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NORTH EAST (INNER) AREA COMMITTEE

Meeting to be held at Prout Conference Centre, St Gemma's Hospice, 329 Harrogate Road
on
Monday, 4th February, 2008 at 4.00 pm

MEMBERSHIP

Councillors

J Dowson	-	Chapel Allerton
S Hamilton	-	Chapel Allerton
M Rafique	-	Chapel Allerton
R Harker	-	Moortown
M Harris	-	Moortown
B Lancaster	-	Moortown
V Kendall	-	Roundhay
M Lobley	-	Roundhay
P Wadsworth	-	Roundhay

Agenda compiled by:
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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>ELECTION OF CHAIR</p> <p>In the absence of the Chair to elect a Chair for the meeting.</p>	
2			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</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>	
3			<p>EXCLUSION OF PUBLIC</p> <p>To identify items where resolutions may be moved to exclude the public</p>	
4			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
5			<p>DECLARATION OF INTERESTS</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>	
6			<p>APOLOGIES</p>	

Item No	Ward	Item Not Open		Page No
7			<p>OPEN FORUM</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>	
8			<p>MINUTES</p> <p>To confirm as a correct record the attached minutes of the meeting held on 3 December 2007.</p>	1 - 8
9			<p>CITY SERVICES UPDATE</p> <p>To receive and consider the report of the Director of City Services.</p> <p>Time – 15 Mins (Executive Function)</p>	9 - 24
10			<p>COMMUNITY CENTRES PRICING & LETTINGS POLICY</p> <p>To receive and consider the attached report of the North East Area Manager.</p> <p>Time – 20 Mins (Executive Function)</p>	25 - 38
11			<p>COMMUNITY ENGAGEMENT</p> <p>To receive and consider the attached report of the North East Area Manager.</p> <p>Time – 15 Mins (Executive Function)</p>	39 - 48

Item No	Ward	Item Not Open		Page No
12			<p>2007/08 WELL-BEING FUND</p> <p>To receive and consider the attached report of the North East Area Manager.</p> <p>Time – 15 Mins (Executive Function)</p>	49 - 60
13			<p>QUARTER 3 ACTIONS AND ACHIEVEMENTS REPORT</p> <p>To receive and consider the attached report of the North East Area Manager.</p> <p>Time – 10 Mins (Executive Function)</p>	61 - 76
14			<p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Monday, 17 March 2008, 4.00.p.m. at NE City Learning Centre. Allerton Grange.</p> <p>MAP OF TODAY'S VENUE</p> <p>Prout Conference Centre, St Gemma's Hospice, 329 Harrogate Road, Moortown, Leeds, LS17 6QD</p>	

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Agenda Item 8

NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 3RD DECEMBER, 2007

PRESENT: Councillor M Lobley in the Chair

Councillors J Dowson, S Hamilton,
R Harker, B Lancaster, M Rafique and
P Wadsworth

47 Exclusion of Public

RESOLVED - That the public be excluded from the meeting during consideration of Appendix 1 in respect of Item 15 "Miles Hill Primary School". The appendix was confidential under the Access to Information Procedure Rule 10.4.3 – 'Information relating to the financial or business affairs of any particular person (including the authority holding the information).'

48 Declaration of Interests

Councillor Wadsworth declared a personal and prejudicial interest in Item 11, Well Being Fund 2007/08 due to his position as Chair of the Friends of Wykebeck Woods and withdrew from the meeting during the discussion and voting on this item.

Councillor Harker declared a personal and prejudicial interest in Item 16, Miles Hill School Site, due to his position as Executive Member for Learning and withdrew from the meeting during the discussion and voting on this item.

49 Apologies

An apology for absence was submitted on behalf of Councillor Kendall.

50 Open Forum

The agenda made reference to the provision contained in the Area Committee Procedure rules for an Open Forum Session at each ordinary meeting of an Area Committee, for members of the public to ask questions or to make representations on matters within the terms of reference of the Area Committee. On this occasion, no matters were raised under this item.

51 Minutes

RESOLVED – That the minutes of the meeting held on 15 October 2007, be confirmed as a correct record.

52 Matters Arising from the Minutes

Draft minutes to be approved at the meeting
to be held on Monday, 4th February, 2008

Minute No 32 – Matters Arising – Conservation Area Reviews

It was reported that the scheme for Meanwoodside had been reduced and overall cost would now be approximately £14,000. The review would be carried out 'in house' and it was hoped to commence early in the New Year.

Minute No 44 – Actions and Achievements Report – Community Centres

It was reported that there was still further work to resolve issues regarding the lettings and pricing policy. It was hoped to bring a report to the Area Committee in February 2008.

53 Area Management Review

The Director of Environment and Neighbourhoods presented a report regarding the Area Management Review. The report outlined changes to Area Committee responsibilities and working arrangements agreed at the meeting of the Executive Board held on 14th November. Reference was also made to the report prepared by Councillor Chapman, Making a Bigger Difference in Localities, Proposals to Develop Area Management and Area Committees in Leeds.

Rory Barke, North East Inner Area Manager addressed the meeting. He reported that the new proposals placed Area Committees in a key role with regards to locality planning. This would provide links to the Leeds Strategic Plan, Leeds Vision and Area Delivery Plans, all of which encompassed Area Committee priorities.

Members were informed of the increase in the number of service and function responsibilities that were grouped under the following six themes:

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

Area Committees would need to develop a Community Engagement plan and take a lead on community engagement with their local partners. This would prevent duplication and enable the development of priorities and plans to serve the local community.

Changes would be made to Area Management Teams. These would reflect those made to the Police and ALMOS. Ten Area Committees would fall under the areas of North East, North West and South East. There would also be changes to District Partnership arrangements.

Members discussed the proposals. In brief summary, the following issues were discussed:

- Community engagement – the need to where people are i.e. to where events are held in the area
- Boundary anomalies with uses and charges for Community Centres – Weetwood Community Centre served residents of Meanwood who received higher charge rates. It was reported that these issues would be addressed.
- Would the increase in delegated powers mean more meetings for the Area Committee? – it was reported that the Committee's workload would be developed around the current meeting schedule. There were other options such as working groups and Member briefings.

RESOLVED –

- (1) That the issues covered in the Executive Board report and discussion be noted.
- (2) That the Area Committee receive reports in the next and subsequent cycle of meetings on Area Delivery Plan preparations, Local Children and Young People Plans and local partnership working arrangements.

54 Community Engagement

The report of the North East Area Manager presented findings from the Planning for Real community engagement events which were undertaken in August and September. The report also sought to evaluate the effectiveness of the events and Members were asked to consider the outcomes of the events, address the issues that have emerged and support proposals detailed in the report for the next events in Spring 2008.

Reference was made to the three community engagement events held across the North East Inner wards and Members attention was brought to appendices in the report which provided statistical information and detailed priority themes which had been identified. Over 500 issues had been collated from the events and these would help inform priorities for the 2008/09 Area Delivery Plan.

Issues discussed included tracking issues, how to increase attendance and attract young people and new attendees to the events.

RESOLVED –

- (1) That the report be noted.
- (2) That the theme and focus for the Spring events be endorsed.

55 Introduction to the NE Leeds Police Division and NPT Arrangements and Proposed Structure of the North East Leeds Divisional Community Safety Partnership

The Committee gave consideration to a report that provided an update on how the new North East Leeds Police Division was operating. The report also outlined the amalgamation of the Stainbeck and Killingbeck Divisional Community Safety Partnerships (DCSP).

The Chair welcomed the following to the meeting:

Divisional Commander Gerry Broadbent, West Yorkshire Police
Superintendent Simon Atkin, West Yorkshire Police
Sandra Fowler, Community Safety Officer

Simon Atkin addressed the Committee. He reported on the structural changes that had taken place and further proposals to increase Neighbourhood Policing Teams (NPTs). Members were given performance information for the North East area which showed a 7.2% decrease in overall crime for the year so far.

With regard to Neighbourhood Policing Teams it was reported that the number of Constables would be doubled and the Division would move from 5 to 8 Inspector led teams aligned to wards or ward clusters.

It was reported that the new District Community Safety Partnership (DCSP), would carry on meeting quarterly and would consist of the following themed sub-groups:

- Burglary
- Vehicle Crime and Arson
- Anti Social Behaviour
- Hate Crime
- Domestic Violence
- Drugs and Robbery

Reference was also made to Tasking Teams and Community Intelligence.

In brief summary, the following issues were discussed:

- Drugs – it was reported drug related crime was still high priority, there had been recent instances of the closure of premises in relation to this.
- In response to a question regarding the clustering of wards and differences in numbers of staff allocated to each ward/cluster, it was reported that allocation was based on statistical information and would be under constant review.
- Where Police Community Support Officers were placed in schools, these were funded part by the school and part by the Police.
- Call handling.

Members were asked for nominations to elect a representative on the DCSP. It was reported that any appointment made would be subject to approval at the meeting of the Member Management Committee to be held on 15 January

2008. As two nominations were received, a ballot was held to elect the Committee's representative.

RESOLVED –

- (1) That the new divisional Police structure and NPTs be noted.
- (2) That the new arrangements proposed for the DCSP, its sub-groups and tasking arrangements be noted.
- (3) That Councillor Mohammed Rafique be nominated as Champion for Community Safety as part of the DCSP. This appointment to be approved at the meeting of the Member Management Committee to be held on 15 January 2008.

56 2007/08 Well-Being Fund

The report of the North East Area Manager contained details of projects commissioned since the last Area Committee meeting and also the recommendations of the Well-Being Fund Working Group on new applications received. The Area Committee was asked to note the projects commissioned, and indicate if they were supportive of the new bids received. Appended to the report were details of small grants that had been approved and the Wellbeing fund current position for 2007/08.

RESOLVED –

That the following decisions be made in respect of 2007/08 Well-Being allocations.

Revenue:

Commissioned Projects

- (i) Northern School of Contemporary Dance 'Reach!' Project – Ratified - £2,608
- (ii) Oakwood Clock Farmers Market – Ratified - £1,184

Non Commissioned Projects

- (i) Liferforce WizeMove project– No contribution.
- (ii) Community Mediation Service – Agreed - £843

Capital:

- (i) Friends of Wyke Beck Woods – Agreed - £7,000

57 Well Being Fund 2006/07 and 2007/08 Projects Update

The report of the North East Area Manager updated the Area Committee of the outcomes and outputs of projects that had received Well-Being Funding over the last two years.

RESOLVED – That the report be noted.

58 Actions and Achievements Report

The North East Area Manager submitted a report which provided Members with an update on actions and achievements of the Area Management Team since the last meeting.

The following issues were highlighted:

- The Volunteer Thank You event on 13 December
- Street Scene Improvements – Litter and Gulley Cleaning
- Festive lights.

RESOLVED – That the report be noted.

59 Moor Allerton Partnership Update

The report of the North East Area manager provided the Committee with a summary of recent development and actions of the Moor Allerton Partnership.

RESOLVED – That the report be noted.

60 Area Committee Working Groups Report

The North East Area Manager submitted a report which informed Members of issues raised at Area Committee Working Groups held since the last meeting of the Area Committee. These included the Youth Issues Working Group held on 19 October and Well-Being Fund Working Group held on 12 November 2007.

RESOLVED – That the report be noted.

61 Miles Hill Primary School

The North East Area Manager submitted a report which provided an update on the position regarding Miles Hill Primary School and also included details of all current Capital Programmes in the area.

An options appraisal had been carried out by Area Management for future use of the site for service delivery and Members were asked to identify any Capital Schemes that could be withdrawn. Members discussed the options available and it was felt that none of the current Capital Programmes could be changed to release the necessary funding.

Draft minutes to be approved at the meeting
to be held on Monday, 4th February, 2008

RESOLVED – That no changes be made to the current Capital Programme and alternative revenue sources be sought.

62 Date and Time of Next Meeting

Monday, 4 February 2008 at 4.00 p.m.

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Originator: Chris Young /
Ben Grabham / Frieda Haley
Tel: 2478527 / 3951682 /
2146570

Report of the Director of City Services

North East (Inner) Area Committee

Date: 4th February 2008

Subject: City Services Update

Electoral Wards Affected:
Chapel Allerton
Moortown
Roundhay

Ward members consulted
(referred to in this 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

This report provides an update relating to the performance of sections of the department including Streetscene Services, enforcement and graffiti and drug waste collection. It includes information on hotspots, and also provides a comprehensive service guide in appendix 1.

Purpose of this report

1. To provide an update to the Area Committee on service performance over the last year in the inner north east area.
2. To provide information on future service developments.

City Services

3. This report provides an update relating to the performance of sections of the department including Streetscene Services, enforcement and graffiti and drug waste collection. It includes information on hotspots, and also provides a comprehensive service guide in appendix 1.

Streetscene – Environmental Services

4. This section deals with domestic and recyclable waste. The inner north east wards are serviced by four domestic refuse vehicles in total and two recycling vehicles. Because of the size of each area it was not possible to dedicate a vehicle to each ward due to the number of properties. In order to ensure that the areas are serviced as efficiently as possible a G.I.S (graphical information system) is used to lay out the most cost effective routes. This takes into account the number of properties that could be serviced over the 6 day working week also allowing travelling time to and from site and the tipping facilities we use.
5. The total number of properties where domestic waste is collected from are:

Chapel Allerton	10,406
Moortown	10,500
Roundhay	10,018
6. Total tonnage for the above wards over a 6 day collection period is approximately 311.966 tons or 100 tons per ward average. Please note these weights can fluctuate on a week to week basis. This work is divided between the four domestic waste vehicles at approximately 7,500 properties per week at an average of 1,300 properties per day.
7. The total number of properties where green recyclable waste is collected from are:

Chapel Allerton	8,051
Moortown	8,870
Roundhay	8,377
8. Total tonnage for the above wards over a 6 day collection period is approximately 130.135 tons or 43.333 tons per ward average.
9. This work is divided between two recycling vehicles over a four week collection rota, this equates to approximately 6,250 properties per week or 1,000 per day approx. Please note that one of these vehicles only does a small percentage of work in the above areas. The percentage for green waste is lower than that of the domestic waste this is due to customer non participation or where bins have been removed due to misuse. We have an ongoing education programme in these areas to encourage

residents to use this scheme and are confident these figures will improve considerably.

