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SOUTH (OUTER) AREA COMMITTEE

Meeting to be held in Large Banqueting Room, Morley Town Hall, Morley, LS27 9DY
On Monday, 10th September, 2007 at 4.00 pm

MEMBERSHIP

Councillors

J Dunn	-	Ardsley and Robin Hood
L Mulherin	-	Ardsley and Robin Hood
K Renshaw	-	Ardsley and Robin Hood
R Finnigan	-	Morley North
B Gettings	-	Morley North
T Leadley	-	Morley North
C Beverley	-	Morley South
J Elliott	-	Morley South
T Grayshon	-	Morley South
S Golton	-	Rothwell
S Smith	-	Rothwell
D Wilson	-	Rothwell

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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>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>	
2			<p>EXCLUSION OF PUBLIC</p> <p>To identify items where resolutions may be moved to exclude the public</p>	
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>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>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence from the meeting</p>	

Item No	Ward	Item Not Open		Page No
6			<p>MINUTES OF PREVIOUS MEETING - 2ND JULY 2007</p> <p>To confirm as a correct record the attached minutes of the previous meeting held on 2nd July 2007</p>	1 - 10
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>ROTHWELL COUNTRY PARK</p> <p>To receive a report from the Chief Recreation Officer which provides Members with background information concerning the development of Rothwell Country Park, updates the Committee on the current situation at the site and advises Members of proposed future developments</p> <p>(Executive Function) (5 mins presentation/5 mins discussion)</p>	11 - 14
9			<p>ROTHWELL PASTURES ENVIRONMENTAL IMPROVEMENTS</p> <p>To consider a report from the Chief Recreation Officer which updates Members on the environmental improvements to Rothwell Pastures which has been partly funded by the Area Committee</p> <p>(Executive Function) (5 mins presentation/5 mins discussion)</p>	15 - 18

Item No	Ward	Item Not Open		Page No
10			<p>SCATCHERD PARK WAR MEMORIAL</p> <p>To receive a report from the Chief Recreation Officer which invites the Area Committee to consider a request for the Area Committee to contribute £10,000 capital Wellbeing funding to the £21,180 required to restore Scatcherd Park War Memorial</p> <p>(Executive Function) (5 mins presentation/5 mins discussion)</p>	19 - 20
11			<p>OUTER SOUTH AREA COMMITTEE WELLBEING BUDGET REPORT</p> <p>To consider a report from the Director of Environment and Neighbourhoods which updates Members on both the revenue and capital elements of the Committee's Wellbeing budget, invites Members to determine the capital and revenue proposals as detailed within the report and provides the Committee with a monitoring update on capital projects funded by the Area Committee Wellbeing budget</p> <p>(Executive Function) (5 mins presentation/5 mins discussion)</p>	21 - 58
12			<p>CONSERVATION AREA REVIEWS</p> <p>To consider a report from the Director of City Development and the Director of Environment and Neighbourhoods which provides the Committee with information relating to Conservation Areas and recommends an approach towards Conservation Area Reviews</p> <p>(Executive Function) (5 mins presentation/5 mins discussion)</p>	59 - 76

Item No	Ward	Item Not Open		Page No
13			<p>WARD FORUMS</p> <p>To receive a report from the Director of Environment and Neighbourhoods which outlines the role of Ward Forums as a way of ensuring that the Area Committee is engaging with all sectors of the local community. The report also invites Members to consider the possibility of Area Management conducting a consultation exercise with all interested parties in order to determine the level of support in the area for the formation of Ward Forums</p> <p>(Executive Function) (5 mins presentation/10 mins discussion)</p>	77 - 88
14			<p>TOWN CENTRE MANAGEMENT - AN UPDATE</p> <p>To consider a report from the Director of Environment and Neighbourhoods which provides Members with a summary of the work of the Town Centre Management Project in Morley and Rothwell since April 2007, details recent progress and gives Members the opportunity to explore the work of the project and request further information if required</p> <p>(Executive Function) (5 mins presentation/10 mins discussion)</p>	89 - 140
15			<p>WEST YORKSHIRE POLICE COMMUNITY CONTACT POINTS</p> <p>To consider a report from the Chief Community Safety Officer which provides Members with information on West Yorkshire Police's current community contact points, summarises good practice and invites the Area Committee to suggest further potential contact points, and to support the use of Council premises if these are so identified</p> <p>(Executive Function) (5 mins presentation/5 mins discussion)</p>	141 - 148

Item No	Ward	Item Not Open		Page No
16			<p>AREA FUNCTION SCHEDULES 2007/2008</p> <p>To receive a report from the Director of Environment and Neighbourhoods which sets out the function schedule for services delegated to the Outer South Leeds Area Committee</p> <p>(Executive Function) (5 mins presentation/5 mins discussion)</p>	149 - 174
17			<p>AREA MANAGER'S REPORT</p> <p>To consider a report from the Director of Environment and Neighbourhoods which provides Members with details of the range of activities currently taking place within the Outer South area of Leeds</p> <p>(Executive Function) (5 mins presentation/5 mins discussion)</p>	175 - 186
18			<p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Monday, 5th November 2007 at 4.00 p.m. (Venue – Rothwell One Stop Centre, Marsh Street, Rothwell, LS26 0AD)</p> <p>MAP OF TODAY'S VENUE</p> <p>Large Banquet Room, Morley Town Hall, Morley, LS27 9DY</p>	

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Agenda Item 6

SOUTH (OUTER) AREA COMMITTEE

MONDAY, 2ND JULY, 2007

PRESENT: Councillor T Grayshon in the Chair

Councillors C Beverley, J Dunn, J Elliott,
B Gettings, S Golton, T Leadley,
K Renshaw, S Smith and D Wilson

1 Election of Chairperson

A report was submitted by the Chief Democratic Service Officer which outlined the arrangements for the annual election of Chairperson of the South (Outer) Area Committee. It was reported that one nomination for the position of Chairperson had been received on behalf of Councillor Grayshon.

RESOLVED –

- (a). That the report and information appended to the report be noted;
- (b). That following an overall majority of votes cast by those Elected Members present at the meeting, Councillor Grayshon be elected as Chairman of the South (Outer) Area Committee for the 2007/08 municipal year.

(Councillor Grayshon took the Chair)

2 Chairman's Opening Remarks

The Chairman welcomed all in attendance to the first South (Outer) Area Committee meeting of the new municipal year, and extended his thanks to Councillor Finnigan, the previous Chairman of the Area Committee, for all the work he had undertaken whilst in this role.

3 Declarations of Interest

The following declarations of interest were made at this point in the meeting:-

Agenda Item 9 - Affordable Housing Update - (Minute No. 7 refers)

Councillor Elliott - Personal Interest - Due to being a member of Leeds South South East Homes ALMO Board.

Councillor Leadley - Personal Interest - Due to being a member of Leeds City Council's Development Plan Panel, Plans Panel (West) and Plans Panel (City Centre).

Agenda Item 10 – Parks and Countryside Area Committee Update Report – (Minute No. 8 refers)

Councillor Grayshon - Personal Interest - Due to being an Elected Member of Morley Town Council and Treasurer of the 'Morley in Bloom' group.

Agenda Item 11 – Site Based Gardeners in Community Parks – (Minute No. 9 refers)

Councillors Grayshon, Elliott, Leadley and Gettings - Personal Interests - Due to being Elected Members of Morley Town Council.

Councillor Grayshon - Personal Interest - Due to being Treasurer of the 'Morley in Bloom' group.

Councillors Elliott - Personal Interest - Due to being Chair of the 'Morley in Bloom' group and a member of the Lewisham Park Gala Committee.

Councillor Beverley - Personal Interest - Due to having a close family friend who was an Elected Member of Morley Town Council.

Agenda Item 12 – Priority Neighbourhood Development Worker – (Minute No. 10 refers)

Councillor Gettings - Personal Interest - Due to being Chair of the Oakwell and Fairfaxes Neighbourhood Improvement Plan (NIP) Working Group.

