area management and the youth service. Issues raised included:

- All Neighbourhood Watches to have visits and face to face contact by Christmas
- Changes to the Neighbourhood Policing Teams will now be introduced in January 2008.
- PCSOs and Crime Reduction Officers are currently involved in a burglary reduction called Autumn Initiative. This will involve PCSOs visiting properties and giving crime reduction advice, leaflets, energy saving bulbs and timer switches. The initiative will see 2,500 leaflet packs delivered in Outer North West along with 500 bulbs and 200 timer switches. A small grant application will be submitted by the Police to purchase 300 more timer switches.
- Mobile Van – The second bus has to be parked at Benton Park and is currently being kitted out and will be fully operation asap.
- There is provision for 30 more properties to be target hardened. Cllrs queried the take up from householders who had to contribute to any target hardening supplied. Sgt Neil Perkiss stated that in practice take up was low when householders were informed they had to contribute and it was divisive as the next door neighbour might not contribute anything for the same service. Cllrs asked CASAC to submit an options paper for consideration at the next meeting.
- Guiseley and Horsforth DPPOs will come into effect on 1st December 2007. Signs and Posters have been ordered. Posters will be distributed to all licensed premises in the area.
- Otley and Yeadon DPPOs are now being progressed. Crime figures have been examined and Zahid Butt will be attending various groups to consult on draft boundaries (ASB Panel, Pubwatch, Divisional Community Safety Partnership). It is envisaged that the Orders will be implemented mid – late Feb 2008.

## **3.0 Streetscene Sub Group**

3.1 There has been one meeting since the last Area Committee, which took place on the 5<sup>th</sup> November 2007. It was attended by a Member from three of the Outer wards, along with officers from Streetscene, Area Management, WNW Homes and Groundwork Leeds. Issues raised included:

- Groundwork gave an update on the Green Check Scheme. They wish to continue the project into the next financial year however this will require further funding. Area Management to work up a project with Groundwork and also look at other sources of funding for the project.
- The new bin routes for Adel & Wharfedale will be launched in the new year. Between 2,000 and 3,000 household collections will be shifted on a daily basis. Guiseley & Rawdon will be the next Ward to be re-routed.
- Streetscene now collate leaf collection statistics per ward every 2 weeks and the totals will be circulated to Ward Members every fortnight. If Members are aware of any streets where fallen leaves are a problem and are not being collected they should advise Paul Lyons Tel 2146563. Streetscene and

WNWH will work together during the leaf collection period. Revised leaf collection maps will be provided in early 2008.

- CAST are working solely on leaf collection at present. They are clearing the whole of one ward before moving onto the next. There is a 12 week programme for leaf collection. The area is still receiving the core leaf collection service in addition to CAST.
- Discussions are ongoing regarding the new grass cutting contract. Streetscene will provide an update to the next meeting.
- Elizabeth Ross who now manages CAST to be invited to the next sub group meeting.
- Members raised concerns that they were not advised that street cleansing cycles have changed from every 4 to every 6 weeks. Members to be provided with revised packs asap.

#### **4.0 Guiseley & Rawdon Forum**

4.1 There has been one meeting of the forum since the last Area Committee, which took place on the 7<sup>th</sup> November 2007. It was attended by the Guiseley and Rawdon members, officers from area management and West Yorkshire Police:-

- Further support was expressed for the proposed Netherfield Road car park.
- The forum received a presentation from Sgt Stuart Beck from the Neighbourhood Policing Team.
- A formal Area Action Plan was not considered to be appropriate for the needs of Guiseley. Instead a 'plan of actions' to improve Guiseley will be devised.

#### **5.0 Children and Young People's Sub Group**

5.1 There has been not been a sub group meeting since the last Area Committee.

#### **6.0 Recommendations**

6.1 The Area Committee is asked to note the contents of this report.

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Originator: Sarah Charlton

Tel: (0113) 395 2831

**Report of the Director of Environment & Neighbourhoods**

**North West (Outer) Area Committee**

**Date: 10<sup>th</sup> December 2007**

**Subject: Town & District Centre Regeneration Update**

<p><b>Electoral Wards Affected:</b></p> <p><b>Otley &amp; Yeadon</b></p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>
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**Executive Summary**

This report seeks to provide an update on the current position of the Town and District centre proposals for Otley & Yeadon giving details on the progress to date. The Area Committee is asked to note and comment upon the report.