10. During the periods October – December 2007 we undertake a de-leafing programme this involves hiring in a 26 ton RCV (refuse collection vehicle) adapted to take a 500cc Overton Mosquito leaf suction machine and a 5 person crew. During this period there is also a dedicated Johnson 500 pavement sweeper & Johnson 800 road sweeper these vehicles are also equipped with a suction hose facility. The area most affected by leaf fall is Roundhay although a section of Chapel Allerton does experience some difficulties.
11. Between October 20th – December 21st 2007 approximately 500 tons of leaves were removed these were then taken to Eshalt waste treatment facility as a joint partnership with Yorkshire water and made into industrial compost and fertiliser to be used on farms.
12. Streetscene Services also get involved in multi-agency action days and Operation Champion. Additional resources are deployed during the Operation who work alongside other agencies and deal with flytipping and other waste issues in the specific targeted area. For the results of individual Operation Champions contact Sandra Fowler, Community Safety Co-ordinator.
13. The Service is responsible for managing the PRIDE teams and dealing with referrals made by Members and residents across the inner north east area. Members receive monthly feedback reports on how the referrals have been dealt with, these are emailed out by the Area Management Team. For more detail on how the PRIDE Teams are deployed across the area refer to appendix 1. The PRIDE Teams have a particular focus on the priority neighbourhoods and Streetscene Services are involved with the partnerships that work on Beckhill and the Moor Allerton estates. There is a dedicated PRIDE Team for the IMPaCT area. Through core services, we are also involved in regeneration work. For example on the Beckhills we have changed the day for refuse collection and sent managers out to accompany the refuse crews to improve the standard of service in this area.

Graffiti, drug waste & public conveniences

14. Streetscene Services also deal with the removal of graffiti and drugs waste, and deal with the management of public conveniences in the area.
15. There is one public convenience in inner north east on Green Road in Meanwood. The facility is currently closed, but will be reopening in the next few weeks. A new urinal, sanitary fittings and sinks have been fitted in the toilets.
16. The graffiti removal service respond to referrals from members of the public, officers and Councillors. The service aims to remove racist and obscene graffiti within 24 hours of it being reported. Removal logs are maintained by Streetscene and sent on a monthly basis to various agencies including the police and Anti-social Behaviour Unit who use them as part of their intelligence gathering. In inner north east, the monitoring logs show hotspot locations for graffiti are:
 - Beckhill Gate & Beckhill Approach
 - Buslingthorpe Lane
 - Mexborough Street
 - Stainbeck Lane

17. The needle removal service deals with the removal of drug waste and condoms. As with the graffiti service, monthly logs of where the waste is found are maintained. These are shared with other agencies and Streetscene works in partnership with the Police and drug rehabilitation agencies to reduce the problem. In inner north east the hotspot locations for drug waste are:

- Frankland Place
- Avenue Crescent
- Barrack Street
- Scott Hall Drive

Enforcement

18. The enforcement team continue to achieve results across the city and impact positively on the cleanliness of Leeds and the level of anti-social behaviour. Through active enforcement on the street and a programme of anti-litter workshops in high schools, the service has helped the city achieve its best ever results for cleanliness. Monitoring shows that less litter and fly posting are being found across the city.

19. In the first three quarters of the year, the enforcement section have worked well in the North East Inner ward. The table below highlights some key performance achievements in the year to date:

	Quarter 1 (Apr - Jun)	Quarter 2 (Jul – Sep)	Quarter 3 (Oct – Dec)	Year to date (April – Dec)
Number of fixed penalty notices issued for litter	18	8	15	41
Number of fixed penalty notices issued for dog fouling	0	3	1	4
Number of fixed penalty notices issued for flyering without consent	0	1	2	3
Number of fixed penalty notices issued for commercial waste	2	1	0	3
Number of litter control notices (LCN) issued	1	10	11	22
Number of fixed penalty notices issued for failure to comply with LCN	0	2	6	8
Number of notices/warning letters issued about overhanging vegetation	26	12	53	91
Number of notices/warning letters issued about flyposting	3	2	1	6
Number of successful prosecutions	3	1	4	8

20. Of the eight prosecutions, the Magistrates handed out fines to five defendants and these totalled £610 (excluding costs). Two people were given a conditional discharge and one received a formal caution.

Beckhill Estate

21. Chris Chamberlain worked in this area from April to the end of September and during that time 10 fly tipping investigations were undertaken on the Beckhill estate. This resulted in three fixed penalty notices being issued and one prosecution. In October, Wayne Tonks took over as the enforcement officer for this area and he has had continued to have a great deal of success in the early stages of his operations.
22. A large amount of time has been invested in targeting waste in gardens, as this was a particular problem in the area. Warning letters have been issued to nine local residents and eight of these required no further action as the gardens were subsequently tidied. One residents required a second letter.
23. Three fly tipping investigations have been undertaken on the estate with one case ongoing in nature. The case relates to a Polish resident and local intelligence is being gathered.
24. Four fixed penalty notices have been issued to local residents and three of the FPN's have been paid. One resident has failed to pay the FPN and a prosecution case is being put together. A section 46 notice (containment of domestic waste) has been issued to one local resident.
25. For a future meeting a report will update members on the new arrangements and structures in City Services and Environment and Neighbourhoods departments, including the proposed Environmental Action Teams.

Recommendations

26. The Area Committee is requested to discuss the performance information and raise any localised issues.

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North East Area

Streetscene Services



LEEDS
CITY COUNCIL

Resources/Coverage Details

North East Streetscene Resources & Coverage

n.b. Contacts: in blue under function heading

Chapelton Pride Team

(INM supervisor/Assistant Area Manager/Area Manager)

Driver x1, Operatives x 2 (Ibrahim Siner, Linusi Amisi, Henri Ete). 3.5 tonne caged wagon (NA04 NKK). Team to pick up all CAST type referrals within the defined S.O.A.

The area as been split into 5 days Mon to Friday

The primary objective is to improve the environment & Streetscene in the defined area.

The pride team is to provide an enhanced Streetscene Service. The team will compliment the existing services currently deployed in the Chapelton Area.

Their primary responsibilities are the removal of litter, fly tipping & graffiti.

They will also report other environmental issues which they are unable to deal with themselves.

The pride team have also been given training in basic construction skills, joinery and minor maintenance tasks. All the team have been trained on the use of strimmers and various attachments to enable them to carry out streetscene maintenance such as hedge cutting, edging grass verges etc.

The team are also posting leaflets "Fighting crime & grime in your neighbourhood" to the residents of the streets where they have been working.

Chapelton Pride Area

The area covered is between:

East to West – Roundhay Road to Buslingthorpe Lane

North to South – St Martins Avenue to Barrack Road

This area has initially been split in to 5 days (Mon to Fri) the team will be working in the dedicated area each day. N.b. This may need to be realigned in future. Details as follows:

Day	General Area
Monday	Spencer Place/Shepherds Lane/Markham Avenue etc.
Tuesday	Leopold/Cowper/Louis/Frankland/Hamilton etc.
Wednesday	Grange/Hillcrest etc.
Thursday	Sholebroke/Mexborough/Reginald/Savilles
Friday	St Martins/Scott Halls/Buslingthorpe Lane

Chapelton Enforcement (Warren Cox)

The enforcement officer allocated to this area will work closely with the pride team focusing on household fly tipping, litter clearance notices, bins on streets on non-collection day.

The enforcement officer will be able to tackle priorities identified by the community in a highly visible manner and will be a key factor in the success of this service.

Inner North East Pride Team (Assistant Area Manager/Area Manager)

Driver x1, Operatives (Jim Askham, James Wood, Vacancy) x 2 + 7.5 tonne caged wagon – This team will deal with all litter removal/fly tipping & CAST referrals relating to the North East Inner area – except the S.O.A. area identified as being serviced by the Chapelton Pride Team.

They also cover the Cranmer Bank/Lingfield/Fir Tree area.

Schedule

Day	Ward	Areas Covered*
Monday	Moortown	Queenshill estate, Stonegate, Meanwood shopping centre
Tuesday	Roundhay	Shopping parade, Lidgett Lane – Talbot Road play area – Ginnels (Oakwood Grange/Lane & Foxglove Avenue)
Wednesday	Chapel Allerton	Scott Hall Rd/Stainbeck Rd verges - Potternewton Lane – Gledhow Park Drive/Harehills Lane Junction, St Marys Road
Thursday	Chapel Allerton	Beckhill Estate all day – The agency de-litterer who works in this area with this team
Friday	Alwoodley	Cranmer Bank/Lingfield/Fir Trees

*These areas are historically problem areas and are targeted on each cycle. Once completed the team will deal with any referrals, then patrol the given areas and deal with any issues they come across.

North East Countryside Pride Team (Assistant Area Manager/Area Manager)

Driver x1 + 2 operatives (Neil Bowyer, James Firm, Darren Birch) with 7.5tonne caged tipper with illuminated motorway warning signs on rear.
The team covers all roads located in the North East (Outer) area where the speed limit exceeds 30 mph. n.b. they have all received chapter 8 training.
Team to remove flytipping, collect from all the litterbins not covered by the "Villages" sideloader team.
The team will travel all A – roads & country lanes to clear with all incidents of littering, dumping etc. following set route. Team to be responsible for digging back pavement overgrowths etc. Team to be responsible for maintenance of the A1/A64/A58 lay-bys. Team to undertake referrals in the given areas..

Inner North East Pride Team **Litter-bin collection** (Assistant Area Manager/Area Manager)

(Driver + 2) Transit caged vehicle. (Mark Gunby, Graham Hughes, Wayne Litherland)
This vehicle covers the Chapel Allerton*, Roundhay and Moortown wards and also the Cramer Bank/Lingfield/Fir Tree area. (Driver + 2) Transit caged vehicle. The prime function of this vehicle is to service litterbins and manually cleanse shop front areas as identified on their route sheet.
This team also cleanse surplus/spillages around bring banks.

Other Staff assigned to this area:

- *Tom Fitzgerald is responsible for cleansing in and around the main **Chapel Allerton** shopping area.
- *Van Boi Le & Loung Du Loung service **Chapeltown Road** daily and also the side streets
- * Agency operative works in the **Miles Hill/Scott Hall Road** area (**Beckhills** on Thursday)

North East Villages Pride Team **Litter-bin collection** (Assistant Area Manager/Area Manager)

(Driver + 2) Transit caged vehicle. (Keith Hardwick Brian Horsfall, Walter Cockerham)
This team to deploy to each village/town on a set route and pick up any Streetscene issues they identify or those referred by the public, Parish Councils or Ward Members. Team to undertake referrals when in the given area.
Their primary task is to service the litterbins/bring sites and shop frontages following their route sheets.

Town and Villages included : Aberford, Bardsey, Barwick in Elmet, Boston Spa**, Bramham, Clifford, Collingham, East Keswick, East Rigton, Harewood, Linton, Scarcroft, Scholes, Shadwell, Thorner, Thorp Arch**, Walton**, Weardley, Wetherby*, Wike,

Other Staff assigned to this area:

- * **Wetherby** - A Kameka & A Hind are responsible for cleansing in and around the town centre.
- ** **Boston Spa/Thorp Arch/Walton** – T Sutton is responsible for cleansing in these areas.

Parish Beatsweepers

M Joy **Bardsey** 5 hrs per week

J Goulton **Linton/Collingham** 8 hrs per week

North East **Mechanical Sweeping**

(Roads & Footpaths)
(Assistant Area Manager/Area Manager)

All the roads and footpaths are swept on a predetermined schedule. The frequency of sweep varies. They are swept either weekly - 3 weekly – 6 weekly or 12 weekly. The North East as been allocated 1 Road Sweeper (RSC) & 2 Pavement sweepers (S/K's) these vehicles are deployed 7 days per week on a shift pattern.

RSC1 A Townes/Vacancy
SK1 D Glew/P Butler
SK2 P Sawyer/G Moorhouse

Other city wide resources deployed in the North East

Arterial Routes Team
(Paul Sanderson – lead officer)

This team will be responsible for dealing with the deep cleanse/cutting back vegetation on the following routes through the North East area:

A61 Harrogate Road from Harewood Bridge through Potternewton roundabout.
A58 Wetherby Road from Wetherby (Walton Rd Roundabout) to Sheepscar junction
A64 York Road from Becca Moor to City Centre
A61 landscaping improvement scheme from Sheepscar junction to Potternewton Roundabout
A6120 Ring Road

Car Parks Cleansing Team
(City Wide)
(Assistant Area Manager/Area Manager)

All LCC owned car parks are routinely cleansed following a pre-defined schedule (approx every 4 weeks)

Autumn Leaf Clearance
(Assistant Area Manager/Area Manager)

Additional resources are deployed at the peak leaf fall periods to assist in the tree lined areas in the North East area.

Britain in Bloom Activities
(Assistant Area Manager/Area Manager)

We target the areas identified as entrants to this prestigious competition, and deploy appropriate resources, in conjunction with the organisers.

Environmental Enforcement
(Chris Chamberlain/Wayne Tonks)

All incidents of Flytipping, trade waste problems, repeat retailer, shop keeping or takeaway littering problems should be Christopher Chamberlain and Wayne Tonks who will handle the issue. The Chapeltown Pride area has its own dedicated enforcement Officer Warren Cox he will handle all enforcement referrals from the Chapeltown Pride area

Highways Enforcement (Wan Malchi)

All incidents of Highways fly posting, illegal advertising, overhanging hedges, etc to be forwarded to Wan Malachi, who will handle the issue.

Events (Assistant Area Manager/Area Manager)

The North East area hosts the majority of major events throughout the city which attracts many thousands of visitors and related litter related problems. Harewood House, Roundhay Park ,Bramham Park run major events throughout the year.

The Chapeltown carnival at August Bank holiday on Potternewton Park is also well attended.

While the actual area of the event is cleansed by the event organiser the Streetscene Service needs to keep a calendar of such events and ensure that street cleansing service is provided to pick up any consequential problems in the surrounding areas.

Graffiti/needle removal (Frieda Haley)

All incidents of Graffiti/needle to be reported to Frieda Haley.

Grass Cutting (R Foyle/Mike W Cox)

Verges done by Glendale, Roundabouts by Park & Countryside. Reports of failure/complaint should be referred to Mike W Cox who is responsible for the monitoring team. Roger Foyle is the lead officer

Gully emptying (Assistant Area Manager/Area Manager)

Citywide programme for gully cleansing scheduled for cleansing every 8 months. Additional to this service we have 2 dedicated teams who service gullies which are prone to flooding during heavy downpours. These gulleys are scheduled to be serviced at 2 month intervals.

Household Waste Sort Sites

(Glenn Maude)

The sites at **Meanwood Road** and **Thorp Arch Trading Estate** accept only household waste. No vans except Wednesdays and Saturdays. Site supervisors are Graham Nichol at Meanwood Road and Michael Johnson at Thorp Arch.

Public Toilets

(Frieda Haley)

Primary link is Frieda Haley – Roger Foyle is the lead officer. Sites to be serviced by the Frieda's toilet cleaning team.

Community Clean-ups/Multi agency operations

(Assistant Area Manager/Area Manager)

We endeavour to assist in all of the above using existing resources, it is important that precise location information and what works are required in advance, to enable efficient resourcing

Education

(Rachel Charlton & Kate Stanley)

Martin Allen & Carol Hartley are the Litter Education Officer's for the Enforcement Division.