Agenda Item 13 – Wellbeing Budget – West Yorkshire Police Community Safety Proposals – (Minute No. 11 refers)

Councillors Grayshon, Wilson and Dunn - Personal Interests - Due to being respective Members of Leeds City Council's Licensing Committee and Licensing and Regulatory Panel.

Councillors Elliott and Leadley - Personal Interests - Due to being Elected Members of Morley Town Council.

Agenda Item 14 – Outer South Area Committee Wellbeing Budget Report – (Minute No. 12 refers)

Councillor Leadley - Personal Interest - Due to being an Elected Member of Morley Town Council and a member of Lewisham Park Centre Management Committee.

Agenda Item 15 – Update on Outer South Community Centres – (Minute No. 13 refers)

Councillor Renshaw - Personal Interest - Due to her involvement in St. Michael's Parish Church.

Councillor Grayshon - Personal Interest - Due to being a member of Lewisham Park Centre Management Committee.

Agenda Item 16 – South Leeds Pricing and Lettings Policy for Community Centres – (Minute No. 14 refers)

Councillor Renshaw - Personal Interest - Due to her involvement in St. Michael's Parish Church.

Councillors Grayshon and Leadley - Personal Interests - Due to being members of Lewisham Park Centre Management Committee.

Agenda Item 17 – Area Manager’s Report – (Minute No. 15 refers)

Councillor Elliott - Personal Interest - Due to her respective positions on the Morley Literature Festival Management Committee and the Morley and Rothwell Town Centre Management Board.

Councillor Gettings - Personal Interest - Due to his position on the Morley Literature Festival Management Committee.

Further declarations were made at later points in the meeting (Minute Nos. 8 and 10 refer).

4 Apologies for Absence

Apologies for absence from the meeting were received on behalf of Councillor R Finnigan and Councillor L Mulherin (maternity).

5 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 2nd April, 2007 be approved as a correct record subject to Minute No. 77, entitled ‘Open Forum’ being amended to read, ‘A Member of Morley Town Council raised concerns over the volume of traffic and the displacement of dust which had been experienced in the quarry’s vicinity’.

6 Open Forum

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

Opening of a Multi Use Games Area in Drighlington

The Committee was advised by a Member of Drighlington Parish Council that a new Multi Use Games Area (MUGA) was currently being erected in Drighlington, and that all in attendance at today’s meeting were welcome to attend the opening ceremony for the new facility.

Oakwells and Fairfaxes Neighbourhood Improvement Plan

A Member of Drighlington Parish Council welcomed the work which was to be undertaken as part of the Oakwells and Fairfaxes Neighbourhood Improvement Plan (NIP), and advised the Committee of the Parish Council’s desire to take an active role in the development of the initiative.

7 Affordable Housing Update

The Director of Environment and Neighbourhoods submitted a report which updated Members on several issues associated with the provision of affordable housing in Outer South Leeds.

Having received a brief summary of the key issues within the report from Laura Kripp, Asset and Development Manager, Environment and Neighbourhoods, a question and answer session ensued. The main areas of debate were as follows:-

- The level of demand for affordable housing in Outer South Leeds, when compared to the corresponding targets set for the provision of such accommodation in the area;
- The need to ensure that there was sufficient provision of affordable housing in Outer South Leeds which had the capacity to accommodate families;
- The number of void properties currently in the area;
- Members made enquiries into the proportion of the local authority's revenue generated from Council owned dwellings which was being allocated to Central Government, and whether Leeds South South East Homes ALMO had made any representations to Central Government on this issue;
- The Committee sought further information on the types of affordable housing proposed to be built in Outer South Leeds, together with the areas of land which had been earmarked for the development of affordable housing.

RESOLVED – That the contents of the report be noted.

8 Parks and Countryside Area Committee Update Report

A report was submitted by the Chief Recreation Officer which updated Members on the work of the Parks and Countryside Service in Outer South Leeds.

Kevin Barker, Principal Parks Manager for South Leeds, and Vicky Nunns, Business Development Manager, both of Parks and Countryside, were in attendance to present the report and answer Members' questions.

Having received a brief presentation of the key issues within the report, a discussion ensued. The main areas of debate were as follows:-

- Members discussed the level of resources which were being allocated to fund the maintenance of several parks in the area;
- The Committee emphasised the need to ensure that all those who frequented recreational facilities throughout the city felt secure whilst doing so, and enquired whether a partnership could be established between West Yorkshire Police and Parks and Countryside in order to achieve this;
- Members highlighted the need to encourage public involvement in the maintenance of parks in the area via the various 'Friends of' groups, and discussed how greater levels of public involvement could be achieved;
- The Committee sought further information on the 'Green Flag' standards procedure which a selected number of parks were undertaking in Leeds;
- Members made enquiries into the progress which had been made in relation to identifying an appropriate location for a motorcycle track.

RESOLVED – That the contents of the report and presentation be noted.

(Councillor Golton joined the meeting at 4.30 p.m. during the consideration of this item)

(Councillor Golton declared a personal interest in relation to this item, due to being an allotment plot holder and also due to his involvement in the Allotments Working Committee, Councillor Dunn declared a personal interest in relation to this item due to being an allotment plot holder and Councillor Beverley declared a personal interest in relation to this item, as a close family member was involved in a local Allotments Association)

9 Site Based Gardeners in Community Parks

The Committee received a report from the Chief Recreation Officer which presented Members with a summary of the work undertaken by site based gardeners in the area. The report also invited the Committee to consider commissioning the project for a further year (with effect from 1st October 2007) at a cost of £45,000.00.

Kevin Barker, Principal Parks Manager for South Leeds, and Vicky Nunns, Business Development Manager, both of Parks and Countryside, were in attendance to answer Members' questions.

Having received an overview of the key issues detailed within the report, Members discussed the actions being taken to prevent dog fouling within certain parks, enquired about the ways in which the work undertaken by site based gardeners was prioritised and calculated, and sought clarification on how the additional £10,000.00 required to fund the initiative would be found.

RESOLVED –

- (a). That the contents of the report be noted;
- (b). That the provision of site based gardeners in designated community parks in Outer South Leeds be commissioned for a further year (with effect from 1st October 2007), and that **£45,000.00** Wellbeing funding be allocated by the Area Committee towards the cost of the scheme.

10 Priority Neighbourhood Development Worker

A report was submitted by the Director of Environment and Neighbourhoods which outlined the progress made by the Priority Neighbourhood Development Worker (PNDW) in areas where Neighbourhood Improvement Plans (NIPs) were being conducted. The report also invited Members to consider commissioning the PNDW post to the end of the current financial year at a cost of £13,062.50

Following a brief summary of the information detailed within the report, a question and answer session ensued. The main areas of debate were as follows:-

- Members paid tribute to the work which had been undertaken by the PNDW to date, and requested that such comments were relayed to the PNDW on behalf of the Area Committee;
- The Committee emphasised the need to ensure that the progress achieved to date through the NIPs and the PNDW was maintained and developed further;

- Members discussed the funding and contractual arrangements in place for the PNDW;
- The Committee highlighted the need to ensure that the work of the PNDW was not spread too thinly across a wide geographical area, and emphasised the importance of focussing upon those areas where there was greatest demand;
- Members highlighted the role which needed to be played by senior officers in conjunction with the PNDW when delivering NIPs in the area. In response, the Committee was assured that when appropriate, senior officers would be involved in the delivery of such initiatives.

RESOLVED –

- (a). That the report and information appended to the report be noted;
- (b). That the post of the Priority Neighbourhood Development Worker be commissioned for a further six months until the end of the financial year, and that **£13,062.50** Wellbeing funding be allocated by the Area Committee towards the cost of the post.

(Councillors Smith and Grayshon both declared personal interests in relation to this item, due to their respective involvement in the John O’Gaunts NIP Working Group and the Newlands and Denshaws NIP Working Group)

11 Wellbeing Budget - West Yorkshire Police Community Safety Proposals

The Committee received a report from the Director of Environment and Neighbourhoods which provided Members with an overview of the five proposals submitted by West Yorkshire Police for Community Safety Schemes which sought Area Committee Wellbeing funding support.