**1.0 Purpose Of This Report**

1.1 This report provides information to Members on the current position of the two schemes in Outer North West Leeds that were allocated resources from the Town and District Centre Regeneration scheme.

**2.0 Background Information**

2.1 As reported previously, provision has been made from the Capital Programme for funding to support the economic regeneration of town, village and district centres in Leeds.

2.2 Schemes were developed by the Strategic Design Alliance for Yeadon High Street and Otley Market Place and a business case for each scheme was produced and considered by Asset Management Group.

2.3 The Otley and Yeadon schemes were selected to progress and detailed designs have been progressed on both schemes.

### **3.0 Current Position**

- 3.1 **Yeadon High Street** – This scheme focuses on high quality public realm improvements on the High Street from the roundabout to the junction with Ivegate including the area in front of the Town Hall. It includes the resurfacing of the highway and footpaths, pedestrian crossing points, landscape planting and a three camera CCTV system.
- 3.2 Work has been ongoing on the detailed design for this scheme which is the largest Town & District Centre scheme in the City. It is anticipated that the scheme will go out to tender in early 2008 with work due to be on site in the Spring. There has been a number of technical issues to resolve and work is ongoing with Highways to agree traffic management measures for the duration of the scheme.
- 3.3 Locations have been agreed with LeedsWatch for a three camera CCTV system. A planning application has been submitted and work will start on the installation of the cameras at the end of January, cameras will be operational by the end of March 2008.
- 3.4 **Otley Market Place**- This scheme will focus on improvements to the historic market place and Market Street in the centre of Otley.
- 3.5 The removal and relocation of disabled parking from the Market Place has been progressed with Highways Services. The proposal is to relocate two spaces to Kirkgate, two to Boroughgate and one on Manor Square. Traders and businesses who front onto these new locations have been written to. One letter of support has been received and no objections.
- 3.6 Locations have been agreed with LeedsWatch for the 5 camera CCTV system and a planning application has been submitted. Work will start on the installation of the cameras at the end of January and they will be operational by the end of March 2008.
- 3.7 Liaison has been ongoing with Leeds Markets in order to fully accommodate the market whilst work is on site. The work to Market Place and Market Street will be carried out in six phases, the market stalls affected during each of these stages will be relocated to Kirkgate.
- 3.8 It is expected that the scheme will go out to tender before the end of December to approved contractors and those who have specific skills and expertise in conservation work. Work is due to start on site before the end of March.
- 3.9 **Otley Civic Centre** – Executive Board have agreed to financially support the refurbishment of Otley Civic Centre in conjunction with Otley Town Council, following which the freehold would be transferred to the Town Council. A formal offer has been made to Otley Town Council.

### **4.0 Communication**

- 4.1 Once contractors have been appointed and timescales agreed for the Otley and Yeadon schemes, letters will be sent to all traders who will be affected by the works.

### **4.0 Recommendations**

- 4.1 The Area Committee is asked to note and comment upon the content of the report.



Originator: Zahid Butt

Tel: 395 2832

## Report of the Director of Environment & Neighbourhoods

### Outer North West Area Committee

Date: 10<sup>th</sup> December 2007

Subject: DPPO Update Report

<p><b>Electoral Wards Affected:</b></p> <p><b>Adel &amp; Wharfedale</b>  <b>Guiseley and Rawdon</b>  <b>Horsforth</b>  <b>Otley &amp; Yeadon</b></p>	<p><b>Specific Implications For:</b></p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <input type="checkbox"/></p> <p>Narrowing the Gap <input checked="" type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

### Executive Summary

This report provides an update in relation to the DPPOs for North West Outer Town Centres.

#### 1.0 Purpose of This Report

1.1 The purpose of this report is to provide Members with an update relating to the DPPO process for Horsforth, Guiseley, Otley and Yeadon.