Their role is to prepare a presentation to take into all high schools in Leeds, in an attempt to educate 14 -17 years old pupils about litter and the consequences of leaving litter. This is aimed at this particular age group because now they can be fined whereas previously they were not. As an alternative to paying the fine we have introduced a Youth Reparation Scheme where by they do 3 hours reparation work on a Saturday Morning.

Refuse Collection

(Assistant Area Manager/Area Manager)

Currently we collect domestic household waste (trash) in Black wheeled bins/bags weekly, recyclable materials (not glass) in green bins/bags 4 weekly. From all non-trade premises in the North East area.

We are also running a pilot garden waste collection (Brown Bins) from approx. 4,000 properties in the Roundhay area. October to February (collect every 4 weeks) March to September (collect every 2 weeks). It is hoped that this service can be rolled out to other areas if successful and budgets allow.

Routes:

Black - W1/W2/W10/W11/W13/W22/F12

Green – G1/G2/G10/G11/G13/G22/(F12 collect their own green bins on a Saturday)

Brown – C1

Customer Care

(Ian D Barker)

Area Customer Care Officer is Ian Barker. Ian will act on Customers behalf to resolve service or operational issues and ensure that all complaints are closed out to the customers satisfaction and on the Siebel system..

Bulky Collection Service
(Call Centre **0845 124 0113**)

The bulky waste collection will remove up to 4 large items (e.g sofas, wardrobes, beds etc.) 6 small items or up to 10 bags of waste free of charge. When making the request the caller will be asked to identify the items. There are particular items that are not included in this free service (e.g. builders/plumbers material etc.) This service is of particular value to members of the public who do not have their own transport and are unable to take the items themselves to the nearest Household Waste site (There are 11 throughout the city)

Contact Information

Environmental call centre:- 0845 124 0113

This contact number should be used for all requests for the services outlined above and/or enquiries complaints etc.

North East Operational Area Management Team
(Refuse/Street Cleansing/gully issues)

Position	Name	Mobile Number
Assistant Area Manager	Gavin Young	(07891) 273799
Assisting the manager	Shelley Towse	(07891) 27594
Area Manager	Charlotte Anderson	(07891) 275612
Principal Area Manager	Chris Young	(07891) 275802
Customer Care Officer	Ian D Barker	(07891) 275606

Enforcement

Position	Name	Mobile Number
Chapelton	Wayne Tonks	0113 3950845
North East Environmental	Chris Chamberlain	0113 3951901
North East Highways	Wan Malachi	(07891) 272761

Other Functions

	Name	Contact Number
Arterial roads	Paul Sanderson	(07891) 273797
Toilets/Graffiti/Needles	Frieda Haley	(07891) 273797
Grass Cutting	Mike W Cox	(07891) 273772
Household Waste Sites	Glen Maude	(07891) 273714
Enforcement/Litter Education	Rachel Charlton & Kate Stanley	0113 2476474

E-Mail Referrals

Refuse/Street Cleansing/gullies CS.North.East.Referrals@leeds.gov.uk

Response time will depend on the type of work required, in general if it is fly tipping, or small but urgent jobs we would aim for 24 hours after receiving the report. If it is not work which does not require urgent attention we would leave until the team were in the area on the scheduled day.

Enforcement [CS.Enforce @leeds.gov.uk](mailto:CS.Enforce@leeds.gov.uk)

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Report of the North East Area Manager

North East (Inner) Area Committee

Date: 4th February 2008

Subject: Pricing and Lettings Policy for Community Centres

Electoral Wards Affected:
Chapel Allerton

Ward members consulted
(referred to in this 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

This report proposes details of a revised Pricing and Lettings Policy which the Area Committee is asked to endorse. It outlines the centres which would be affected by the implementation of the revised pricing policy and includes details of a draft discount schedule. The proposed policy will impact only on directly managed Council facilities and not those leased to community organisations.

The report also seeks the support of the Area Committee for a three month consultation period to commence from 25th February 2008 in order for all centre users and the wider community to gain a clear understanding of these proposals.

Purpose of this report

1. This report outlines a draft new Pricing and Lettings Policy to be implemented across Inner North East Leeds on behalf of the Area Committee. The policy details how much groups would be charged for the use of the community facilities to be managed by the Inner Area Committee to ensure they become financially viable and stable. The report also seeks the support of the Area Committee for a three month consultation period to commence from 25th February 2008 in order to ensure that all centre users and the wider community are well informed and have a clear understanding of the proposals.
2. Implementing this policy will ensure that the Area Committee is effectively managing these resources in line with departmental and City Council priorities and ensure a policy that is consistent.

Background information

3. Previous reports to the Council's Executive Board and the Area Committee have covered the community centres review and the agreement of proposals to transfer responsibilities for community centres to the Area Committees. Two directly managed centres, the Mandela Centre and The Palace Youth Centre, will be transferred. Further work is being completed by the Regeneration and Partnerships Team on the portfolio of centres which are transferring from the former Learning and Leisure Department. This involves analysing 2006/07 actual budgets in order to ensure that accurate budgets at a centre level are put together. It is anticipated that this work will be completed shortly and a report will then be taken to Executive Board in April to add these to the Area Function Schedule and formally delegate them to the Area Committee.
4. In line with this new responsibility, the Area Committee is asked to agree to the principle of introducing a consistent charging policy for all centres under its portfolio to be complemented by a discount policy which ensures that community groups and organisations are able to use the facilities at a free or discounted rate depending on the activities being held and their benefit to the community.
5. As outlined in the report to the Area Committee in June 2006, a number of responsibilities will also be transferred to the Area Management Team to carry out on behalf of the Area Committee, these are
 - Liaising with users, user groups, local members and management committees on issues relating to centres in their area
 - Developing proposals for re-shaping the portfolio in the area
 - Developing capital schemes and funding packages
 - Monitoring the service level agreement with Corporate Property Management for centres in the area and monitoring capital and revenue budgets

- Ensuring where relevant, the leases and licences are in place and reviewed periodically
 - Developing, implementing and overseeing the administration of a new schedule of pricing and discounts for centre usage.
6. To drive forward the responsibilities asked to be carried out in terms of the management of Area Committee facilities, Area Management teams across the city have been asked to re-visit previous work carried out on the development of a revised community centres letting policy to ensure that it is appropriate to each area.

Previous work done on a city-wide lettings policy

7. In October 2004, Executive Board considered a draft revised lettings and pricing policy and agreed that there should be a city-wide consultation exercise undertaken. This took place up to Spring 2005. Over 110 responses were received which reflected the variations in existing policy across the different centres with some groups having had free use and free accommodation for some time while others were paying a contribution for their use. The main comments arising from the consultation were about charges and discounts rather than the principles of the policy.
8. The current system for the hire of these centres is underpinned by a policy which was inherited from the former Learning and Leisure Department. There is a complex pricing structure with prices varying for each building and room/space occupied. This has resulted in inconsistency across the city e.g. a user in one centre using a large space may have free use, whereas a similar user elsewhere may be charged for a small space.
9. There have been significant usage and income variations in centres from year to year under current arrangements. While a clear and consistent charging policy with increased promotion may increase usage and generate an income for the centres, it was considered that a number of users may not be happy with the proposed arrangements and Executive Board agreed that the Area Management teams use the proposals as a model for their area and do further work and local consultation. This will also allow the Area Committees to take account of local issues and the budgetary parameters and priorities of the Committee in setting its local pricing policy.

Community Centres in Inner North East Leeds

The Mandela Centre

10. One of the findings from the Chapeltown Community Facilities Review highlighted the opportunity to raise the profile of the Mandela Centre as a designated centre for young people in Chapeltown. Work is underway to develop an expanded programme of educational, vocational, career and social activities to meet the needs of young people in the area. It is recognised that wider consultation with the local community be carried out regarding the future development of the Mandela Centre taking into account non youth activities currently delivered there. Users of the

Mandela Centre that contribute to its development as a youth hub for Chapeltown play a valuable role in community life and the delivery of services at a local level. Most of these users are independent with their own constitutions and organisational arrangements some operate with a small fee being charged for delivering an activity.

11. Of the 16 regular users of the Mandela Centre, 5 are charged for the rooms they occupy. The total income gathered for 2006/07 was £9,330. There are 3 users of the centre who are using space as an operational base with exclusive use of particular space. In the case of 2 of these, no formal agreements are in place or charges levied. Funding streams have changed in recent years and a clearer accountability for activities is delivered through the funds allocated to some of these groups. Despite this, these groups may not have the resources to pay a full market rent for the space being used. To standardise the situation Executive Board have agreed that:
- Leases or licences are put in place for all users occupying a space in a centre as an operational base
 - All other use is covered by a lettings and pricing policy for hiring space
 - Market rent assessments are made and service charges assessed for each user that is providing community services that meet local priorities.

The Palace Youth Centre

12. There are 2 regular users of this centre. To alleviate pressure on the budget, the caretaking service has been reduced and key holding agreements put in place with current users. The total income gathered for 2006/07 was £517.

A draft lettings policy for Inner North East community centres

13. An analysis of the actual budgets for the centres indicates that the current lettings situation can continue as the gross budget is enough to meet annual running costs. However, this does not allow for any additional expenditure for improvements. As indicated in previous reports to the Area Committee, the budget for operating community centres has been under pressure for a number of years. Some efficiencies in caretaking and cleaning have assisted the budget situation and the Area Management Team is liaising with ward members and current users of the centres to identify further opportunities for making savings. The Area Committee would be able to utilise any revenue savings or increased income to support investment programmes or help fund activities.
14. The main aim of the revised lettings policy is to create a standardised charging system for all council community facilities in the area and create opportunities to generate increased income for the centres to address a high level of backlog maintenance costs. This has arisen largely due to inadequacies in the current system underpinned by a policy that has not been reviewed for 10 years. The income will assist with the running costs associated with the buildings and where possible go towards enhancements to the facilities.

15. It is important to stress that any charging policy would be accompanied by a discount policy. This will ensure that user groups who are providing community services that meet local priorities will benefit from free or subsidised lettings. A discount policy will also provide greater clarity for the rationale and “cost” to the Area Committee for allowing discounted or free use.

Charging for office space

16. There are some organisations using space in community centres as an office base. These range from Council Departments to voluntary or community groups. It is proposed that an annual service charge is calculated based on the total cost to operate each square metre of the facility. Currently, Corporate Property Management is in the process of confirming all room sizes and it is not possible to present the Area Committee with the exact values. The organisations currently using the Mandela Centre as an office base are Leeds City Council Youth Services and two voluntary organisations under contract to provide a service. Currently there are no commercial organisations using inner North East community centres as offices. There is an agreement in place with the Youth Services allowing them free use of community centres for existing activities for young people. Negotiations are taking place between the Regeneration Partnerships Team and the former Learning and Leisure Department to agree a charge that reflects the running costs of the building and it is anticipated that from October 2008 the Youth Service will be charged for the office space they occupy.
17. The exact charges for each organisation using community centres as an office base will be calculated on a case by case basis following the receipt of information from the Corporate Property Management. The proposal would be for a lease agreement to be then entered into with all relevant organisations.

Charging for events, activities and meetings

18. The following draft pricing structure has been developed based upon existing costs to use Council community centres as outlined in the draft pricing policy. A benchmarking exercise has been undertaken which looks at other non council facilities in the area to ensure any schedule of charges put together are reasonable and comparable to other buildings available for hire across inner North East Leeds. Costs have been altered to reflect inflation costs and the rising costs of utilities. Following corporate level discussions and with other Area Management Teams, it has been agreed that these standard charges are implemented across the city to ensure an efficient and consistent lettings management of the facilities by the Lettings Unit. These charges are based on the size of rooms within the centres. The table details the current and proposed base charges per hour, excluding any discount.

Room band	Current standard charge in Leeds City Council directly managed buildings across the city	Proposed standard charge for Leeds City Council directly managed buildings in Inner North East Leeds
Band A – large, up to 40ft x 40ft (1600sq ft)	£25.00	£25.00
Band B – Medium, up to 30ft x 30ft (900 sq ft)	£17.50	£18.00
Band C – Small, up to 20ft x 20 ft (400 sq ft)	£10.00	£12.00
Band D Kitchens	Variable	£5.00
Band E Store rooms	Some centres apply charges	None

19. Minimal use of a kitchen, e.g. to make refreshments for a meeting, will be included in the standard charge. More extensive use will be covered by booking a kitchen under the Band D charge rate. It is important to note that these proposed charges are exclusive of any discount scheme that the Area Committee would want to introduce.
20. It is proposed that a standard charge of £650 is levied for weddings. If venues are to be used for parties, the hire rates will be the proposed standard lettings charge for any user, plus the costs of caretaking, cleaning and security provided for the function.

Charges for FE Colleges/Adult Learning

21. In relation to charges for FE colleges and Adult Learning, corporate level discussions have been undertaken with colleges and adult learning institutions. Charges have been agreed based on £2.50 per hour, Monday to Friday for small and medium rooms and £10.00 per hour for large rooms and weekend / council holiday use. For lettings that exceed 2000 hours per year an annual service charge will be calculated as described in paragraph 16 of this report. The charge will be 25% of this cost.

Discount Structure

22. To complement the pricing structure outlined above, it is proposed there will be a series of discounts applied to various groups. Different levels of support will be given to groups depending on their relevance in providing a service which addresses the priorities identified in the Area Delivery Plan. Quite simply, the greater compatibility with key outcomes, the greater level of support. The schedule

of discounts is detailed in Appendix 1. Recognising that that some groups will be unable to pay the lettings fees, it is proposed that they can apply for a subsidy from the Area Committee. Criteria for the lettings subsidy would be based on the relevance of the group's activity to the Area Delivery Plan. It is proposed that initially the Area Committee considers covering the cost of the subsidy through the operational budget for the facility taking into account its budget parameters. In the event of ongoing pressures on the operational budget, due to variations in caretaking, energy costs and varying levels of income from lettings, it is further proposed that the Area Committee consider giving approval for expenditure through its Well-Being budget.

Consultation and Implementation

23. The proposed draft policy is the basis for further consultation. The schedule of discounts is untested and may require some revision following further discussions corporately with the Lettings Unit and the Regeneration Partnerships Team, also with current centre users. Area Management Teams are working with the Lettings Unit to develop a database which will automatically calculate the level of discount based upon the type of user group. This is to ensure that there is no additional administrative burden for the Area Management Teams. In addition to this, a disputes resolution policy is also being developed for the lettings process.
24. To ensure that the policy is easy to understand and apply from a customer perspective it is suggested that posters outlining the charges are displayed in each facility so users are fully aware how much they would be expected to pay for room hire. It is suggested that the Well-Being Fund working group and Area Management Team develop the discount schedule further and consider how decisions are made about discounts, subsidies, the scope for one-off exemptions and the use of Well-being funds to assist groups.
25. It is further suggested that a 3 month consultation period is undertaken to ensure that current users and the wider community are well informed and have a clear understanding of the policy. A further report outlining the outcome of this consultation and the final Lettings and Pricing Policy to be implemented will be presented to the June Area Committee meeting with a view to implementation from October 2008.