Members made enquiries into the geographical areas which would benefit from the proposed schemes and welcomed the more cohesive and proactive approach being taken by the Police in undertaking such initiatives.

Following Members’ enquiries into the charges which were being made for the policing of community events held in the Outer South area, it was

RESOLVED –

- (a). That the contents of the report be noted;
- (b). That all five community safety proposals submitted by West Yorkshire Police, as detailed within the report, be approved and that **£29,226.44** Wellbeing funding be allocated to cover the costs of the proposals, subject to the Area Manager receiving confirmation that no charges would be made in relation to the policing of future community events held in the Outer South area.

12 Outer South Area Committee Wellbeing Budget Report

The Director of Environment and Neighbourhoods submitted a report which updated Members on both the capital and revenue elements of the Committee’s Wellbeing budget, gave a progress report on the revenue and capital projects commissioned to date, summarised the Small Grant proposals received since the last meeting and invited Members to determine the capital

and revenue proposals which had been submitted to the meeting for consideration.

Members noted the additional allocation of £50,000.00 which had been made available to each Area Committee and was to be invested in conservation areas and car parking provision.

The Committee was also advised that as previously agreed, work was currently being undertaken on projects relating to the provision of litterbins and the development of 'In Bloom' groups in the area.

RESOLVED –

(a). That the report and information appended to the report, which includes the current position statement of the Area Committee's Wellbeing budget (including the additional £50,000.00 allocation), an update on the Small Grants proposals approved since the last meeting and details of both the revenue and capital projects agreed to date, be noted;

(b). That the following decisions be made in relation to the Wellbeing funding proposals which have been submitted for determination to this meeting (funding will be allocated from the Area Committee's 2007/08 Wellbeing budget):-

(i). Community Safety Proposals – West Yorkshire Police – **£29,226.44 – proposal considered earlier in the meeting;**

(ii). Summer Activities for Young People – Various organisations - **£9,423.00 – Approved;**

(iii). Outer South Dance Programme – Dance Action Zone Leeds (DAZL) - **£9,120.00 – Approved;**

(iv). Site Based Gardeners – Parks & Countryside, Leeds City Council – **£45,000.00 – proposal considered earlier in the meeting;**

(v). Priority Neighbourhood Development Worker – Area Management Team - **£13,062.50 – proposal considered earlier in the meeting.**

13 Update on Outer South Community Centres

The Committee received a report from the Director of Environment and Neighbourhoods advising Members of the progress made in relation to those community facilities within Outer South Leeds which had been delegated, or were scheduled to be delegated to the Area Committee.

The report also sought to update Members on the work of the Community Centres Sub Committee and invited Members to approve the nomination of Councillor Gettings on to the Community Centres Sub Committee, as a representative of the Morley North Ward.

Having discussed several issues relating to St. Gabriel's Community Centre, it was proposed that the issues raised could be considered further by the Community Centres Sub Committee.

RESOLVED –

(a). That the report and information appended to the report be noted;

(b). That Councillor Gettings be appointed to the Community Centres Sub Committee as representative of the Morley North Ward.

14 South Leeds Pricing and Lettings Policy for Community Centres

A report was submitted by the Director of Environment and Neighbourhoods which invited Members to endorse a three month consultation period for a revised Pricing and Lettings Policy for those community facilities which were directly managed by Leeds City Council.

Having received a brief overview of the key issues within the report, a question and answer session ensued. The main areas of debate were as follows:-

- Members learned that the consultation exercise would be undertaken and resourced by the Area Management Team;
- The Committee enquired about the progress which had been made in relation to the completion of repairs at several of the delegated facilities;
- Members discussed the operational arrangements which would be adopted when the management of several rooms within Morley Town Hall were delegated to the Area Committee;
- The Committee enquired about the possibility of local Parish Councils such as Gildersome and Drighlington becoming involved in the management of the delegated facilities within their respective areas;
- The extent to which West Ardsley Community Centre was being utilised, especially in relation to the provision of youth services in the area.

RESOLVED –

- (a). That the report and information appended to the report be noted;
- (b). That a three month consultation period on the proposed lettings and pricing schedule to be conducted with centre users and the wider community be approved;
- (c). That a report be submitted to the November meeting of the Area Committee outlining the final lettings and pricing policy proposed for those community centres which are directly managed by Leeds City Council.

15 Area Manager's Report

The Committee received a report from the Director of Environment and Neighbourhoods which detailed the range of activities currently taking place throughout the Outer South area of Leeds.

Members received an update on several ongoing issues which included the work being undertaken by the Morley and Rothwell Town Centre Partnerships and the preparations for the Morley Literature Festival. The Committee also noted the results of the latest Operation Champion initiative which was carried out across the Newlands and Denshaws estate earlier in the year.

The Committee noted the work currently being undertaken by the South Leeds District Partnership and suggested that more detailed information on the work of the Partnership could be submitted for consideration to future meetings of the Committee. It was also proposed that an invitation to future

Area Committee meetings could be extended to all those who attended the South Leeds District Partnership.

With regard to Neighbourhood Warden provision in the area, the Committee was advised that due to current budgetary constraints, a process of vacancy management was being undertaken during the current financial year, which meant that unless additional funding could be found, a Warden would not be recruited to the John O'Gaunts area. Members learned that the availability of Neighbourhood Renewal Funding (NRF) was to be considered by Central Government later in the year as part of comprehensive spending review, and that the outcome of the review could potentially have a significant impact upon Neighbourhood Warden provision in the area.

RESOLVED – That the report and information appended to the report, including the current position which relates to Neighbourhood Warden provision for the John O'Gaunts area be noted.

16 Local Authority Appointments to Outside Bodies

A report was submitted by the Chief Democratic Services Officer which outlined the procedure concerned with local authority appointments to outside bodies, and which also invited Members to consider making appointments to those outside bodies detailed within the report.

RESOLVED –

- (a). That the report and the information appended to the report be noted;
- (b). That in respect of the Morley and Rothwell Town Centre Management Board, as detailed within Appendix 2 of the report, the appointment of Councillors Golton and Elliott for the 2007/2008 municipal year be approved.

17 Political Nominations to ALMO Area Panels

Members received a report on behalf of the Strategic Landlord which requested the Committee to nominate two elected members, who were not already Directors on the Leeds South South East Homes ALMO Board, to sit on the Outer South Leeds ALMO Area Panel.

RESOLVED –

- (a). That the report and information appended to the report be noted;
- (b). That in respect of the Outer South Leeds ALMO Area Panel, the appointment of Councillors Gettings and Renshaw for the 2007/2008 municipal year be approved.

18 Date, Time and Venue of Next Meeting

Monday, 10th September 2007 at 4.00 p.m.
(Venue - To be confirmed)

(The meeting concluded at 6.15 p.m.)

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Originator: Kevin Barker

Tel: 395 7448

Report of the Chief Recreation Officer

Outer South Leeds Area Committee

Date: Monday 10th September 2007

Subject: Rothwell Country Park

Electoral Wards Affected:
 Ardsley & Robin Hood
 Morley North
 Morley South
 Rothwell

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function	<input type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
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Executive Summary

Background information about the development of Rothwell Country Park and an update regarding the current situation at the site and proposed future developments.

1. Purpose Of This Report

1.1. The purpose of this report is to provide the Outer South Area Committee with background information about the development of Rothwell Country Park and provide an update regarding the current situation at the site and proposed future developments.

2. Background Information

2.1. The former colliery site located on Bullough Lane, was identified as an ideal site for the development of a new country park in the late 1990's.