#### 2.0 Background Information

2.1 At previous Area Committees, Members asked for progress reports to be presented to each Area Committee.

#### 3.0 Update from Action Plan

3.1 Horsforth and Guiseley DPPOs are currently progressing as planned. The 2<sup>nd</sup> Legal Notice has been issued in the Yorkshire Evening Post, appearing on 15<sup>th</sup> October 2007. The expected implementation of the Orders is 1<sup>st</sup> December 2007. Safer Leeds have undertaken a site survey for signage. The recommendation is 14 signs for Guiseley and 25 for Horsforth. The signs have been ordered and will be erected during w/c 26<sup>th</sup> November 2007. All Licensees have been written to and supplied 2 posters to display on their premises.

3.2 Action taken during this period includes:

- Signage ordered and erected w/c 26<sup>th</sup> November 2007
- Posters distributed to all Licensees
- ACSC has met with Police and drafted boundaries for Otley and Yeadon
- Draft boundaries presented to the ASB Panel
- Draft boundaries discussed at Otley Pubwatch

#### **4.0 Next Steps**

4.1 The next phases will be:

- Implementation of the Horsforth and Guiseley DPPOs, currently progressing well-being applications for additional Policing
- Draft boundaries discussed at Yeadon Pubwatch
- Revised Police figures showing trends over a longer period
- To progress to notice stage and issues notice in YEP

#### **5.0 Recommendation**

5.1 Members are asked to:

- i. Note the progress made in relation to implementation of the Guiseley and Horsforth DPPOs
- ii. Note the progress made in relation to the Yeadon and Otley DPPOs
- iii. Receive further updates at the next meeting.



## Draft Otley and Yeadon DPPO Action Plan

ACTION	COMMENTS	Complete by
Identify and request comments / info from interested community groups about alcohol related nuisance in Outer Town Centres	Comments / info requested in writing / photographs to show nuisance caused by drinking on streets and litter from alcohol containers in Outer Town Centres	✓
To raise the profile of seeking views by encouraging a press article in local media	Press release drafted by Press Office and sent to Media.	✓
Request information from Street Scene in relation to street cleaners and nuisance caused by alcohol containers in Outer Town Centre streets	Street Scene to produce letter about nuisance for Licensing Committee	✓
Requests for info sent to ASB Unit on alcohol related ASB complaints	Data cleansing required to ensure only relevant data included	✓
Review information collected, go back where required and collate information		✓
To request comments from local Councilors and seek anecdotal evidence in relation to nuisance caused by Street Drinking in Outer Town Centres.		✓
Request alcohol related crime figures from Police relating to Otley and Yeadon Town Centres	Considerable data cleansing required to pull <u>only</u> the alcohol related incidents	
Police / Area Management to agree and <u>draft</u> boundaries for DPPOs		✓
Meet with Licensees to discuss and comment on draft boundaries	Attended Otley Pubwatch on 14 <sup>th</sup> November 2007. to attend Yeadon Pubwatch on 28 <sup>th</sup> November 2007.	Nov 07
Raise at Anti Social Behaviour Panel for members to discuss and comment on draft boundaries	Attended Panel on 21 <sup>st</sup> November 2007	✓
Raise at Divisional Community Safety for members to discuss and comment on draft boundaries	Agree draft boundary. Minutes used as evidence for Licensing Panel. Next Meeting planned for 16 <sup>th</sup> January 2007. to consult via email if evidence ready before.	Dec 07 / Jan 08
Licensees and ASB Panel to consult / discuss any changes made to the draft proposals	<b>If this is not required then process can be speeded up</b>	
Formal 28 day Notice 1	1 <sup>st</sup> statutory notice placed in YEP. 28 days to expire	Nov / Dec 07
Consult with other interested groups and take onboard any comments	To attend Otley Town Council – whilst notice is running	Dec 07 / Jan 08
Formerly write to West Yorkshire Police, Licensees and Horsforth Town Council.	Whilst notice is running	Dec 07
Report to Licensing Panel	Compile all correspondence received and report to be prepared and sent to Legal. Licensing Panel to meet and decide on DPPOs	Jan 08
Formal 28 day Notice 2	2 <sup>nd</sup> statutory notice	Jan / Feb 08
Signage in place at key locations included licensed premises	Site visits to agree location of signs. Signs prepared and fixed.	