Implications for Council Policy and Governance

26. There are no implications, as the range of community centre issues detailed in this report fit with agreed Council policy and governance arrangements.

Legal and resource implications

27. There are no legal implications arising from the contents of this report.
28. There could be some budgetary impact in terms of increased or reduced income for community facilities. Any increased income should be re-invested into the facilities to make them of a higher standard for all users. If the income levels were to fall, efficiency saving measures would have to be explored to see how these costs could be recovered.

29. In terms of staffing resources, an officer from the Area Management Team will oversee the implementation of the new policy with the Lettings Unit, who will continue to be responsible for the management of lettings for all directly managed community facilities across the city.
30. Caretaking, cleaning and facilities management services will continue to be provided by Corporate Property Management.

Recommendations

31. The Area Committee is asked to:
 - Approve the development of the proposed Pricing and Lettings Policy based on the principles outlined in this report.
 - Agree to the Well-Being Fund working group developing the policy further
 - Agree to a 3-month community and user consultation period following approval of the draft policy with a view to implementation from October 2008.

Inner North East Leeds Community Centres Letting Policy – draft schedule of charges and discounts

Room Band	Proposed Standard Charge for Leeds City Council Directly Managed Buildings in Inner North East Leeds
Band A - Large, typically up to 40ft X 40ft (1600 sq ft)	£25.00
Band B - Medium, typically up to 30ft x 30 ft (900 sq ft)	£18.00
Band C - Small, typically up to 20ft x 20ft (400sq ft)	£12.00
Band D - Kitchens	£5.00
Band E – Store rooms	Subject to negotiation

The table below outlines the proposals for discounts for community centres pricing and lettings policy in Inner North East Leeds. The table also provides details of any potential impact the revised pricing schedule could have upon users of the facilities;

Type of User	Current Standard Charges	Proposed Standard Charges	Impact	Comments
Adult Learning Covers: Adult education activities and use by colleges	Varies from no charge, to discounted rate to standard charges.	£2.50 per room per hour Monday to Friday for small and medium rooms. College block bookings would incur a charge based on proportion of space taken. £10 per room per hour for large rooms and weekend/council holiday usage of rooms.	College use currently not extensive and uncertainty over renewal of letting.	<ul style="list-style-type: none"> Wide variations in pricing at present. Links clearly to proposals for charging colleges, introduced from Sept 2005 following negotiations with the colleges. <p>Example of charge: Weekly 2 hour session over 30 wks 30 x 2 x 2.50 = £150 p.a. Based on a session with ten people this equates to £15 per person over the year or 50p per session.</p>
Community meetings such as community forums, interest group meetings, community engagement activities for example tenants and resident associations, neighbourhood watch and	Varies from no charge to discounted rates to standard charges.	£5 per room per hour Monday to Friday for small and medium rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms.	There is very little of this type of activity in the Mandela Centre and Palace Youth Centre. City-wide, much of this type of activity currently isn't charged but depends in some cases	<ul style="list-style-type: none"> Links to City Council/Leeds Initiative policy to support community engagement and civic renewal. Recognises that many groups have modest funds. Some groups charge a membership fee and undertake

faith groups, and surgeries for Councillors and MPs.				what groups have put on lettings forms. Groups meeting frequently could approach the Area Committees for support and request a discount if they don't have the means to pay charges. Existing use for members surgeries is nil.	<ul style="list-style-type: none"> fundraising activities. City Councillor Surgeries to be booked and paid by Member Services. Groups would be able to approach the relevant Area Committee for support if not able to pay a modest contribution to centre running costs. <p>Example of charge: Bi-monthly meeting for 2 hours. 6 x 2 x £5 = £60 p.a.</p>
Political meetings of registered political groups	Varies from no charge to discounted rates to standard charges.	Standard charge		There is very little of this type of activity in the Mandela Centre and Palace Youth Centre.	
Community meetings such as young people, older people, Black and Minority Ethnic groups, disabled people's groups	Varies from no charge to discount to standard charge.	No charge Monday to Friday £10 per room per hour at weekends/council holidays		Currently existing use for this type of activity is minimal	<ul style="list-style-type: none"> Groups would be able to approach the relevant Area Committee for support if not able to pay a modest contribution to centre running costs.
Centre Management Committees	No charge.	No charge Monday to Friday. £10 per room per hour at weekends/council holidays.		Typically meet Mon – Fri at present so will still have free use.	
Commercial Use	Standard charges			No commercial business use at present	<ul style="list-style-type: none"> Could look at encouraging commercial businesses to consider using community centres as an operational base – this would therefore generate additional income and be able to be used to subsidise lettings further. Community activities take priority however.
Council Departments/	Some uses are charged	Standard charges		There is currently a	<ul style="list-style-type: none"> Not clearly included in current

<p>Other Agencies</p> <p>Covers: Delivery of council services not covered in other categories of use.</p> <p>Examples: Polling Stations, Delivery of educational programmes out of school settings</p>	<p>e.g. polling station usage.</p>		<p>charge for polling station use – this would be apportioned at a flat rate of £250. Existing use is mainly by Leeds City Council Youth Services who use as an operational office base. A service charge will be apportioned based on square metreage of office space used.</p>	<p>policies.</p> <ul style="list-style-type: none"> Area Management Team would be charged
<p>Lifestyle and leisure groups</p> <p>Examples: dance clubs, games clubs, diet and fitness where users pay a charge for the session.</p> <p>Where activity is free</p> <p>Note: 0-19 activities and older peoples' groups (60+) are covered by separate categories.</p>	<p>Varies from no charge to discount to standard charge.</p>	<p>Standard charges.</p> <p>No charge Monday to Friday £10 per room per hour at weekends/council holidays</p>	<p>Currently most of these groups are not charged.</p> <p>Standard charges are competitive with non-council providers.</p> <p>Activities for younger people and older people are not affected by these charges – reflecting corporate priorities.</p>	<p>Example of Charge: Weekly 2 hour session over 50 weeks in a small room. 50 x 2 x 10.00@50% = £500 p.a. Based on a session with 10 people this equates to £50 per person over the year or £1 per session.</p>
<p>Older Peoples' groups (60+)</p> <p>Examples: luncheon clubs, games sessions</p>	<p>No charge Monday to Friday. Standard charges at weekends.</p>	<p>No charge Monday to Friday.</p> <p>£10 per room per hour at weekends/council holidays.</p>	<p>Currently most of these groups are not charged.</p> <p>Currently at Mandela Centre no such groups meet at weekends. As the Mandela Centre is being developed as a "youth hub" for Chapeltown.</p>	<ul style="list-style-type: none"> These arrangements would also apply to intergenerational activities which bring young (0-18) and old people (60+) together. Games activities involving prize giving – e.g. Bingo – will need appropriate licences.
<p>Older Peoples' groups</p>	<p>Varies from no charge, to</p>	<p>£2.50 per room per hour Monday</p>	<p>As above. It is unclear</p>	

<p>(60) where users pay a charge for the session</p>	<p>discounted rate to standard charges</p>	<p>to Friday for small and medium rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms</p>	<p>how many groups charge a fee for the activity</p>	
<p>Performances & rehearsals</p>	<p>Performances charged at the hourly room rate.</p>	<p>Performances charged at the hourly room rate.</p>	<p>.</p>	<p>Same as current policy.</p>
<p>Covers: Amateur productions by community and voluntary organisations. Private functions</p>	<p>Rehearsals charged at 50% of the hourly room rate.</p>	<p>Rehearsals charged at 50% of the hourly room rate.</p>		
<p>Covers: Weddings, Funerals, Parties</p>	<p>Weddings are charged at a standard rate of £450 plus additional charges to cover extra caretaking and cleaning requirements. Other private functions are charged at the standard hourly rate.</p>	<p>Fixed rate for weddings of £650 per booking to cover all costs. Standard charges for room hire for other functions.</p>	<p>Parties, fashion shows, weddings etc will generally pay more as costs will seek to cover the full costs of services provided.</p>	<p>For parties etc...additional charges will be incurred as appropriate based on costs of any extra services needed for the function – security, caretaking and cleaning.</p>
<p>Young people – Under 19. Charged activities. Examples: playgroups, out of school clubs, sports, scouts and brownies</p>	<p>Varies from no charge, to discounted rate to standard charges.</p>	<p>£2.50 per room per hour Monday to Friday for small and medium rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>Currently unclear how many groups who are not charged for room hire charge are charging children for activities e.g. sports, martial arts. Charges per hour kept low to reflect that some providers, e.g. playgroups meeting several days per week, are trying to keep costs low for families. If groups don't feel they could pass on these</p>	<p>• Wide variations in pricing at present. Example of charge: Mon- Fri sessions for 2 hours over 30 weeks. 30 x 2 x 5 x 2.50 = £750 p.a. Based on a session with ten people, the cost per session is 50p per person.</p>

<p>Young people – Under 19. Non-charged activities (e.g. pre-school activities, youth service programmes, voluntary/community organisations running programmes which do not incur any session charges to users).</p>		<p>No charge.</p>		<p>No charge Monday to Friday, weekends/council holidays.</p>	<p>modest room hire charges they could approach the area committee for support.</p> <p>There is much use of this type and mainly Mon – Fri at present so will not incur any charges. Currently there is weekend use at Mandela by groups which is likely to increase in demand from the local community. The Area Committee to consider subsidising additional caretaking costs from the operational budget of the centre or through use of Well-Being funds</p>		<ul style="list-style-type: none"> Youth service and many voluntary organisations do not have specific budgets to pay for room hire. Organisation would need to demonstrate it has child protection policies and meet local youth provision needs. If youth service is using community centres as an operational office base, a service charge will be apportioned based on square metreage of space used. A formal agreement would also be drawn up for the use of the space as an office base.
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Report of the North East Area Manager

North East (Inner) Area Committee

Date: 4th February 2008

Subject: Community Engagement

Electoral Wards Affected:
 Chapel Allerton
 Moortown
 Roundhay

Ward members consulted
 (referred to in this 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 Area Committee requested a workshop session to discuss their community engagement framework, following the feedback report on the autumn Planning for Real events that was presented to the December meeting. Members expressed a number of concerns that they felt required a separate session to discuss and resolve.

The workshop took place on 18th January 2008. Members discussed the principles of community engagement, publicity, Area Committee meetings and the spring events. Members made a number of suggestions that could be implemented to engage residents in having an influence and say over service planning in the inner north east area. This report summarises the suggestions and requests the Area Committee confirms its support for implementing them.

Purpose of this report

1. At the last Area Committee meeting Members received a report giving feedback on the Planning For Real events held in Autumn 2007. As a result of discussion at the meeting, Members requested a community engagement workshop be arranged. This took place on 18th January 2008. This report provides a summary of the workshop.

Background

2. The Area Committee agreed a Community Engagement Framework in June 2007. This made a commitment to empower local people to have a greater voice and influence over local decision making and service planning. This is identified as a priority in the current Area Delivery Plan, and is given greater emphasis given the news that the Area Committee will shortly be delegated community engagement as a formal function. Area Committees will be tasked to 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 next municipal year.
3. Following changes in partner boundaries, the 5 District Partnership model will be changed and it is proposed that Area Committees will in future provide a local governance and accountability framework for partnership collaboration through their new Area Delivery Plans which will be part of the Leeds Strategic Plan framework.
4. The Planning For Real events last Autumn were organised in this context. The feedback report to the December Area Committee concluded that they were successful in attracting more residents to attend in some cases, and a wider cross section of the community than had previously been engaged. However, Members expressed concerns in relation to:
 - Publicity and promotion (particularly how to attract hard to reach groups)
 - More Member involvement in planning the event to ensure their representative role is enhanced
 - Purpose of the spring events
 - Public involvement / interest in Area Committees themselves
5. The workshop event was organised to help discuss these issues.

Community Engagement Workshop

6. The workshop discussions were framed around three themes:
 - Community engagement
 - Area Committee meetings
 - Spring event and publicity

Community engagement

7. Members discussed what was meant by community engagement. In order to achieve successful community involvement, Members agreed they needed to look beyond forum style meetings that typically address single issues to a more interactive method of engagement. There was general agreement that the Planning

For Real format was good because it allowed residents to interact and be involved, rather than be a passive audience. Members suggested however that some element of formality be worked into future events so there is an opportunity for Members to lead or chair a debate on local issues and provide a chance for residents to raise issues publicly with them.

8. Members felt that themed events may help attract residents to the events. It is also crucial that area management involve Members in the planning of events from the outset because Members have the knowledge of, amongst other things, local issues.
9. There was discussion and recognition that ward wide events are unlikely to engage hard to reach groups. This would require a specific piece of targeted, intensive and more local engagement activity where the Area Committee wants to engage with a hard to reach group. This led on to a discussion about other ways of engaging with people, and the importance of feeding back to residents in the local area.
10. There was strong support from Members for an Area Committee newsletter to keep residents informed of feedback from events. The databases of contact details for residents needs to improve, and we should make use of email addresses to keep people informed of events and for feedback.
11. Members had expressed concern over how single issues raised by residents could be dealt with under this strategy. A 'take action' card, developed by the IMPaCT partnership was introduced at the workshop. This can be personalised to each ward. An example for Roundhay ward is attached in appendix 1. These can be returned to the Area Management Team, to be raised at Joint Tasking meetings and dealt with or referred direct to the relevant department / officer for action. If the resident provides contact information, feedback can be provided.

Area Committee meetings

12. Members agreed that the current format was not conducive to involving the public. So that meetings could be more responsive and sensitive to local needs, and to develop partnerships between the Council and other agencies, Members suggested splitting the meeting into two halves.
13. One half of the meeting will be for the Area Committee to deal with council business and formal minutes taken. The other half will be an opportunity for residents to become involved in the work of the Area Committee and encourage their participation. Members were keen on the idea of each meeting having a theme, based on one of the partnership groups eg. the Divisional Community Safety Partnership or the Health and Social Care Partnership. Creative and engaging ways of involving the public could then be used to enable residents to have their say and suggest ways of tackling issues, for example a question time session.
14. Members agreed a forward plan should be agreed at the beginning of the year for each meeting theme. This needs to be well publicised. On top of this, more feedback at the Area Committee meetings needs to happen from the organisations funded by the Well-Being Fund.

Publicity

15. Prior to the workshop a publicity factsheet, including costs of various different publicity methods was produced. This is attached in appendix 2. In addition, Members highlighted the importance of using local resources including local guides and radio. This would differ from ward to ward.