2.2. Through a dedicated working group, comprising officers from Leeds City Council and Groundwork Leeds, funding to develop the site was secured from a wide range of sources including:

- Millennium Commission,
- Forestry Commission,
- Green Leeds, and

- The reclamation of coal through the process of coal washing.
- 2.3. Construction work started on site in 1997 which saw the former spoil heap lowered, pathways created, ponds established, and forestry compartments planted. Additional work saw the former pit head area laid out with gentle walks, sculptures, picnic benches and interpretation panels.
- 2.4. The project embraced the concept of partnership working involving officers from the City Council, Groundwork Leeds, the Rothwell Family of schools which comprises 15 local schools, along with a wide variety of members of the local community.
- 2.5. Capital funding for the project was plentiful and due to the success of the working group, in both the spend of the capital budget and in the delivery of the project as a whole, additional funding was secured. This funding enabled the provision of new sculptures, a logo, entrance feature's along with additional interpretation panels, which included the delivery of the Millennium feature, a large circle of stones with photographs depicting images of local landmarks which can be seen on a clear day from the submit.

3. Main Issues

- 3.1. Revenue funding was limited to a small dowry for the site along with funding from the Forestry Commission in the form of Woodland Grants, for the maintenance and upkeep of the forestry compartments.
- 3.2. As the scheme was fundamentally a capital programme, with no revenue elements, Groundwork Leeds withdrew from the site upon completion of the project in 2000 when the park was officially opened. This loss included the demise of the 'Friends of' group along with cessation of the volunteer programme which had been instrumental in helping repair fences and plant trees and provide a permanent presence on site.
- 3.3. A further setback experienced by the development was the loss of the RSPCA project. This was expected to take place at Haigh Farm and would have seen the development of a visitor/education centre with staff quarters which would have been used by the Country Park to encourage visitors to the site as well as providing some security for the site.
- 3.4. Additional problems which have been encountered since the site opened include:
- Several encampments by travellers moving on to the car park at a cost in excess of £2,000 to clear
 - fly tipping, and
 - Unauthorised vehicles, including motorbikes, cars and on one occasion a JCB which have caused extensive damage to the site. Costing in excessive of £3,000 to repair and renew.

4. Current Initiatives

- 4.1. Despite all of these problems the Parks and Countryside service is dedicated to the continued development of the park and are working closely with ward members to undertake improvements.
- 4.2. These improvements include securing money to :-
 - Resurface paths,
 - Replace the images on the Millennium feature and photographs.
 - Provide pond dipping platforms
 - Replace gateways and entrances
 - Improve security
- 4.3. Furthermore, the Forestry Section has now acquired responsibility for the forestry compartments and areas of new planting.
- 4.4. One of the Woodland officers is working towards implementing a thorough “beat-up” of the affected woodland compounds before the end of the current planting season. In addition, woodland officers are meeting with Graham Thurston, the Environmental Co-ordinator of First Group, who is looking for an appropriate environmental project which they can be involved with in Leeds.
- 4.5. First Group have in the region of £6k to invest in a capital scheme this year (plus possible labour via staff “away days”) and they are interested in funding the Rothwell Country Park “beat-up” and associated environmental improvements at that site.
- 4.6. It is anticipated that these ongoing discussions will result in a both capital improvements being undertaken and the development of a new partnership.

5. Future Development

- 5.1. Despite the successes and ongoing developments outlined above, further work is required at the site to enable it to achieve its full potential. Future plans for the site include:
 - Seeking funds to enable two full time workers to be employed on site. (This will not only help improve the site, and hopefully re-establish the ‘Friends of’ group and volunteer programme.)
 - Development of links between Rothwell Country Park, Temple Newsam, St Aidans and the Lower Aire Valley, including links to the Trans Pennine Trail and the British Waterways, via the canal and the tow path. (Rothwell Country Park

sits on one of the main footpath/cycle routes into the City allowing people to enjoy an alternative route into the City away from traffic.)

- The development of a management plan to take the site into the future, and enable consideration of the site for the Leeds Quality Park Award.
- Securing a permanent road closure for Bullough Lane, and the development of a new entrance point which is both secure and attractive.
- Provision of a pedestrian bridge across the river and canal.
- Provision of signage and interpretation panels
- Provision of seating and improved surfacing works

6. Recommendations

- 6.1. South Outer Area Committee is requested to note the contents of this report.



Originator: Kevin Barker

Tel: 395 7448

Report of the Chief Recreation Officer

Outer South Leeds Area Committee

Date: Monday 10th September 2007

Subject: Rothwell Pastures Environmental Improvements

Electoral Wards Affected:

Ardsley & Robin Hood
Morley North
Morley South
Rothwell

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

X

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

Executive Summary

This report seeks to up date the Members of the environmental improvements to Rothwell Pastures part funded by the Area Committee.

The £11,320 given by the Area Committee part funded these environmental improvement works covered two main areas as follows:

- Carry out an archaeological investigation to assess the historical importance of any existing features (i.e. medieval timbers from a previous weir may be present);
- Re-instate a weir/dam structure on the Haigh Beck on-line to locally raise the water-level upstream;

The above works were completed in March 2007 and cost £14,545. Prior to the weir being constructed an archaeological survey was undertaken together with water vole surveys. Since the weir has been constructed the water voles have taken up residence in the banking of the stream close to the weir and would be washed out if the water level was raised. Further work is being considered.

1.0 Purpose Of This Report

- 1.1 The purpose of this report is to provide the Outer South Leeds Area Committee with background information about the work which has been undertaken at Rothwell Pastures in respect of the Environmental Improvements.

2.0 Background Information

2.1 The expected outcomes of the project were set out in a previous report dated 24 October 2005. The funding of £11,320 was received from the Area Committee and breaks down into the following areas of work:

- Carry out an archaeological investigation to assess the historical importance of any existing features (i.e. medieval timbers from a previous weir may be present);
- Re-instate a weir/dam structure on the Haigh Beck on-line to locally raise the water-level upstream;

2.2 The above works cost £14,425. In addition to this, the Environment Agency has given £5,000 towards the design and Interpretation of boards and a leaflet. This is currently being worked on.

2.3 On the advice of the West Yorkshire Archaeological Advisory Service, archaeological surveys were required prior to undertaking any environmental improvement works, given the proximity of Rothwell Castle. Prior to this, Officers within Countryside and Access carried out scrub clearance and water vole surveys. This was to ensure no water vole burrows would be affected by these earth works required by the archaeological survey. No burrows were on the bank were the dig was to take place, therefore authorisation was given to proceed with the archaeological dig.

2.4 Nothing of archaeological interest was found so the weir could be constructed. A design for the weir was drawn up and agreed with the Environment Agency and this was completed in March 2007.

2.5 Although the weir has been constructed, the sluice gates have not been put in as the water voles have moved to inhabit the very areas intended for holding water. This is discussed further in the report as a future development.

3.0 Progress Report

3.1 The weir is completed now but we have not inserted the sluice gate as Water Voles have taken up residence in the banking of the stream 40m away from the weir and would be washed out if we raise the water level.

Date	Work undertaken	Cost
September 2005	Site surveys	£220
November 2005	Scrub removal from area of Archaeological dig	£1,296
	Water Vole surveys	£120
January 2006	Site survey by Archaeologists <i>included in estimate</i>	No cost
February 2006	Scrub Clearance	£648
February 2006	Archaeological dig by Durham	£5,600

	University	
March 2007	Construct weir	£5,661.30
Jan 2007	Landscape Design Fee	£1,000.0
		£14,545.30

4.0 Future Development

- 4.1 Countryside and Access have carried out a further survey of the site and found several burrows and other evidence that Water Voles are on site.
- 4.2 Brian Lavelle from Water for Wildlife (£235.00 for the survey) has been consulted and he has carried out a site visit and produced a report making several recommendations.
- 4.3 The recommended works, if carried out, should allow us to raise the water level thus creating an area of open water which will help improve the habitat for Water Voles. However this work cannot be carried out until additional funding has been secured.

5.0 Recommendations

- 5.1 South Outer Area Committee is requested to note the contents of this report.