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Originator: Gerry Burnham

Tel: 3952831

## Report of the Director of Environment and Neighbourhoods

### North West (Outer) Area Committee

**Date:** 10<sup>th</sup> December 2007

### Subject: Well-Being Budget Report

<p><b>Electoral Wards Affected:</b></p> <p>All</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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Council Function	<input type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
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**Executive Summary**

This report provides the Area Committee with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date and project monitoring information.

## 1.0 Background

- 1.1 At the April meeting Members were informed of the allocations of £195,880 (£48,970 per ward) revenue funding for 2007/08 financial year and £104,601 capital funding (£26,150 per ward) for the period April 2007 to 31<sup>st</sup> March 2008.
- 1.2 At the April meeting of the Executive Board, a one-off payment of £50,000 (£12,500 per ward) was allocated to each Area Committee.

## 2.0 2007/08 Allocation

- 2.1 At the April Area Committee meeting, Members agreed in respect of small grants that a budget of £12,000 be allocated (£3,000 per ward) from the total 2007/08 revenue allocation for outer north west. The amount per ward to be increased as required.
- 2.2 At the July Area Committee meeting, Members agreed a budget of £4,000 to be allocated to community skips. To date, £1,350 has been spent and there is £2,650 available for the remainder of the financial year.

2.3 Following projects agreed at the last meeting in November a total of £154,747 remains available for supporting revenue priorities and £89,268 for capital priorities in this year's Area Delivery Plan.(ADP)

2.4 The following table details the total available revenue for 2007/08, total spend to date in 07/08 and the balance remaining:

<b>Ward</b>	<b>2007/08 allocation + c/f 2006/07</b>	<b>Total revenue spent 07/08</b>	<b>One-off allocation of £50,000</b>	<b>Balance Remaining</b>
Adel & Wharfedale	£50,893	£5,481	£12,500	£57,912
Guiseley & Rawdon	£44,044	£32,746	£12,500	£23,798
Horsforth	£44,617	£16,824	£12,500	£40,293
Otley & Yeadon	£45,125	£24,881	£12,500	£32,744

2.5 The following table details the capital allocations per ward for 2007/08, total capital spend to date and the balance remaining:

<b>Ward</b>	<b>2007/08 + carry forward 2006/07</b>	<b>Total capital spent 2007/08</b>	<b>Balance Remaining</b>
Adel & Wharfedale	£46,742	£26,533	£20,209
Guiseley & Rawdon	£26,950	Nil	£26,950
Horsforth	£51,674	£29,000	£22,674
Otley & Yeadon	£19,435	Nil	£19,435

### **3.0 Well Being-Monitoring**

3.1 The Area Committee commissions projects to provide agreed outcomes as detailed in the Area Delivery Plan and all organisations are asked to deliver their schemes in line with an agreed Project Statement. The monitoring process assists the performance management of the Area Delivery Plan and the accountability of projects to the Outer North West Area Committee.

### **4.0 Well Being Projects 2007/08**

4.1 The priorities for the coming year are contained within the Area Delivery Plan for 2007/08 which was agreed at the April 2007 Area Committee meeting.

4.2 Details of new expressions of interest requesting funding from the well-being budget are outlined here. The Area Committee is asked to consider each project.

4.3 **Name of Project:** Otley Chevin Forest Park – Access improvements and car park resurfacing

**Ward Affected:** All outer wards

**Name of delivery organisation:** Learning and Leisure, Leeds City Council

**Amount Requested:** £20,000 Capital (£5,000 per ward)

High visitor pressure on car parks has meant that two car parks (Yorkgate and East Chevin car parks) in particular are in need of re-surfacing using a more durable type of surface than that currently used. A wheelchair access ramp has already been built from Surprise View car park but an improved section of surface is needed to connect this to two new disabled parking bays. Minor resurfacing is required at Lower Shawfield car park to provide better wheelchair access.

4.4 **Name of Project:** The Outreach Project

**Ward Affected:** All outer wards

**Name of delivery organisation:** Behind Closed Doors

**Amount requested:** £7,000 Revenue (£2,730 for Guiseley and Rawdon, £2,240 for Otley and Yeadon, £1,540 for Adel and Wharfedale, £490 for Horsforth)

Behind Closed Doors require funding to continue the outreach project which was started as a pilot in April 2006. The project has enabled the organisation to extend and improve the support service and to reach the more remote, outlying areas of the community including rural villages. They provide one to one support for women and children at high risk due to isolation. The project has also raised awareness of safety issues and assisted in the implementation of safety strategies.