16. Members agreed that they could help publicise events by attending luncheon clubs and other activities such as school youth council meetings as Area Committee representatives.
17. The newsletter would be an important method of publicising events and Area Committee meetings, as well as providing feedback on outcomes from previous events or activities.
18. Members at the workshop discussed ways they can encourage greater resident involvement in Area Committee activities such as through sharing attendance lists from meetings they hold with the Area Management Team, and advertising the events through their surgeries and at other events they attend.

March events

19. Members agreed to an event with a mix of formal and informal activities. There will be a brief introduction and formal beginning to the event, providing an opportunity for Members to address attendees. The event will provide an opportunity to highlight what has been achieved this year through the current Area Delivery Plan, and provide feedback to how the priorities identified at the autumn events will be used to inform the next Area Delivery Plan. Members agreed to use the priorities identified at the autumn events in an interactive activity which will give residents the opportunity to have spending power using 'Monopoly' money. Each resident will be given a fixed amount of 'Monopoly' money which they can then use to give to the priorities identified for the ADP that they think deserve funding. The room layout can be in market place style, giving residents the chance to tour each priority area and speak with Members and officers about their choices.
20. Following the event the Area Committee can use the findings to help inform the budget setting for commissioning Well-Being Funds in 2008/09. Residents will receive feedback and see that they have influenced how funding is allocated, and services delivered in their local area.
21. Members stressed the importance of getting the publicity right for the events, and agreed to send 1,000 letters out from their political offices in a joint agreement.
22. The Community Engagement Framework also commits to a summer event. Members discussed a range of ideas including holding outdoor events with barbeques. The area management team will work with Members nearer the time to finalise these events.

Conclusions

23. The area management team will work with ward Members through the individual ward meetings to finalise the dates and locations for the spring events. Members will be consulted on the publicity arrangements for each event, based on their preferences from the attached publicity factsheet. This may involve a greater cost to the Well-Being Fund. The Area Committee has previously allocated £5,000 to community engagement in 2007/08. In order to cover the costs of publicity for the Spring events and the summer ones, the Area Committee is requested to set aside a further £3,000 from the Well-Being Fund. Proposals for the community engagement budget for 2008/09, including costings for the newsletter, will be brought to the march Area Committee meeting and reflected in the new Area Delivery Plan.
24. Prior to the March Area Committee meeting officers will work up a forward plan for the themed meetings for the municipal year 2008/09 and present it for approval at

that meeting. This will include scheduling in some of the organisations who have benefited from Well-Being Funding in the past.

Recommendations

25. The Area Committee is requested to:
- a) confirm their support for community engagement as set out in this report
 - b) agree the format and theme for the spring event
 - c) approve an additional £3,000 for publicity of the community engagement events in spring and summer

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TAKE ACTION



CARD

Dear Resident,

Your ward councillors Valerie Kendall, Matthew Lobley and Paul Wadsworth are here to help you improve the quality of your local environment. You can report problems in your street such as litter and anti-social behaviour by returning this card to the Freepost address overleaf.

Please tick your top 3 issues from below which you would like us to tackle:

							
Untidy Gardens <input type="checkbox"/>	Litter <input type="checkbox"/>	Anti-Social Behaviour <input type="checkbox"/>	Graffiti <input type="checkbox"/>	Dog Fouling <input type="checkbox"/>	Cracked Pavement <input type="checkbox"/>	Recycling Issues <input type="checkbox"/>	Untidy Recreational Areas <input type="checkbox"/>

Please tell us exactly where the problems are?

Please fill in your address if you would like more cards sent to you:.....

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Publicity Fact sheet

YEP

We can email the news desk with our story and they will decide whether to feature it or not.

About Leeds Extra

This is an online supplement of About Leeds which provides extra information and stories to those in the main paper. Length is flexible and the North East page can point to it online.

Facebook

There are possibilities for a group to be set up for residents of the wards. There is no such group on Facebook at the moment although there are groups particular to the Roundhay, Moortown and Chapel Allerton areas. It could be a useful tool for attracting younger residents. Although there is no guarantee it would get members a group is easy to set up as long as it is maintained so it is worth doing as an experiment.

Roundhay Today

Community website run by YEP with news on local events. It features news, sport, & entertainment local to Roundhay & Oakwood. Free and easy to use.

Audience: 80,000 hits in November alone and the website is currently only four months old.

Note: Community websites for Chapel Allerton and Moortown will hopefully be set up early in 2008.

Radio Leeds

We can email a story to the news desk and they will decide if they want to feature it.

ELFM (East Leeds Community Radio Station). On air at certain points throughout the year.

Leeds Weekly News Insert

For £30,000-40,000 leaflets the cost is £23.50 per thousand +VAT

Cost of distributing 30,050 is £829

With the cost of printing 30,000 leaflets from printing.com the overall cost of distributing leaflets is approximately £1323 with Leeds Weekly News.

About Leeds Insert

We could put an insert into the paper which would be targeting at the households in the north east area. The leaflet would need to be ready to be distributed on Mon 25th Feb. The advantage of this insert over Leeds Weekly news is that we could put a brief sentence on our page directing residents to the insert.

Cost: £30-£35 per 1000 leaflets (for 30,000 households this would be £1,050)

With the cost of printing 30,000 leaflets from printing.com the overall cost of distributing leaflets would be approximately £1,527 with About Leeds.

Posters/Banners/Leaflets

With printing.com the overall cost of printing 300 posters, 9 banners and 30,000 leaflets is £1,022

Bus advertising

Passenger Panels – on inside of bus. Possibility to target certain buses in certain areas. Need to have 100 panels to make campaign worthwhile. We would need to start campaign 6 weeks ahead.

Cost: £16 - £30 per panel. Would recommend 100 to make sure the campaign is seen (roughly £1600 – £3000 depending on size of panels)

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Report of the North East Area Manager

North East (Inner) Area Committee

Date: 4th February 2008

Subject: 2007/08 Well-Being Fund

<p>Electoral Wards Affected: Chapel Allerton Moortown Roundhay</p> <p><input checked="" type="checkbox"/> Ward members consulted (referred to in this report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input 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 contains details of projects commissioned since the last Area Committee meeting and also the recommendations of the Well-Being Fund Working Group on new project applications received. The Area Committee is asked to note the projects commissioned, and indicate if they are supportive of the new bids received.

Purpose of this report

1. The purpose of this report is to update the Area Committee on projects that have been commissioned since the last meeting when this approach was agreed. It also presents proposals for consideration that have been received as grant applications rather than been commissioned to deliver an action from the Area Delivery Plan.
2. Since the last meeting on 3rd December 2007 two new commissioned projects have been developed. Two non-commissioned projects have applied for Well-Being Fund support. The recommendation of the Well-Being Fund working group is included to aid the Committee in decision making.
3. The report also updates the Committee on small grants approved since the last meeting, attached as appendix 1.

Background

4. At the March meeting the Area Committee agreed to split the Well-Being Fund between the themes identified in the Area Delivery Plan 2007/08 and also set aside some of the funding for ward based projects. The Area Committee then agreed to take a commissioning approach with the theme funding in order to implement projects that specifically deliver activities to achieve one or more of the actions identified in the plan.
5. Appendix 2 details the projects commissioned and approved by the Area Committee so far this year.

Revenue commissioned projects

Children and young people theme

Youth Service (INE.07.34.LG)

6. The Youth Service have successfully delivered the projects that the Area Committee commissioned earlier this financial year – please see appendix 4 for the feedback report. As a result, several new projects that are in addition to the Youth Service core provision have been developed that will specifically deliver activities in the Area Delivery Plan.
7. Due to a financial miscoding in 2006/07 there is an £11,431 underspend from the Well-Being Fund commissioned to the Youth Service. All activities were delivered in 2006/07 however other funding was used to pay and as a result, the Well-Being Fund is available to spend now. It is proposed that this underspend is utilised towards the cost of these new proposals, with the remainder being commissioned from the 2007/08 funding.
8. The specific projects and costs are:
 - Establishment of a satellite 'BUMPY' motorcycle project at the Prince Philip Centre. The Youth Service have successfully delivered numerous accredited motorcycling programmes from the Lazer Centre in Armley. The programme works by engaging disaffected young people who are involved with vehicle/motorbike crime and antisocial behaviour into positive activities

that also divert them away from negative behaviour. This has already successfully worked with a group of young people from the Beckhill/Miles Hill estates. This project will enable the scheme to be delivered locally, saving on travel and transport costs, and increasing the capacity for more young people to benefit. The Well-Being Fund will be used to cover start up costs including storage units, motorcycles and mechanics equipment. £14,850

- REVIZIT programme. Targeting young people at risk of being involved in crime, the programme delivery costs include residentials, outdoor activities and an outward bound residential for 5 days. Young people from across the inner north east will be targeted. £2,760
- Elmete estate work. Working with a group of young people from this estate in Roundhay, the Well-Being Fund will be used to pay for the mobile Breeze DJing bus for 5 sessions from January. £2,500
- Mandela Centre young people's steering group. A steering group of young people has been established to lead on the development of the Mandela Centre as a youth centre for Chapeltown. This project will help develop capacity to prepare the group for making decisions and fundraise. £3,700
- Transport. To contribute to the cost of hiring minibuses and drivers for programmes across all three wards. £1,896
- Total cost: £25,706

9. *Recommendation:* The working group were pleased with the success of the Youth Service in delivering the projects already commissioned this year. These new proposals will deliver against actions A1, A3, A4 and A6 in the Area Delivery Plan. **Ratify - £14,275 from 2007/08 and £11,431 underspend from 2006/07.**

Healthier communities and older people's theme

Chapel Allerton Good Neighbours (INE.07.31.LG)

10. This project will develop a Neighbourhood Network Scheme in Chapel Allerton. The Area Committee has identified previously that there is a need for one in Chapel Allerton, as this is the only part of the inner area without such a support scheme. The scheme will establish a local voluntary based support network to re-establish feelings of neighbourliness within the area, by linking volunteers with lonely and isolated people in need of support. The WRVS have taken the lead on developing this project and will provide support during the first year whilst the network gets established.
11. The original project plan was in the first year to recruit a project manager who would implement the Implementation Plan. This would include setting up a new office in Chapel Allerton. The total cost of this would be £36,050, of which £6,000 is requested from the Well-Being Fund. The remaining funding has been requested from Social Services and Leeds PCT. Social Services have indicated that because of the implementation of the new joint commissioning arrangements which will be coming into effect over the next 12 months, they would be reluctant to fund a new Neighbourhood Network on this scale. They would be willing to commit a grant of just under £10,000. Therefore the plan for the first year has been scaled back to the recruitment of a project co-ordinator and to use existing premises in Chapel Allerton.

Therefore the set up costs are much reduced. The project co-ordinator would still have responsibility to deliver the Implementation Plan. The plan gives details of the services to be established which include providing information on activities, befriending, home visiting and assisted shopping.

12. **Recommendation:** The Area Committee has previously agreed a general principle not to fund salary costs and ongoing running costs from the Well-Being Fund. This project does create a post, however the Well-Being Fund will not be used for any part of the ongoing commitment costs to employing a worker. Given the previous support expressed by the Area Committee for the development of a Neighbourhood Network in Chapel Allerton, the working group recommends the £6,000 from the healthier communities and older people's theme. The project addresses the Area Delivery Plan action C1 – support for the voluntary sector. **Ratify £6,000.**

Non commissioned projects

13. The following projects were received as grant applications. The Well-Being Fund working group met and discussed the applications, their recommendations are contained below. The Area Committee is requested to consider each application and indicate if they support the amounts recommended by the working group.

Safer Stronger Communities theme

Beckhill Community Support Centre feasibility study (INE.07.33.LG) requesting £10,000

14. This application from the Area Management Team is to cover the cost of a detailed feasibility study into the proposal for a new build, multi-agency service centre on the Beckhill estate. Beckhill is identified as one of the most deprived neighbourhoods in north east Leeds. There are particular problems with levels of educational attainment, skills, crime and employment. A regeneration partnership, the Beckhill Implementation Group was established in 2005 to lead on work to improve quality of life for people on the estate. This proposal has been developed by the partnership.
15. Agencies including Education Leeds, Police, Networks Extended Services, Youth Service and voluntary sector organisations have all indicated a need to deliver their services directly to the Beckhill community to try and tackle these inequalities. As a result they have committed funding towards a proposal to build a centre on the estate where they can rent space to deliver services including training, study support, community nursing and inclusion provision. This feasibility study will define the size, location, management arrangements and financial cost of building such a centre on the estate. The proposal has been presented to the Council's Asset Management Group who are supportive of the proposal and to carry out a feasibility study.
16. **Recommendations:** The proposal meets actions B14 and B15 in the ADP – to improve quality of life for people living in the priority neighbourhood of Beckhill. The Area Management have led on the work to bring the idea of a centre on the estate to a reality, and the feasibility study will provide the expert information and detailed delivery arrangements that are required for such a project. When built, the centre would benefit not only the Beckhill estate, but would target residents from the wider Meanwood area as well. The working group are supportive of the proposal.
Recommend - £10,000.

Capital

St Andrews United Reform Church – community hall toilets redevelopment requesting £19,170

17. The Church wish to completely replace the existing toilets adjacent to the community hall and add a baby changing facility. The hall is used by several community organisations including scouts, brownies, guides, stroke rehabilitation group, bridge clubs and community nursery. The total cost of the project is £45,050. The Church are requesting £19,170 from the Well-Being Fund and have not yet applied anywhere else for the remainder. They received a Well-Being Fund grant in 2006/07 for £12,500 towards a community garden project at the Church site.
18. **Recommendation:** The project will allow more than one group to use the hall at the same time so potentially more people will use the community hall. However the primary aim of the project is to improve the facilities for existing groups. The Church have not yet applied elsewhere for any other funding. The working group felt that at this stage, no contribution could be recommended. The Church will be asked to seek other funding sources and then come back to the Well-Being Fund later in the year if a contribution is still required. **Recommend – no contribution.**

Recommendations

19. The Area Committee is requested to note the contents of this report and;
 - a) ratify the commissioned revenue projects
 - b) indicate if they support the amounts recommended by the working group for the non commissioned projects both revenue and capital

WELL BEING FUND SMALL GRANTS APPROVED

INE.07.15.SG – Hoops Basketball

Hoops was established to work with young people to teach, coach and raise awareness of the sport of basketball. They want to use basketball as a means of engaging young people in team building, nutrition and in a healthy exercise regime.

The project organiser recognised the need for this project on a daily basis and has run it on a trial basis. The basketball sessions are held at Roundhay School and approx 45-60 young people from all 3 wards attended on a weekly basis. There are 3 different sessions held each week for different age groups. Young people have also been referred to attend these sessions through the school mentoring process and as a result behaviour has improved dramatically. As the classes were so well attended they hope to run these again for a 6 week period from January 2008. This will be a taster for the young people as they hope that after this 6 week period the project will become self sufficient as they will then pay a nominal fee for each session they attend to cover costs. The project will be advertised at all local schools (primary and secondary).