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Originator: Kevin Barker

Tel: 395 7448

Report of the Chief Recreation Officer

Outer South Leeds Area Committee

Date: Monday 10th September 2007

Subject: Scatcherd Park War Memorial

Electoral Wards Affected:

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

The area committee is asked to consider a request for £10,000 capital funding to assist in resourcing the £21,180 required to restore Scatcherd Park War Memorial.

1 Purpose of this report

1.1 The purpose of this report is to provide Outer South Area Committee with background information about the Scatcherd Park War Memorial and an outline proposal for its restoration.

2 Background Information

2.1 Situated at the heart of Scatcherd Park, this Grade II listed war memorial was designed by Walter Gilbert at a cost of £2500 and erected in c1922.

2.2 The memorial was unveiled in 1927 by Alderman Joseph Kirk, chairman of the War Memorial Committee, and accepted by Mayor Alderman Thomas Arthur Marshall on behalf of the people of Morley.

2.3 The memorial stands over 6.5 meters in height and comprises a granite plinth on which stands a large bronze sculpture of a woman in Roman Dress depicting Britannia. At either side of the monument are 12 memorial plaques. Following its inception the war memorial has been maintained by Leeds City Council.

- 2.4 In 2006 an inspection and survey of every war memorial in Leeds was conducted by the Parks and Countryside Service. This report identified that Scatcherd Park War Memorial was in need of prompt repair and restoration. It was apparent that the memorial had suffered from the effects of decay and as a result of previous insensitive maintenance regimes.

3 Main Issues

- 3.1 Following this initial internal inspection, Leeds City Council Parks and Countryside Service commissioned Richard Rodgers Conservation Limited to undertake a detailed condition report.
- 3.2 The report identified that the stone was in good condition but had suffered from over cleaning in places and would benefit from conservation works. However more serious problems were identified with the metal works including the sculpture and plaques with restoration work and repairs identified as being urgent.
- 3.3 Following this condition survey it was identified that the cost of the restoration would be £21,180.

4 Implications for Council Policy and Governance

- 4.1 There are no implications for council policy and governance

5 Legal and resource implications

- 5.1 Based on a quote received from skilled conservator Richard Rodgers Ltd. This monument will require a capital investment of £21,180. This quote was provided from the only conservation firm that provided a detailed method statement.

6 Conclusions

- 6.1 As detailed above Scatcherd Park War Memorial is a significant historical monument. What the monument symbolises and represents is as relevant today as when it was first constructed. The funding being sought within this report will go a long way to preserving the monument for this and future generations of Morley residents.

7 Recommendations

- 7.1 The Area Committee is asked to consider the allocation of £10,000 in capital funding towards the restoration of the memorial.



Originator:
Thomas O'Donovan
Kate Armitstead

Tel: 224 3040

Report of the Director of Environments and Neighbourhoods

Outer South Leeds Area Committee

Date: Monday 10th September 2007

Subject: Outer South Area Committee Well-being Budget Report

Electoral Wards Affected:
Ardsley & Robin Hood
Morley North
Morley South
Rothwell

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report seeks to provide Members with:

- a) a current position statement on the Well-being Budget including the additional funding allocation of £50,000.
- b) details of projects at 4.0
- c) a progress report on revenue projects agreed to date since 2006/07 (Appendix 1)
- d) details of capital projects agreed to date (Appendix 2).
- e) Monitoring update on capital projects (Appendix 3)

Members are asked to note the current position regarding the Well-being budget, the position of the Small Grants Budget, and agree any actions.

1.0 Purpose Of This Report

The report summarises:

- An update on both the revenue and capital elements of the Area Committee's budget.
- Proposed new projects to be commissioned by the Area Committee.
- Small Grant applications which have been approved.

2.0 Background Information

- 2.1 Each Area Committee has been allocated a Well-being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental

wellbeing of the area by using the funding to support projects that contribute towards the Area Delivery Plan (ADP).

- 2.2.1 The Well-being Budget for the Outer South is comprised of a capital and revenue allocation. The capital allocation is **£106,735** for the financial year 2007/2008. The revenue allocation for 2007/08 financial year has been confirmed as **£199,880**.

3.0 Well Being Position to Date

Members should note the following points: -

3.1 Revenue 2006/07

- 3.1.1 The total amount of revenue funding available for 2006/07 was **£375,833**.
3.1.2 The Area Committee is asked to note that **£216,471** had been allocated and spent from the 2006/07 Well-being Revenue Budget as listed in **Appendix 1**.
3.1.3 Therefore, the balance of the 2006/07 well being fund to be rolled forward to 2007/08 is **£159,361**.

3.2 Revenue 2007/08

- 3.2.1 The revenue budget for 2007/08 has been confirmed as below.
3.2.2 The Area Committee has been given an initial allocation for 2007/08 of **£199,880**.
3.2.3 Executive Board has approved the roll-forward of unallocated funds from the 2006/07 budget of **£159,361**.
3.2.4 The Executive Board has also approved an additional allocation for each area Committee of **£50,000 revenue** which must have no ongoing cost implications. The Executive Board identified two areas of strategic importance that they would like Area Committees to consider when deciding how to spend this extra money. These are: carrying out a conservation area review in their geographical area or introducing residents' only parking/extra parking provision in particular areas of concern. These issues are discussed elsewhere.
3.2.5 Therefore the total amount of revenue funding available to the Area Committee for 2007/08 is **£409,241**.
3.2.6 The Area Committee is asked to note that **£375,098** has already been allocated from the 2007/08 Well-being Revenue Budget as listed in **Appendix 1**. In addition Members have asked that £9,000 has been allocated to the replacement of litterbins and £4,000 to Morley & Rothwell in Bloom groups. Proposals to address these issues are currently being developed. This leaves a balance yet to be committed of **£34,143**. The last Area Committee asked officers to scope further work to address More for Young people and Safer Neighbourhoods sections of the ADP.
3.2.7 These commitments for 2007/08 include new ringfenced amounts for small grants, skips, consultation, community centres and neighbourhood improvement plans as well as projects already approved in principle at earlier Area Committee meetings.

3.3 Capital

- 3.3.1 Of the **£373,573** capital funding allocated to the Area Committee for 2004/07 a total of **£263,588.75** has been committed to date leaving a balance of **£109,984.25**. At the last Area Committee members agreed to split the additional allocation of **£106,735** for 2007/08 financial year between all four wards giving an additional of **£26,683.00** to each ward.

3.3.2 The spend broken down by Ward is as follows:

	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Balance at 2006/07	£30,564.25	£37,333	£14,393	£14,293
New Allocation	£26,683	£26,683	£26,683	£26,683
Current Balance	£57,247.25	£64,016	£41,076	£40,976

3.3.4 Members are invited to bring forward suitable capital projects to be developed by Area Management Team.

3.3.5 Members are asked to note that at present the Neighbourhood Improvement Area's (NIP) have no current capital allocation and therefore any capital projects for the NIP areas must be submitted to the Area Committee for approval.

3.3.6 Area Management Team staff have undertaken a review of the Capital programme to date which is detailed in Appendix 3.

4.0 Well-being Projects

4.1 **Appendix 1** details revenue projects that have been commissioned by the Area Committee to date, including a current position statement and project outputs.

4.2 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this the revenue balance may be greater than the amount specified in 3.2.6.

4.3 Details of projects agreed for the capital budget to date, including a current position statement and project outputs are listed in **Appendix 2**.

4.4 Members are asked to consider commissioning the following project:-

4.4.1 **Project Title:** Outer South Primary Schools Mini Tennis Scheme

Name of group or organisation: Partnership of Outer South Primary Schools

Total Project Cost: £8,500.00

Amount proposed from wellbeing budget 07/08: £500.00 **08/09:**£500.00

Ward Covered: All

Summary of Project: Selected schools in the Morley, Royds, Woodkirk & Rodillian partnerships to receive curriculum delivery of Mini Tennis to each of their year 1 & 2 classes. Each school (13 in year 1) receive a mini tennis equipment allowance of up to £150 per school to purchase relevant equipment for their respective school so delivery can be sustainable. Mini Tennis Key Stage 1/2 Training courses to be run for teachers from the schools to attend so ensure sustainability. At the end of the half term the schools who have been involved, will be invited to a skills based festival at the local high school. Enthusiastic children will be invited to local mini tennis clubs in local leisure centers. The scheme will be part of the Leeds Tennis Talent Network.