They have delivered 12 awareness raising talks to community groups/agencies, 7 basic awareness training sessions to front line agency workers. They have also delivered a pilot recovery programme for women who have experienced domestic abuse and are planning the next programme for late 2007. The Outreach Project has allowed them to recruit, train and induct 14 volunteer support workers from the local community who have gained experience and skills that has led to paid employment. They have also provided drop in sessions in the local community and worked on multiplex cases and received referrals and further developed joint working with other agencies

The project is asking for **£7,000** towards the salary of the Outreach Worker. Current funding for this post finished at the end of September although reserves have been used to extend the post.

Guiseley and Rawdon – **£2,730** (39% of beneficiaries from this ward)

Otley and Yeadon - **£2,240** (32% of beneficiaries from this ward)

Adel and Wharfedale - **£1,540** (22% of beneficiaries from this ward)

Horsforth - **£490** (7% of beneficiaries from this ward)

4.5 **Name of Project:** Horsforth Pubwatch

**Ward Affected:** Horsforth

**Name of delivery organisation:** Area Management/Horsforth Pubwatch

**Amount requested** £700 Revenue

The project will produce a large number of beer mats for use in the local licensed premises. The beer mats will be printed with information on both sides. One side will show the message 'barred from one barred from all', to publicise that information sharing between local licensed premises will prevent problematic drinkers moving from one premises to another. The flip side of the beer mats will publicise the Horsforth DPPO. 10,000 beer mats will be produced and will bear the logos of the City Council and West Yorkshire Police.

**4.6 Name of Project:** Yeadon Westfield Junior School Cycle Shelter

**Ward Affected:** Guiseley and Rawdon

**Name of delivery organisation:** Yeadon Westfield Junior School

**Amount requested:** £2,100 Capital

The project dovetails with the construction of a new cycle path along the disused railway tracks in the area. It is hoped that by providing a bike shelter, more students will be encouraged to travel to school by bike. This aim has the associated benefit of improving the health of participants, as well as reducing local congestion. The school currently provides both cycle training and road safety education within the school.

**4.7 Name of Project:** Horsforth Additional Policing

**Ward Affected:** Horsforth

**Name of delivery organisation:** West Yorkshire Police

**Amount requested:** £5,000 Revenue

This project will provide additional policing to enforce the DPPO in Horsforth Town Centre for the purpose of reducing anti social behaviour, violent crime and criminal damage. Additional Policing to the area will complement and enhance existing provision at key times and days - predominantly 8pm – 2am, Fridays and Saturdays, to ensure maximum impact. £5,000 will provide approx 185 PC Hours and 300 PCSOs hours. The output of the project is likely to fall between this number at around 225 hours of additional policing.

**4.8 Name of Project:** Guiseley Additional Policing

**Ward Affected:** Guiseley and Rawdon

**Name of delivery organisation:** West Yorkshire Police

**Amount requested:** £5,000 Revenue

This project will provide additional policing to enforce the DPPO in Guiseley Town Centre for the purpose of reducing anti social behaviour, violent crime and criminal damage. Additional Policing to the area will complement and enhance existing provision at key times and days - predominantly 8pm – 2am, Fridays and Saturdays, to ensure maximum impact. £5,000 will provide approx 185 PC Hours and 300 PCSOs hours. The output of the project is likely to fall between this number at around 225 hours of additional policing.

## **5.0 Small Grants**

5.1 The following small grant application are presented for information:

- Leeds Irish Arts Foundation – The Leeds Gathering: a celebration of Traditional Irish music and arts - £250 (Otley and Yeadon)
- Volunteers Showcase – The Courthouse Project (Otley) Ltd - £436 (Otley and Yeadon)
- West Yorkshire Police – Autumn Burglary Initiative - £500 (£125 per ward)

## **6.0 Recommendation**

6.1 Members of the Outer North West Area Committee are requested to:

- Note the current position of the well-being budget as set out at 1.0 and 2.0
- Consider and agree the projects as outlined at 4.0
- Note the small grants as detailed at 5.1

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