A grant of £500 was awarded to cover costs including venue hire at Roundhay School (£40 per week), coach fees (1 senior and 2 junior coaches at £40 per week) and volunteer expenses (bus fare to attend sessions and refreshments, £20).

INE.07.16.SG – Potternewton Gardens Environmental Project

Syed Subham is the Community Champion for this area and as such his responsibilities are to create and distribute a newsletter to residents twice a year and attend a walkabout of estate every 3 months. He has the mandate from residents in the complex to speak on their behalf and make requests where necessary.

The Potternewton Gardens area is very unattractive and in parts overgrown with weeds. From the walkabout in September proposals for an environmental project to improve the area were identified and the residents were consulted as to their preferred option and opinion. From this a scheme to remove the shrubbery/ weeds and flag the area with two self watering planters (made from recycled materials) was developed. The project would benefit all residents of the housing complex.

The total costs of the project are £2235 and the proposed works are:

- Clear two large planted areas and flag them
- Weed and tidy planted areas (including cutting back and drilling existing trees that are damaging walls etc.)
- Provide compost and plants for two planters (planters supplied by ENEh)
- Clear detritus from overgrown rainwater gulleys

A grant of £500 was awarded towards the final costs (ENEh covering other costs).

Well-Being Fund 2007/08 current position**Revenue:****Children & Young People**

REEMAP	15,000
Youth Service	17,400
Meanwood Urban Farm summer playscheme	7,800
Leeds REACH	4,917
Karate for Inner City Kids	3,000
Northern School of Dance	2,608
Total	50,725
Budget	65,000
Remaining	14,275
Remaining if recommendations to this meeting are approved	0

Safer & Stronger Communities

Sound of Steel Event	1,000
Roundhay Neighbourhood Design Statement	10,000
Moortown Community Fair	2,500
Roundhay Tree Management project	7,800
Volunteer Thank You Event	700
Community Mediation project	843
Total	22,143
Budget	36,917
Remaining	14,774
Remaining if recommendations to this meeting are approved	4,774

Healthier Communities & Older People

Summer sports activities	8,735
Total	8,735
Budget	28,399
Remaining	19,664
Remaining if recommendations to this meeting are approved	13,664

Economic Development & Enterprise

Chapelton Townscape Heritage Initiative	15,000
Oakwood Farmers Market	1,184
Total	16,184
Budget	18,399
Remaining	2,215

Ongoing commitments

Grant / K Fund Worker	25,317
Small Grants allocation	5,000
Community engagement	5,000
Total	35,317

Ward pots

Chapel Allerton

Yorkshire Gold – RJC Dance production	2,500
Flamingo Land day out – Youth Service	950
Mandela Centre improvements	1,530
Total	4,980
Budget	10,000
Remaining	5,020

Moortown and Roundhay wards both allocated £10,000 each, no projects yet allocated funding.

Community Safety 2006/07 *

Skips miscellaneous to January 2008 Total	3,396
Meanwood door chimes	1,000
Total	4,396
Budget	8,898
Remaining	4,502

Capital (07/08 – 09/10):

Gledhow Valley Path	10,120
North Leeds Cricket Club	15,000
7 Community Arts Centre	20,000
Moor Allerton Sports & Social Club car park	12,000
Lidgett Park Methodist Church	7,000
Roundhegians Sports Association kitchen upgrade	2,544
Deen minibus project	8,000
Woodhouse Cricket Club	6,000
Groundwork Leeds Sugarwell Hill	5,000
Friends of Wyke Beck Woods	7,000
Total	92,664
Budget	270,000
Remaining	177,336
Remaining if recommendations to this meeting are approved	

* Community safety pot is the underspend from last year's project, some of which was set aside for 'Pride in where you live' expenditure (skips, small environmental expenses as raised in the Joint Tasking meetings).

Additional £50,000 allocated for conservation area reviews and resident car parking schemes

Chapel Allerton conservation area review	£7,000
Meanwoodside conservation area review	£7,000
Total	£14,000
Remaining	£36,000

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Feedback on Youth Service WBF commissioned projects 07/08

Projects

Detached Youth Workers recruitment

Holiday activities

Cyber Suites – Mandela and Prince Philip Centre

BUMPY Motorbike project

1. Detached Youth Workers recruitment

Two new Youth Workers have been recruited and are expected to start with the service within the month, and with some staffing reorganisation two staff will be deployed in the Meanwood area to engage and work with young people on the streets.

2. Holiday activities (April – December '07)

- Chapel Allerton – **172** young people have attended 32 different activities ranging from Go Karting , Aerial Extreme to a Theme Park visit. Of these WBF was used to pay for 8 activities and transport to a further 13.
- Roundhay & Moortown – **136** young people have attended 11 different activities including Swimming, Skating and Bowling.

3. Cyber suites

The broadband lines to the two Cyber suites were established. A total of **76** young people has so far used the Cyber suites regularly.

4. BUMPY Motorbike project

Sixteen young people have so far participated in the programme with a further 8 attending before the end of March. Roundhay have brought 12 young people for 'taster' sessions.

At least **36** different young people from inner north east will have attended by April.

Report of the North East Area Manager

North East (Inner) Area Committee

Date: 4th February 2008

Subject: Area Delivery Plan quarter 3 progress report

Electoral Wards Affected:

Chapel Allerton
Moortown
Roundhay

Ward members consulted
(referred to in this report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

x

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

Executive Summary

This report provides Members with an update on progress towards the achievement of the 2007/08 Area Delivery Plan covering the quarter 3 period (October – December 2007).

Purpose of this report

1. This report provides Members with an update on progress towards the achievement of the 2007/08 Area Delivery Plan during quarter 3 (October – December 2007). It also provides more detailed information on some of the significant areas of progress in this covering report.

Highlights

2. The Volunteer Thank You Event took place on Thursday 13th December in the Lord Mayor's Banqueting Hall. The event was very well attended with over 100 representatives of inner north east voluntary and community organisations present. The entertainment was provided by Roundhay High School choir, poets from Seven Arts Centre in Chapel Allerton and Kushinkai Karate Academy. Seven Arts and the Karate Academy received support from the Well-Being Fund this year. There were also several stalls allowing the groups to showcase their activities, and a chance to mingle and network with other organisations, Council officers and members.
3. Due to changes in police staffing, the frequency and nature of activities provided from The Open Door project at 225 Lidgett Lane has changed. This creates opportunities to improve provision from the centre through increased input from other partners, for example East North East homes (ENEh) and the Youth Service. Police Community Support Officers will continue to provide a service from The Open Door from 1pm - 3pm, Monday - Friday.
4. Proposals to relaunch the Open Door as a youth and community centre, with a customer service point for ENEh tenants, are being developed by the Area Management Team and representatives of the Open Door steering group. Work is underway to generate greater resident involvement in the project and the next Annual General Meeting on 26th January is being organised in a way that will combine the more formal aspects of the AGM with an informal social event to celebrate all that the Open Door has achieved over the last year and to outline its programme of work for the year ahead. Invitations to the AGM and a questionnaire to gauge resident's awareness of the project are being circulated. This will be backed up with "door-knocking" to seek support for the project, particularly new committee members to help run the organisation.
5. West Yorkshire Police have indicated their willingness to extend the lease on the Open Door for a further 12 months from 1st June 2008 after which it is hoped to submit an application for charitable status and registration with Companies House as a not-for-profit company.

Priority Neighbourhoods update

6. The Area Committee will be aware that three neighbourhoods in the north east have been identified as priority areas for multi-agency action to narrow the gap between these areas and the rest of the city. This is based on deprivation indicators. All three neighbourhoods are in the inner area – Chapeltown (IMPACT partnership), Beckhill (Beckhill Implementation Group) and Moor Allerton (MAP). Area Management staff are responsible for driving forward action in these areas through partnership arrangements. The following are progress updates from the partnership groups.

Beckhill Implementation Group

7. A report was presented to Asset Management Group seeking support for the commissioning of a feasibility study to look into the proposal for a multi-agency service centre to be located on the Beckhill estate. Various agencies including the PCT, Police, Education Leeds and voluntary organisations have committed funding to cover the costs of renting space in a centre on the estate. The feasibility study would look at the proposal in much more detail, including defining the exact location, size and financial viability. This would be a significant step forward for the regeneration of the estate.
8. The Meanwood dispersal zone, implemented in October 2007 has now ended. The Police led on this action which was aimed at tackling anti-social behaviour problems on the Miles Hill estate. The zone covered the surrounding estates as well to avoid pushing the problem into these areas. The legislation allowed the Police to disperse groups of any more than two individuals. Feedback indicates the zone has been very successful in reducing anti-social behaviour in the Meanwood area. As part of the exit strategy, the Youth Service have worked with the Police to try and engage many of the young people into youth programmes and activities to prevent the anti-social behaviour increasing again.
9. Members of the partnership have offered increased support to the Tenants & Residents Association. The ALMO are supporting the group by helping them produce and print a newsletter, and doing estate walkabouts. They are planning to hold a funday or quiz night in February to attract more residents to become members of the Association. A resident representative will be invited to sit on the BIG partnership for future meetings.
10. Under the environment theme, action is progressing. To try and resolve the issues around refuse collection and litter picking on the estate, City Services have agreed to send managers out with both teams until further notice. Environmental enforcement have been issuing notices to residents with waste in their gardens, this has been successful and resulted in most gardens being cleared by the residents. Where the warning letter has not had an effect, two residents have been fined.
11. Demonstrate Day took place on 1st December 2007, organised by Stainbeck Church in partnership with Leeds Youth Network. Over 80 young people from across Leeds came to litter pick on the estate, alongside residents. Skips were provided by the ALMO, bulb planting with Groundwork and litter picking equipment from City Services.
12. The ALMO redevelopment proposals are progressing. The clearance of sheltered housing blocks in Beckhill Garth commenced in December, with a view to demolition once cleared. This site will form part of a wider planning and development brief that will contribute significantly to the regeneration of the estate, through encouraging diversification of tenure and better designed housing and layout.

IMPACT

13. Festive lights have been installed along Chapeltown Road. Capital funding enabled the lamp columns to be fitted with electrical control equipment, revenue funding enabled ten festive motifs to be installed. The lights now operate every evening.

14. Groundwork have completed their improvements to Buslingthorpe Walk. There are a few snagging issues that are being addressed but the new entrance features and bulb planting have been completed.
15. Second Environment Day held on Wednesday 14th November in Spencer Place/Gathorne Terrace area. Seven skips worth of rubbish was removed on the day, trees were cut back, a number of gardens and hedges were tidied up. Wardens, Environmental Enforcement officers and PCSOs were on hand to offer advice and support. As part of Leeds Legal week, volunteers leafleted the area and every door was knocked to let people know the event was happening.
16. Eight families are now engaged with the Intensive Family Support project and have taken part in social activities over the festive period. A programme of mentoring is being established for the final quarter of the financial year.
17. Theatre In Education have delivered four sessions of the play "Bad Mummy" with groups of young people from both Chapeltown and Harehills. The play enables young people to explore issues relating to domestic violence in a supported environment.
18. Safer, Stronger Communities Budget confirmed for 2008/2009.
19. IMPaCT workshop held on Community Engagement in November. Findings and key issues to be fed into priority setting for 08/09.
20. Membership forms for the IMPaCT Residents Network have been delivered to addressees. A programme of engagement activities will follow to ensure targets are met for the end of March 2008.

Moor Allerton Partnership (MAP)

21. A report was submitted to the December round of Area Committee meetings updating Members on the progress of MAP. A further update will be submitted following the next meeting on the 31st January.

Recommendations

22. The Area Committee is requested to note the contents of this report.

APPENDIX ONE

Issues raised at Area Committee meetings

Date Raised	Issue	Update	Status
04/09/2006	Yes Cyber – Area Management and Youth Service to attend a meeting of the management committee to provide advice and expertise.	Area Management and Youth Service attended the Management Committee meeting in May 2007 and were satisfied with the accountability and governance arrangements in place at the project.	Completed
	Children and Young People's Plan Review 2007 to be discussed at the December 2007 Area Committee meeting	Children's Services have indicated a report is likely for February 2008	Ongoing
	Area Committee to consider co-opted representation at the meeting, raised by a voluntary organisation during the Open Forum	Report considering the matter on the agenda for this meeting	Completed
25/06/2007	Sources of support for voluntary and community groups	Report providing information on the agenda for this meeting	Completed
10/09/2007	A resident spoke in the Open Forum regarding progress on Mansion Gate, lake signage in Roundhay Park and a bench on Shadwell Lane.	Officers are looking into the issues raised and a response will be sent in writing to the resident.	Ongoing
	Area Committee to consider a report in 6 months on the experience of other Committees with co-opted representatives		Ongoing

15/10/2007	How is the Area Committee dealing with the issue of corporate carers?	Addressed in the Area Management Review report being presented to this meeting.	Completed
	Report required on the reorganisation of Neighbourhood Policing required	Report being presented at this meeting.	Completed
	Report on teenage pregnancy issues and actions in inner north east to be presented at a future meeting	Contact made with PCT and LCC Teenage Pregnancy Co-ordinator. Report to be presented to March Area Committee meeting.	Ongoing
03/12/2007	Area Committee requested a workshop session on community engagement.	Session arranged for Friday January 18 th .	Ongoing
	Request for City Services to attend and present a report on progress at a future meeting.	Report being presented to this meeting.	Completed

North East (Inner) Area Committee - Area Delivery Plan 2007-08 - Quarter three update
Children and Young People - Priorities

P1	Initiatives to improve school attendance and raise standards of achievement	
P2	Initiatives to prevent anti-social behaviour involving children and young people	
P3	Involvement of young people in decision making	