Area Committee/ Area Delivery Plan Key Themes and Action Plan Priorities:

The project meets the Area Committee priority of more for young people.

Recommend to: The Area Committee is recommended to approve the allocation of £500.00 revenue funding for 07/08 and £500.00 revenue funding for 08/09.

5.0 Small Grants Update

5.1 There have been no Small Grants approved since July Area Committee.

6.0 Implications For Council Policy and Governance

There are no direct implications for the above as a result of this report.

7.0 Legal and Resource Implications

Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to Tender that arise from projects funded by the Wellbeing Budget.

Resource implications will be that the remaining balance of the Wellbeing Budget for revenue will be reduced and remaining balance of the Well being Budget for capital will be reduced as a result of any projects funded.

8.0 Conclusions

The report provides up to date information on the Area Committee's Well-being Budget.

9.0 Recommendations

9.1 Members of the Outer South Area Committee are requested to:

- Note the budget position of the Well-being Budget as set out at 3.2.4 including the additional allocation of £50,000 revenue funding.
- Consider and approve the commissioned project to be funded by the Area Committee as outlined in 4.0
- Note the Well-being revenue projects agreed as listed in Appendix 1.
- Note the Well-being capital projects already agreed as listed in Appendix 2.
- Note the Well-being capital project monitoring update in Appendix 3.

Appendix 1

Outer South Well Being Budget May 2007 Revenue Projects agreed to date

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Budget	Allocation	£195,960	£199,880			
	Carry forward	£179,873	£159,361			
	Additional Allocation		£50,000			
	TOTAL	£375,833	£409,241			
Outer South Skips Budget	South Area Management Team	£1,549	£5,000	To establish a skips for community use fund	<ul style="list-style-type: none"> ▪ Provide skips for community groups to undertake clean-ups 	<ul style="list-style-type: none"> ▪ Improved streetscene in local neighbourhoods ▪ Increased community pride
Outer South Small Grants Fund	South Area Management Team	£10,720.28	£15,000	To establish a small grants fund for projects meeting Area Delivery Plan priorities	<ul style="list-style-type: none"> ▪ Support voluntary and community groups through grant aid 	<ul style="list-style-type: none"> ▪ Increased range of community activity ▪ Increased community participation ▪ Increased community pride ▪ Delivery of Area Delivery Plan priorities
Outer South Communications Budget	South Area Management Team	£1,597.14	£5,000	A budget to enable effective communication and consultation on Area Committee issues in the Outer South	<ul style="list-style-type: none"> • 5 newsletters • 7 questionnaires • Promotional materials 	<ul style="list-style-type: none"> • Increased awareness of the Outer South Area Committee • Improved consultation that can be inform localised projects and plans

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Neighbourhood Improvement Area - Eastleighs & Fairleighs	South Area Management Team	£503	£6,000	A plan to aimed at making improvements in Priority Neighbourhoods	Projects aimed at the priorities identified: The environment, community involvement, young people.	Narrowing the gap: improved services and wellbeing of the area.
Neighbourhood Improvement Area - Newlands & Denshaws	South Area Management Team	£633.84	£6,000	A plan to aimed at making improvements in Priority Neighbourhoods	Projects aimed at the 5 priority's identified: Drugs, The environment, ASB, activities for young people	Narrowing the gap: improved services and wellbeing of the area.
Neighbourhood Improvement Area - John O'Gaunts	South Area Management Team	£6,845.84	£6,000	A plan to aimed at making improvements in Priority Neighbourhoods	Projects aimed at the priorities identified as: ASB, young people, environment, unemployment, community involvement	Narrowing the gap: improved services and wellbeing of the area
Neighbourhood Improvement Area – Oakwells & Fairfaxes	South Area Management	£0	£6,000	A plan to aimed at making improvements in Priority Neighbourhoods	Projects aimed at the priorities identified of : ASB, environment, young people and community facilities	Narrowing the gap: improved services and wellbeing of the area.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Neighbourhood Improvement Area – Harrops	South Area Management	£258.84	£6,000	A plan to aimed at making improvements in Priority Neighbourhoods	Projects aimed at the priorities identified: Crime and ASB, Environment and young people.	Narrowing the gap: improved services and wellbeing of the area
Neighbourhood Improvement Area – Wood Lane	South Area Management	£258.84	£6,000	A plan to aimed at making improvements in Priority Neighbourhoods	Projects aimed at the priorities identified: the environment, young people and crime and ASB	Narrowing the gap: improved services and wellbeing of the area
Community Centres	South Area Management	£3,320	£10,000	A ringfenced amount to cover any essential work identified by the Community Centres Sub-Group	Community centre improvements	Community involvement
Conservation Areas/Car Parks – additional allocation	South Area Management Team		£50,000	carrying out a conservation area review in their geographical area or introducing residents' only parking/extra parking provision in particular areas of concern.		

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Litterbins	South Area Management Team		£9,000.00	The purchase and provision of 24 new bins	6 litter bins per ward.	Cleaner neighbourhoods
In Bloom Groups	Morley and Rothwell in Bloom		£8,000.00	Allocation of £4000.00 for Morley in Bloom and £4000.00 for Rothwell in Bloom.	Various planting schemes in both Morley and Rothwell.	Cleaner Neighbourhoods. Vibrant town centres and creation of community spirit.
Town Centre Manager	South Area Management Team	£22,781.68 (£5,461 Income from Morley Town Council)	£57,270 (£10,000 Income from Morley Town Council)	A Town Centre Manager employed to help bring improvements to Morley and Rothwell Town Centre	Town Centre Manager for Morley and Rothwell.	Please refer to town centre Action Plans
Streetscene Area Delivery	City Services	£2,700		Funding for a CAST team to enable the Area Committee to respond more effectively to local need.	Funding towards the CAST team: <ul style="list-style-type: none"> One dedicated team for the Outer South – team of 3 and a van One graffiti team to share with the Inner South More detailed outputs being discussed 	<ul style="list-style-type: none"> General improvement in the environment Members and other agencies able to respond to environmental concerns of the local community more quickly and effectively. Residents taking pride in the area