Children and Young People - Actions							TRAFFIC LIGHT		
Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST ACTION	Q2 07/08
A wide range of out of school provision for children and young people	A1	Target the provision of additional activities for children and young people	March 07 - April 08	Youth Service, Voluntary Sector, Private Sector	Core, Well-Being Fund, other external funds	Number of programmes and activities delivered supported by Well-Being Fund	Provision meets Youth Service PI's and specific WBF project outputs	31 separate activities provided in Chapel Allerton ward during 2007 school summer holidays. In addition youth service provided, free of charge a weekend residential for "Deen Enterprises" voluntary run boys group based in Chapel Allerton. 28 out of school programmes ran in Roundhay and Moortown. All the programmes were well attended and young people enjoyed the activities offered. As a result we have developed better relationships with the young people and in turn better participation.	
	A2	Raise the level of volunteering to increase youth provision through Youth Service and voluntary sector providers	By Jan 08	Youth Development Worker - Youth Service	Well-Being Fund	Number of volunteers trained and delivering activities, and of these the number of young people	Increase in provision for young people and increase in level of participation	"Deen Enterprises" voluntary Boys group established regular weekend youth club in Mandela Centre, meeting Saturday & Sunday afternoons. see separate youth development workers report. Volunteer youth work training offered to local volunteers. 15 young people from the inner N.East area are preparing to start a 12 week young volunteer training course on 24th January 2008. The course will include a residential at Herd farm. 8 young people from the Roundhay ward recently attended FA level one football course, over a period of 3 weekend, having completed the programme the group plans to run a week of activities for local young people at Thomas Danby during March 08	
	A3	Deliver additional targeted holiday schemes	March 07 - April 08	Youth Service, Voluntary Sector	Core, Well-Being Fund	Number of programmes supported by the Well-Being Fund and number of young people participating	Provision meets Youth Service PI's and specific WBF project outputs	31 separate activities provided in Chapel Allerton ward during 2007 school summer holidays. Activities also hosted in Moortown & Roundhay wards funded by the WBF.	
	A4	Alternative curriculum provision at schools - Carr Manor High, Allerton Grange High, Roundhay High	March 07 - April 08	Voluntary Sector, Youth Service, Education Leads	Well-Being Fund	Number of programmes delivered supported by Well-Being Fund	Improvement in school attendance and achievement levels of those pupils participating	New after school provision at Allerton Grange school and Elmette Wood school. Carr Manor High and Allerton Grange High also have the 'inspirations' project starting in October.	
	A5	Academic support provision at schools or in a community setting	March 07 - April 08	Voluntary Sector, Youth Service, Education Leads	Well-Being Fund	Number of programmes delivered supported by Well-Being Fund	Improvement in school attendance and achievement levels of those pupils participating	REEMAP have been commissioned to deliver projects in Carr Manor, Roundhay and Allerton Grange High Schools that will work with BME and non BME young people to improve their attainment at GCSE level. The programme commenced in September 2007. YES Cyber after school club has moved to Mandela Centre opening Oct 07 and is expected to provide study support to an increased number of young people.	
	A6	Targeted activities and projects - Meanwood Intensive Family Support project, joint action arising from Tasking meetings, detached workers - Queenshills, Parksheds, Carr Manors	March 07 - April 08	Area Management, Police, Voluntary Sector	Well-Being Fund, other external funds	Number of activities established and actions completed, Number of anti-social behaviour calls relating to young people	Reduction in the number of referrals to CILRS and ASBU.	The Youth Service have been delivering a girls group as part of the Intensive Family project and are planning another round for young women referred this year. 7 Young people aged 13-19, targeted as part of the IMPaCT intensive family support are receiving individual support from Connexions PA's based in the North East Youth Service team. We are currently running a revisit programme in Roundhay ward, targeting young people who are involved in low level crime or at risk, the programme is run in partnership with YOS, some members of the group also receive support from NE connexions team. Elmette estate has a new programme targeting young people with ABC, and those at risk of ASBO, the young people meet with youth workers regularly on a weekly basis.	

Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST ACTION	Q2 07/08	TRAFFIC LIGHT
Increase uptake of leisure activities likely to improve health and fitness	A7	Variety of sporting activities provided by the Youth Service and Community Sport in partnership with voluntary sector providers, particularly targeting sports clubs in Moortown and Roundhay	March 07 - April 08	Community Sport, Youth Service	Core, Well-Being Fund	Number of sports programmes implemented, number of voluntary sector organisations involved as partners	Increase in provision for young people and increase in level of participation	Summer holiday programmes funded by the WBF and run by Community Sports were a great success with over 349 young people attending the activities. Programmes were run at Thomas Danby, Carr Manor High School & Scott Hall Sports Centre. There were many local clubs involved including the Caribbean Cricket Club, Wigton Moort FC, Chapelton youth football development centre and LCC coaches in rugby, netball, athletics and racket sports. As a result of the programmes, some of the local clubs involved have been able to recruit new players to their junior sections.		
	A8	Improvements to King Alfred's Fields	March 07 - April 08	Parks & Countryside	Well-Being Fund, other external funds	Number of improvements carried out	Increase in provision for young people and increase in level of participation	AMT & Parks & Countryside site meeting on 31st May to assess what works need doing to improve the facilities. Parks & Countryside have costed up a proposal. Local ward members have been consulted on costings and a phased scheme is being developed with a view to securing a WBF contribution towards the cost of the improvements. Awaiting clarification on the extend of potential S106 contributions to the project. P & C have then been asked to split the scheme into phases that could be funded separately.		
Young people feel empowered and part of the local decision making process	A9	Establish Youth Forums in Moortown and Roundhay and continue the Chapel Allerton youth forum	March 07 - April 08	Youth Service	Core	Number of forums established, number of young people involved	Improved opportunities for young people to be involved in making decisions	A joint Moortown and Roundhay youth forum starts in October half term based at the North East City Learning Centre.		
	A10	Establish funding pot to spend on projects and activities young people identify through the Youth Forums	Funding pot agreed by July 07	Youth Service	Well-Being Fund	Number of activities supported by Well-Being Fund	Improved opportunities for young people to be involved in making decisions	Action not started yet - linked to development of youth forum work.		
Improve the range, reach and quality of services provided by LCC Youth Service and the voluntary sector from the Mandela Centre	A11	Develop the Mandela Centre as a centre for youth provision with voluntary sector partners	March 07 - April 08	Area Management - Rory Barke, Youth Service - Neil Bowden, Voluntary sector representatives	Core, external funding for capital refurbishment	Involvement of young people in the development of future plans for the Centre, number of organisations and users engaged at the Mandela Centre	Increase in provision for young people	Work is continuing at the Mandela Centre to develop an expanded programme of educational, vocational, career and social activities to meet the needs of young people in the area. A centre management group comprising of user representatives, LCC youth services and the Area Management Team continue to meet and are planning an AGM to be held in Spring that will serve to formalise the group. There is already evidence that this partnership approach to managing the centre is having a beneficial impact on services, for example young people attending dance activities are now involved with the Chapelton Young People's Club. A young people's steering group has been formed and held their first meeting in January.		

Safer and Stronger Communities - Priorities

- P4 Improve the quality of the local environment
- P5 Reduce crime and the perception of crime
- P6 Empower local people to have a greater voice and influence over local decision making and delivery of services
- P7 Support partnerships working to address deprivation issues in priority neighbourhoods
- P8 Support the delivery of Intensive Neighbourhood Management in Chapeltown and Harehills

Safer and Stronger Communities - Actions

Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST ACTION	Q2 07/08	TRAFFIC LIGHT
To tackle 'crime and grime'	B1	Multi-agency Operation Arrows targeting crime & grime hotspots throughout the year	March 07 - April 08	Area Management, Police	Core, Well-Being Fund	Number of Operation Arrows organised, results of each Operation	Number of operations and outputs of each one	During this quarter there have been 2 Operation Champions: October 07 in the Harehills/IMPACT area and in November in the Oakwood area. Oakwood had been highlighted as the hotspot in the NE Division for burglary so Smart Water was offered as part of the Operation which has now greatly reduced burglary in the area. All outputs can be produced on request to Sandra Fowler, Community Safety Co-ordinator.		
	B2	Joint Tasking meetings	March 07 - April 08	Area Management, Police	Core, Well-Being Fund	Number of multi-agency actions completed	Monthly review	Joint tasking meetings take place every fortnight and actions completed by multi agency partners tackling crime and grime issues resulting in Days of Action.		
	B3	Environmental PRIDE Teams targeting hotspot locations & responding to referrals	March 07 - April 08	City Services	Core	Monthly updates of referrals completed	Completion of all referrals within month made	City Services provide monthly reports which are emailed to Members. Currently 95% of referrals made are dealt with within the month made.		
	B4	Projects to close or improve the safety of alleys and ginnels	March 07 - April 08	Area Management	Well-Being Fund	Number of ginnels closed, reduction in crime - ASB, criminal damage in the vicinity of the alleys and ginnels	To work on 1 ginnel scheme per ward, priority list as agreed by the Area Committee.	See attached appendix.		
	B5	Raising awareness of the facts around crime and crime prevention/local information in targeted locations - leaflets and publicity	March 07 - April 08	Area Management	Well-Being Fund	Number of calling cards produced, reduction in the number of people who feel unsafe in their area - survey	To be agreed.	Facts about crime and the prevention of crime now included in Operation Champion packs and distributed to residents as part of the Operation Champions.		
	B6	Targeted burglary reduction initiatives including target hardening, light timer switches, Roundhay tree management project	March 07 - April 08	Area Management, Police	Well-Being Fund	Number of properties benefiting from burglary reduction work	To be agreed.	320 timer switches and quantity of energy saving light bulbs purchased by the Police for each NPT and distributed throughout October/November.		
	B7	Roundhay tree management project	Audit finished by July 07	Area Management - Sheila Fletcher	Well-Being Fund	Audit complete	Completion of audit by end July 07	In November 2007 Parks & Countryside identified a suitable student from Askham Bryant College to undertake work experience and complete the tree survey as part of his course, due to start before Christmas. Unfortunately the student contacted P & C in December to say he is now no longer able to commit to the project. P & C have decided to resource the project internally and will be meeting a member of the AMT in January 2008 to go through the expected project outputs as it has been some time since the funding was approved.		
	B8	Good neighbours' project in Moortown in partnership with Yorkshire Water	By Oct 07	Area Management - Sheila Fletcher	External/Well-Being Fund	Project complete	Completion of project by Oct 07	It was agreed during quarter 1 that the Pride team would target areas specified by Roundhay Members every Tuesday, rather than pursue the option of recruiting a new litter picker. The situation is being monitored by officers and members and the new rota appears to be improving the environmental appearance of the streets being targeted. The targeted streets are being cleaned every Tuesday by the Pride Team.		

Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST ACTION	Q2 07/08	TRAFFIC LIGHT
	B9	Support community led Neighbourhood Design Statements in targeted areas	March 07 - April 08	Area Management	Well-Being Fund	Number of groups supported through the NDS process, Number of NDS adopted as supplementary planning guidance	First NDS completed by Dec 07	WBF allocated to support the Roundhay Village Design Statement (VDS). AMT have attended a meeting of the Blueprint Group for the Chapel Allerton VDS and the Meanwood Valley Partnership to discuss the conservation area reviews and how they can work together with the community led groups looking to complete VDS. The Area Committee has agreed to fund work in both areas for the conservation area reviews to be carried out. The Conservation Team in Development department will be leading on this work and have informed us that the cost of carrying out the reviews will be much less than previously thought. £14,000 will cover both the Meanwoodside (East) and Chapel Allerton village conservation area reviews. The Meanwoodside review will cover the part of the conservation area that is in Moortown ward. A citywide timetable is being pulled together, all reviews will need to be completed by March 2009 and ward members will be updated on progress. The community group working on a village design statement in Chapel Allerton will be applying for funding to carry out this work at the same time as the conservation area review takes place. Development Department are meet		
Empowering local communities	B10	Festive light provision in targeted areas of Moortown, Roundhay & Chapel Allerton	By Dec 07	Area Management - Sheila Fletcher	Well-Being Fund	Number of festive lights put up, Number of businesses supporting festive light arrangements	Festive lights up at agreed locations by agreed deadline	Discussions have taken place at ward member meetings. Leeds Lights have confirmed funding will be required for each new motif and any electrical work to the lampposts. PFI providers have confirmed that if additional funding is made available and clear instruction over which columns they would be required on, as part of the replacement schedule then they will update the columns accordingly. They would discourage schemes to upgrade old columns as the costs would be incurred again when the new columns are installed. Roundhay ward is due for PFI lighting replacement from March 2009, Chapel Allerton and Moortown from September 2010. Members have identified areas they would like the new lights to have the capacity to hold festive lighting. Discussions will need to take place nearer the time regarding the funding for the schemes, which it is expected will need to come from the Well-Being Fund. In a separate, SSCF funded scheme, Chapeltown Road has benefitted from festive lighting from Unity Housing up to the Sikh Temple for the 2007 festive season. In future years the revenue costs will need to be sought from local businesses.		
	B11	Volunteer Thank You Event	Dec-07	Area Management - Hannah Rees	Well-Being Fund	Number of voluntary organisations, community groups & individuals attending the event	Event held in Dec 07	The event took place on Thursday 13th December with over 100 representatives from local voluntary and community organisations in attendance. The entertainment was excellent and some provided by organisations who had benefitted from Well-Being Funding, notably the Kushikai Karate Academy and poets from the Seven Arts Centre. Roundhay School choir sang to start off the evening, and the Lord Mayor was also in attendance.		
	B12	Community engagement activities - 3 per ward per year	March 07 - April 08	Area Management - Hannah Rees	Well-Being Fund	Proportion of adults who feel able to influence decisions of public bodies locally (linked to residents identifying priorities & projects for the Area Delivery Plan)	9 events held in 07/08	A detailed report was presented to the last meeting giving feedback from the 3 ward events that took place in Autumn 2006. A community engagement workshop has been organised for 18th January for all Area Committee members.		
	B13	Project to commemorate the 200th anniversary of the abolition of slavery and support the bi-centenary transformation project	Apr-07	West Indian Centre	Well-Being Fund	External funding secured to support event	Event held in April 2007	WBF allocated to support the 'Sound of Steel with Angel Voices' event at the Mandela Centre on Easter Sunday. The event was co-ordinated by the Leeds Bi-centenary Project.		
Improve the quality of life in priority neighbourhoods - Beckhill and the Moor Allerton (MAP)	B14	Multi-agency projects	March 07 - April 08	Beckhill - Hannah Rees, MAP - Alison Pickering	Core, Well-Being Fund, other external funds	Projects & activities established, An increase in the number of residents satisfied with delivery of local services	Outputs & targets achieved as per individual project specifications	See covering report.		
	B15	Co-ordination of service delivery	March 07 - April 08	Beckhill - Hannah Rees, MAP - Alison Pickering	Core	An increase in the number of residents reporting an increase in satisfaction with their neighbourhoods and in disadvantaged areas showing a narrowing of the gap between these areas and the rest	Outputs & targets achieved as per BIG action plan	See covering report.		

Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST ACTION	Q2 07/08	TRAFFIC LIGHT
Improve the quality of life in Chapeltown and support the delivery of the IMPaCT Intensive Neighbourhood Management project	B16	Multi-agency projects	March 07 - April 08	Area Management - Beki Allichin	SSCF, Well-Being Fund	Projects & activities established, An increase in the number of residents satisfied with delivery of local services	Outputs & targets achieved as per individual project specifications	See covering report.		
	B17	Co-ordination of service delivery	March 07 - April 08	Area Management - Beki Allichin	Core	An increase in the number of residents reporting an increase in satisfaction with their neighbourhoods and in disadvantaged areas showing a narrowing of the gap between these areas and the rest	Outputs & targets achieved as per IMPaCT action plan	See covering report.		

Healthier Communities and Older People - Priorities

P9 The voluntary and community sector, especially neighbourhood networks for older people

P10 Chapelton Community Facilities
P11 Fuel poverty

Healthier Communities and Older People - Actions

Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST ACTION	Q2 07/08	TRAFFIC LIGHT
To provide support for the voluntary and community sector, especially neighbourhood networks for older people	C1	Capacity building and support for social enterprise solutions and through the Grant & Fundraising Advice Officer	March - Oct 07	Area Management	Well-Being Fund, K Fund	Increased number of voluntary and community groups advised and amount of external funding secured	Evaluation of post completed by July 2007	Post holder resigned in April 2007. The Area Committee considered an evaluation report at the June meeting which included details of external funding secured by the project. The Area Committee agreed not to continue funding the post. A temporary agency worker has been recruited to work 2 days per week to finish the K Fund project. This is part funded by WBF and ERDF, and needs to run until December 2007 as per the ERDF funding requirements. The worker is remaining in post during January 2008 to complete the final grant claim to Government Office, and to oversee the external audit. A final evaluation report has been completed which is a requirement of the funding. Once this has been finalised, the Area Committee will receive a copy.		
	C2	Variety of sporting activities provided by the Youth Service and Community Sport in partnership with voluntary sector providers, particularly targeting sports clubs in Moortown and Roundhay - REF ACTION A6	March 07 - April 08	Community Sports, Youth Service	Core, Well-Being Fund	Number of sports programmes implemented, number of voluntary sector organisations involved as partners	Outputs & targets achieved as per individual project specifications	Summer holiday programmes run by Community Sports were a great success with over 349 young people attending the activities. Programmes were run at Thomas Danby, Carr Manor High School & Scott Hall Sports Centre. There were many local clubs involved including the Caribbean Cricket Club, Wigton Moor FC, Chapelton youth football development centre and LCC coaches in rugby, netball, athletics and racket sports. As a result of the programmes, some of the local clubs involved have been able to recruit new players to their junior sections.		
	C3	Establish a lettings policy for delegated community centres in inner north east	By Jan 08	Area Management	Core	Increase in the number of groups using buildings	Lettings policy agreed by Jan 08	The Mandela Centre and Palace Youth Centre, currently vested with the former Learning and Leisure department, are due to be transferred shortly to Environment and Neighbourhoods department. A considerable amount of work has been undertaken to improve the operational management of these facilities to ensure that they are in a more sustainable position to start delegating the management of the community centre function to the Area Committee. The Area Management Team are working with ward members to develop proposals for a schedule of charges and discounts detailing how much groups will be charged for the use of the facilities to ensure they become financially viable and stable. Officers are working together to finalise the budget information. A further report will be taken to Executive Board when this work is completed to add these to the Area Function and formally delegate them to the Area Committees. A draft pricing and lettings policy will be presented to the Area Committee in December seeking the support of the Area Committee for a three month consultation with existing users and the wider community.		
Fuel poverty	C4	Implement the way forward from the Chapelton community facilities review as agreed by the Executive Board	March 07 - April 08	Area Management	Core, possible external funding	Increase in resident satisfaction with community facilities in Chapelton	Number of hits on the Chapelton website, articles promoting facilities & what's on in 4 publications, completion of business plan for West Indian Centre	Work is ongoing to identify gaps and duplication of activities and services offered from community facilities in Chapelton. Information about what is available, costs and how to book facilities was made available at the Chapel Allerton ward community engagement event. There is an opportunity to promote these further during the consultation on the Council's community centres Pricing and Lettings Policy.		
	C5	Train Neighbourhood Wardens and other frontline staff to promote grants programme in target areas and support older people to complete application forms	March 07 - April 08	Area Management - Sheila Fletcher	Core, Well-Being Fund	Increased number of people over 60, disadvantaged groups and vulnerable groups who take up home insulation grants	Outputs & targets achieved as per individual project specifications	Training has been set for mid February 2008. Wardens, housing advice workers and some voluntary sector groups will receive training.		

Economic Development and Enterprise - Priorities

P12	Town and District Centre improvement projects
P13	Investment Plan and Land Use Framework for Chapeltown Road
P14	Tackle worklessness

Economic Development and Enterprise - Actions

Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST OUTPUT	Q2 07/08
The economic regeneration of town and district centres	D1	Implement the Oakwood Town & District Centre business plan proposals	March 07 - April 08	Area Management, Major Projects Team	Town & District Centre Fund, Tesco, S106, Well-Being Fund	Full business plan developed and funding approved	Business plan approved by summer 2007	Jacobs Babbie consultants met with Highways in December 2007 to agree the final arrangement between this T & DC scheme and the High Occupancy Vehicle Lane on Roundhay Road. The final design and costs will now be worked up so that the Design & Cost Report can be approved. The Traffic Regulation Orders and tendering for works can then go ahead. If this all goes through smoothly, work should commence on site in April 2008.	
	D2	Improvements to Meanwood district centre	March 07 - April 08	Area Management	Well-Being Fund	Improvement in the environmental appearance of the area	Establishment of Traders Association, individual environmental improvement projects	A meeting took place on 26th September with Cllrs and traders. The Chair of the Oakwood Traders Association attended and talked about the benefits of forming an association which included working together to make environmental improvements and to consider planning issues in the area. The meeting was very poorly attended. AMT worked with two of the interested traders who produced advertising and letters under their own banner, rather than LCC association. Fifty letters were sent out asking traders to indicate if they supported the idea of a Trader Association. Only 3 were returned. A further follow up meeting was then held on 28th November, chaired and hosted by one of the traders to see if there was any more interest in forming an association. Again very poor attendance. Decided at this stage to leave it 6 months and see if there is any interest later this year.	
	D3	Submit stage 2 bid in form of delivery plan for Chapeltown Rd Townscape Heritage Initiative (THI)	By Oct 07	Major Projects Team	Core, Well-Being Fund	Submission of bid to schedule	Bid submitted by Oct 07	The Chapeltown THI bid was submitted to the Heritage Lottery Fund (HLF) in October 07. The Project Team will be meeting the HLF in January 08 to respond to queries and clarifications about the bid. An announcement is anticipated in February 08. Terms of Reference for a Community Heritage Group for Chapeltown are being developed and will be discussed with Ward Members and the IMPaCT partnership meeting in February. The Group will advise on the management of the extended Chapeltown Conservation Area which was formally designated in October 07.	
Support the implementation of the Chapeltown Rd Investment Plan and Land Use Framework	D4	Identify lead agency to establish a Development Trust for Chapeltown	By Aug 07	Area Management - Rory Barke	LEGI	Lead agency identified	Agency identified by Aug 07	Discussions are on going with Unity Housing Association/Firebird regarding a proposal for a Chapeltown Development Trust. This is being pursued in parallel with developing a delivery vehicle for the Chapeltown Development Plan and establishing the position of several key sites in the context of the Leeds Renaissance Plan and the LDF (planning land-use policy).	
	D5	Ensure local labour clauses in areas of development locally	March 07 - April 08	Area Management - Rory Barke	LNEh, LCC procurement, RSLs	Increase in number of local people employed on development contracts in the locality	Local labour clause agreements agreed for local redevelopment sites by Oct 07	The North East Housing & Environment Partnership are looking at this action, being led by the ALMO. They are currently working on arrangements for local people to be employed in construction work as part of the EASEL development with a view to looking at other parts of the East North East ALMO area in the future.	

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APPENDIX 3

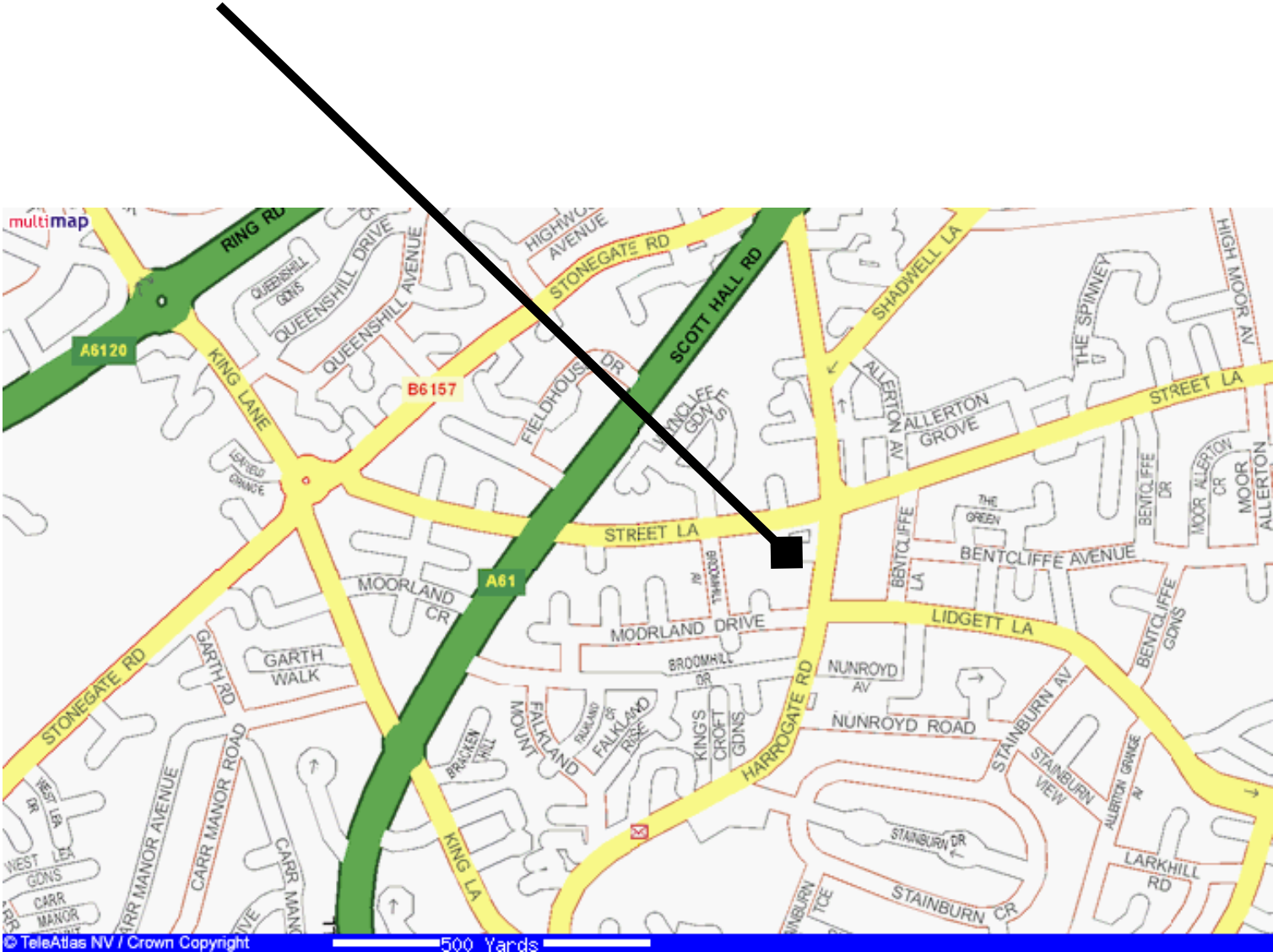
Inner North East Alleys and Ginnels – December 2007 (for further information contact Sandra Fowler)

Ginnel / Alley	Details so far	Proposed Actions/Updates
<p>St Martins – leading from Potternewton Lane to bottom of St Martin's Gardens Chapel Allerton Ward Priority Ginnel</p>	<p>Original consultation took place in March 2006. Decision taken to gate first stretch of ginnel which runs parallel to Riviera Gardens</p>	<p>Stats from Police DIU received. Agreed previously to gate first part of ginnel which runs parallel to Riviera Gardens. To discuss with Alleys & Ginnels Co-ordinator on 8th Jan. Possibility of writing to residents to update on what we are considering.</p>
<p>Newton Park View Chapel Allerton Ward</p>	<p>Ginnel is owned by Headrow Housing Association and is a Right of Way and would require a Gating Order</p>	<p>Had meeting with Cllr Dowson and local residents. PC Edward Crompton now community contact point. Reassurance visits to residents made. Dog fouling signs can't be put up because nowhere to attach them but dog warden to make regular patrols. New stats received. Further meeting arranged for 30th Jan.</p>
<p>Miles Hill View Chapel Allerton Ward</p>	<p>Looks as though ENEL Homes taking a lead on this one</p>	<p>Clean up took place on 18th Oct 2007. Prosecution for fly tipping on going. The ginnel is an adopted highway and therefore will need a gating order. Stats from DIU, Arson Task Force and ASBU to be obtained. When received pre-consultation to be organised with residents. To discuss further on 8th Jan.</p>
<p>Carrholms and Wensley Green</p>	<p>Posts now in and gating started</p>	<p>Being monitored. Police to visit resident who has been leaving the gates open.</p>

<p>Moortown Ward</p> <p>Parkside Road to Parkside View And Church Avenue to Church Lane</p> <p>Moortown Ward</p> <p>Priority Ginnel</p>		<p>Obtain crime stats to prioritise which ginnel to look at first</p>
<p>Copgrove Road leading to Roundhay Road and Upland Crescent/Easterlys</p> <p>Roundhay Ward</p> <p>Priority Ginnel</p>	<p>Site visit with Cllr Kendall and AMcA 5th July and agreed actions.</p> <p>Graffiti to be clear - Ginnels to be cleaned - Street lighting to be improved – all once ownership of land is established</p>	<p>Ginnels now cleaned. Graffiti removed. Lighting fixed. Warden now patrols regularly and has done reassurance visits with local residents and left calling cards. Has had a number of applications to purchase the land in past and all have been rejected as the site is part of the councils greenspace allocation in the area and whilst there have been allegations of crime in the area the worst problem appears to be disposal of garden and household waste. LCC will not spend funds to secure private gardens.</p>
<p>Oakwood Grange Lane leading to Oakwood Green</p> <p>Roundhay Ward</p> <p>Scott Hall Road leading to Carr Manor View</p> <p>Moortown Ward</p>	<p>Rung in during Operation Champion (lives nearby). Problems with ASB, trees being set on fire and graffiti.</p> <p>Forwarded e-mail from Cllr Harris' office. Problems with vandalism and burglary – using ginnel as get-a-way route and ASB</p>	<p>To contact and site visit – not priority ginnel at the moment</p> <p>To contact and site visit – not priority ginnel at the moment</p>

Agenda Annex

Prout Conference Centre, St Gemma's Hospice, 329 Harrogate Road, Moortown, Leeds, LS 17 6QD.



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