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Mobile CCTV	Community Safety	£4,800		Use of a mobile CCTV van in the Outer South	<ul style="list-style-type: none"> Use of van for 8 hours per day for 10 days totalling 80 hours Areas identified by elected members and the NPT's 	<ul style="list-style-type: none"> Decrease in anti social behaviour in hot spot areas Reduction in the fear of crime
Upgrade of Colour Photocopier	South Area Management Team		£2,483	Upgrading of the Area Management team's photocopier	One upgraded photocopier for the Outer South Area Management Team	The capacity to produce more questionnaires, publicity and newsletter to a higher standard.
Morley Office Rental Charges	Leeds Credit Union	£3,665	£4,215	A credit union facility to open in Morley Town Centre	A branch to be open in Morley Town Hall from December 2005	<ul style="list-style-type: none"> More local people to saving and borrowing at a reasonable rate A reduction in vulnerable people seeking loans from unauthorised sources such as loan sharks.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Teen Challenge Bus	Morley Churches Together.	£2,000		For the Teen Challenge Bus which is a project aimed at getting drug users into rehabilitation to come to Morley one night a week until the end of 2007	<ul style="list-style-type: none"> • Number of people who come onto the bus* • Number of people receiving rehabilitation as a result of the bus 	<ul style="list-style-type: none"> • An increased number of drug users or people at risk of drug use accessing support and going into rehabilitation ▪ A decrease in drug related crime committed in Morley Town Centre ▪ Reduction in anti social behaviour and fear of crime in Morley Town Centre.
New Creation	Groundwork	£3,750		To run environmental projects in Morley schools until the end of 2008.	<ul style="list-style-type: none"> ▪ Development of bring bank sites in Morley schools ▪ Composting schemes. ▪ Litter pick with Seven Hills Primary School ▪ Yellow wood challenge ▪ Recycled Christmas decorations. 	<ul style="list-style-type: none"> ▪ Increase Young people and their family's knowledge of environmental issues such as recycling ▪ An increase in recycling rates in the Outer South ▪ Environmental Improvements in the Outer South.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Lewisham Park Picnic Area	Parks & Countryside	£4,347		To create an enhanced picnic area at Lewisham Park Youth Centre	To provide: <ul style="list-style-type: none"> ▪ an extended picnic area ▪ 2 picnic tables ▪ an additional litter bin for Lewisham Park Youth Centre 	<ul style="list-style-type: none"> ▪ An enhancement in the environment at Lewisham Park ▪ More local people taking advantage of the facilities available at Lewisham Park.
Winthorpe Community Centre	Learning & Leisure	£10,000		Resurfacing driveway at Winthorpe Community Centre	<ul style="list-style-type: none"> • One driveway re-surfaced 	<ul style="list-style-type: none"> • More young people taking advantage of the play area at the side of the centre. • Improved appearance of the environment.
Newlands Get Together Club	Newlands Get Together Club	£4,834		The expansion and sustainability of Newlands Get Together Club	<ul style="list-style-type: none"> • Half the salary for an additional member of staff • General maintenance work to meeting room • Purchase of freezer and desks 	<ul style="list-style-type: none"> • More young people involved in after school and holiday youth provision.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Rein Park, Morley South	Parks & Countryside	£2,000		An efficient hand over of the Public Open Space on the Rein Road Development in Morley South, from the developer to Parks and Countryside Department in an area with a high level of ASB	<ul style="list-style-type: none"> ▪ Land adopted ▪ Fencing ▪ Trees planting 	<ul style="list-style-type: none"> ▪ Reduction in the number of reported incidents of anti social behaviour in the area
Environmental Improvements to Rothwell Pastures	Parks & Countryside	£11,320		Environmental improvements project to Rothwell Pastures nature area	<ul style="list-style-type: none"> • Water vole survey to be completed • Archaeological mapping of potential medieval structures in the area • Re-instate a weir/dam structure on the Haigh Beck on-line to locally raise the water-level upstream • Production of publicity information 	<ul style="list-style-type: none"> • Improved habitat for priority species such as Water Voles, Otters, Water Shrew and Great Crested Newts • More people visiting Rothwell to see the environmental works.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Ardsley & Robin Hood and Rothwell Gardening Scheme	Care & Repair	£15,850	£14,050	Establishment of a gardening service for Rothwell that will be aimed at older people (people over 60) and people with disabilities who are currently unable to maintain their gardens	<ul style="list-style-type: none"> 50 gardens in the first year 75 gardens in the second year 100 gardens in the third year 	<ul style="list-style-type: none"> Environmental improvements People being helped to maintain their own homes Community safety benefits
Dance Classes	Dance Action Zone Leeds	£11,100	£9120.00	Dance classes young people at risk of being involved in anti-social behaviour	<ul style="list-style-type: none"> Four dance classes in the Outer South 	<ul style="list-style-type: none"> Health benefits to young people involved Increase in self esteem for young people involved Targeted young people at less risk of committing anti social behaviour
More for young people	Youth Service	£4,000	£9,423.00	Involve more young people in more activities	<ul style="list-style-type: none"> Summer activities for young people across the Outer South area 	<ul style="list-style-type: none"> More young people involved in activities over the school holidays Reduction in complaints of anti social behaviour in the area over the holidays.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Community Safety	West Yorkshire Police	£16,072	£29,226.44	<ul style="list-style-type: none"> • Smartwater – security measures for victims of domestic burglary Morley & District Pubwatch & Licensing Scheme • Rothwell Town Centre Shop Watch – tackle crime and anti-social behaviour 	<ul style="list-style-type: none"> • Purchase and fitting of 400 smartwater kits and 400 doorbells • 12 operations and 3 test Purchase Operations • Rental of 20 radios and purchase of a base station 	<ul style="list-style-type: none"> • A reduction in crime and anti social behaviour.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Recreate	Groundwork	£2,750	£8,250	Carry out awareness raising work in schools and within neighbourhoods where action is needed most.	<ul style="list-style-type: none"> young people engaged in actions to reduce waste, prevent litter, promote re-use, repair and recycling processes Action days organised Work with after school clubs on environmental issues 	<ul style="list-style-type: none"> Involve young people in positive activities which will challenge negative perceptions of young people locally. Assist schools in expanding their community role. Cleaner neighbourhoods through encouraging reuse, recycling and reduction of waste. Improving neighbourhoods in need including John O'Gaunts, Eastleighs and Fairleighs. Increasing capacity of community groups by involving them directly in the projects.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Neighbourhood Workers	South Area Management		£35,000 (end date 31 st Oct 07) £13,062.50 (1 st Nov 07 – 31 st Mar 08)	Review & implement the Neighbourhood Improvement approach for <ul style="list-style-type: none"> • Eastleighs/ Fairleighs Newlands/ Denshaws • John O'Gaunts • Wood Lane Estate • Fairfaxes and Oakwells • The Harrops 	<ul style="list-style-type: none"> • One worker (or two part time workers) to help progress NIP projects 	<ul style="list-style-type: none"> • NIP action plans being implemented more effectively with greater community representation. • Increased social capital through capacity building of small groups and the voluntary sector.
Site Based Gardeners		£43,400 (end date 30 th Sept 07)	£22,500	Site based gardeners at community parks	3 full time Gardeners for 1 years.	<ul style="list-style-type: none"> • Crime reduction • Reducing fear of crime • Increasing voluntary and community engagement • Cleaner safer public green spaces
Morley Bottoms Regeneration Scheme	Development Department	£9,073		Design and Fees for the physical regeneration of the Chapel Hill area	Physical regeneration	Safer cleaner neighbourhoods.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Summer & Winter Events Programme	Morley Entertainment Committee	£4,779		Summer months street entertainment and Morley Christmas lights event	<ul style="list-style-type: none"> ▪ Street entertainment attracting 350 people every week for eight weeks ▪ Christmas light event attracting 800 people 	<ul style="list-style-type: none"> ▪ Thriving and harmonious communities ▪ Regeneration and promotion of town centres
Gillett Lane Environmental Improvements	Rothwell In Bloom	£3,058		the provision of hanging baskets along Gillet Lane and hay racks outside Blackburn Hall at the end of Gillet Lane.	<ul style="list-style-type: none"> ▪ Hanging baskets ▪ Hay racks 	<ul style="list-style-type: none"> ▪ Improve the appearance of Rothwell ▪ create a sense of community.
Morley Literature Festival Director	South Area Management		£5,000	Recruitment of a freelance Festival Director	<ul style="list-style-type: none"> ▪ 1 Festival Director ▪ 5 day festival programme 	Greater partnership links and sustainability for future work.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Morley Literature Festival	South Area Management		£5,000	Contribution towards the general revenue costs of holding the event	A five day festival with a full programme.	<ul style="list-style-type: none"> ▪ Increased community spirit, education and activities for families. ▪ Encourage partnership work between the public and private sectors. ▪ Engender a stronger community link with the town centre.
Feel Good Furniture Shop	South Leeds Alternative Trading Enterprise	£3,000		To meet the shortfall between sales and costs of the project	1 job share manager	Improved the environment through the recycling of unwanted bulk items for reuse and resale.
Morley Bottoms Regeneration Project: Renovation and Repair of Dilapidated Buildings	Development Department	£4,155		Building surveyor and assistant to undertake a survey of those buildings or parts of buildings identified for planning enforcement action.	Feasibility study complete.	Greater prospects for sustainable regeneration and improve the economy of the area.
Oakwell/Fairfax Building Feasibility Study	South Area Management	£1,350		A study to ascertain the suitability of the proposed site and potential costs.	Feasibility study complete.	

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
	TOTAL Projects agreed	£216,471.21	£335,599.94			
	Balance	£159,361.79	£73,641.06			

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Appendix 2

Outer South Well Being Budget 2004/2007 Capital Projects agreed to date – May 2007

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
Budget		£373,573			
Ardsley & Robin Hood					
Neighbourhood Improvement Area – Eastleighs & Fairleighs	South Area Management	£0.00 Funding received from Aire Valley Homes	A plan to aimed at making improvements in Priority Neighbourhoods	<ul style="list-style-type: none"> Lighting CCTV 	Improve the appearance and safety of the local shops.
Sports Facility Development	Tingley Athletic Football Club	£20,000.00	The development of a home ground site with training facilities and a club house for Tingley Athletic Junior Football Club	<ul style="list-style-type: none"> Clearance of the existing site Levelling and drainage of the site Provision of a new access point with car parking facilities Build of a new clubhouse with changing facilities and multi purpose room . 	<ul style="list-style-type: none"> More people in the area benefiting from local sports facilities.

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
West Ardsley Community Centre Improvements	City Services/Neighbourhoods & Housing	£16,564.00	Repairs to bring community centre back into active use	<ul style="list-style-type: none"> • Restore outside lighting • Replace existing handrails • Additional fencing • Roller shutter door • Replace gutter and fall pipes • Connect gas supply to centre • Maintenance works to gents toilets 	<ul style="list-style-type: none"> • After school and youth provision provided in the area • More young people engaged in diversionary activities. • A base for community groups to hold activities in the area.
Litterbins Ardsley & Robin Hood	Streetscene, City Services	£3,000.00	Additional litterbins for areas identified as being problematic for litter	<ul style="list-style-type: none"> • 17 Dual compartment, free standing litter bins 	<ul style="list-style-type: none"> • A reduction in the amount of litter in the area. • Improvements to the environment.

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
East Ardsley Community Centre Fence	City Services	£13,193.00	Security measures taken around the East Ardsley Community Centre which has been a hotspot for anti social behaviour	<ul style="list-style-type: none"> A security fence to be installed around the Centre. Security Lighting to be installed on the exterior of the centre. Planning permission to be obtained from City Services. 	<ul style="list-style-type: none"> A reduction in the amount of vandalism the centre was experiencing.
Westerton Road Allotments Fencing	Parks & Countryside	£10,071.75	To erect steel fencing around the back of Westerton Road Allotments	<ul style="list-style-type: none"> A steel security fence. 	<ul style="list-style-type: none"> Reduction in vandalism, and anti social behaviour.
Ardsley & Robin Hood Sub Total		£62,828.75			
All Morley					
Morley Community Radio	Morley Community Radio	£10,000.00	A radio station to be established covering the Morley area	<ul style="list-style-type: none"> Broadcasted 12 days in December and 10 days in July 40 people were involved. Many voluntary and statutory organisations fed into this and gave interviews on air 	<ul style="list-style-type: none"> More local people being aware and able to voice their opinion on local issues

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
Morley Leisure Centre Disability Access	Leisure Services	£15,000.00	Measures to make Morley Leisure Centre DDA compliant.	<ul style="list-style-type: none"> • New disabled changing facilities • Lowering of reception counter 	<ul style="list-style-type: none"> • More disabled people being able to access Morley Leisure Centre facilities and the health benefits that will come from that.
Town Centre Environmental Improvements	Morley In Bloom	£1,000.00	Environmental Improvements in Morley Town Centre	<ul style="list-style-type: none"> • Purchase of flowers, shrubs, planters and tubs and gardening equipment for use in Morley Town Centre 	<ul style="list-style-type: none"> • A more pleasant environment in Morley Town Centre encouraging more people to shop there
New Creation	Groundwork	£1,000.00	To run environmental projects in Morley schools until the end of 2008.	<ul style="list-style-type: none"> ▪ Yellow Woods Challenge ▪ Recycled Christmas Decorations projects. ▪ Development of bring bank sites in Morley schools. ▪ Composting schemes in Morley schools ▪ Litter pick with Seven Hills primary School. 	<ul style="list-style-type: none"> ▪ Increase Young people and their family's knowledge of environmental issues such as recycling ▪ An increase in recycling rates in the Outer South ▪ Environmental Improvements in the Outer South

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
Morley Bottoms Regeneration Scheme	Development Department, LCC	£30,000	Physical regeneration to the Morley Bottoms area	<ul style="list-style-type: none"> ▪ Improve appearance ▪ Fencing ▪ Landscaping ▪ Stabilizing bank ▪ Develop lay by 	Improve appearance; quality and value of the local area as well improve the public realm and environment.
All Morley Sub Total		£57,000.00			
Morley North					
Gildersome Springbank Green Doorstep Project	Gildersome Action Group	£5,000.00	The transformation of an area of under used public green space that is subject to fly tipping and vandalism into a community resource.	<ul style="list-style-type: none"> • Clearance of area • Litter bins in area • Benches in the area • Soft landscaping 	<ul style="list-style-type: none"> • An improvement to the physical environment of the area.
Gildersome CCTV Scheme	Gildersome Action Group	£13,060.00	The installation of a CCTV system around Gildersome Meeting Hall to reduce incidences of ASB and vandalism	<ul style="list-style-type: none"> • 7 high resolution day / night cameras to be installed 	<ul style="list-style-type: none"> • A reduction in the incidents of crime and ASB in the area. • A reduction in the fear of crime amongst local residents.
Drighlington Library Disability parking	Learning & Leisure	£4,500.00	Improvements to Drighlington Library and meeting hall to make the building more DDA compliant and improve access to disabled users.	<ul style="list-style-type: none"> • Two additional disabled parking bays 	<ul style="list-style-type: none"> • An increase number of people being able to take advantage of facilities at Drighlington Library and meeting hall.

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
Minibus	Birchfield School	£5,000.00	A new mini bus for the school to help continue the pupils sporting success and achievements	<ul style="list-style-type: none"> Contribution towards mini bus for the school 	<ul style="list-style-type: none"> More young people involved in diversionary activities.
Morley North Sub Total		£27,560.00			
Morley South					
Neighbourhood Improvement Area – Newlands & Denshaws	South Area Management	£27,100.00	A plan to aimed at making improvements in Priority Neighbourhoods	<ul style="list-style-type: none"> Albert Drive Shop Improvements Kick around area in Newlands Lewisham Park Improvements 	<ul style="list-style-type: none"> More diversionary activities for young people in the area A safer neighbourhood with a reduction in the fear of crime amongst residents.
Rein Park – Morley South	Parks & Countryside	£3,000.00	An efficient hand over of the Public Open Space on the Rein Road Development in Morley South, from the developer to Parks and Countryside Department in an area with a high level of ASB	<ul style="list-style-type: none"> Land adopted Fencing Trees planting 	<ul style="list-style-type: none"> Reduction in the number of reported incidents of anti social behaviour in the area.

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
Morley South litter Bins	City Services	£4,900.00	Additional litter bins for areas identified as being problematic for litter	<ul style="list-style-type: none"> 14 additional dual compartment, free standing litter bins for Morley South. 	<ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment
Magpie Lane – Morley South	Leeds South Homes	£8,000.00	Environmental improvements to secure Magpie Lane and prevent travellers from re-entering the site.	<ul style="list-style-type: none"> Measures taken to prevent travellers from re-entering the site on Magpie Lane 	<ul style="list-style-type: none"> Improvements in the physical environment of the area. Residents of the area feeling more secure.
Lewisham Park Youth Centre CCTV	City Services, LCC	£9,500	CCTV scheme for Lewisham park youth centre	<ul style="list-style-type: none"> CCTV 	<ul style="list-style-type: none"> A decrease of ASB in the area. Safer communities
Morley South Sub Total		£50,500.00			
Rothwell					
Neighbourhood Improvement Area – John O’Gaunts	South Area Management	£20,600.00	A plan to aimed at making improvements in Priority Neighbourhoods	<ul style="list-style-type: none"> Diversinary activities for young people Pathways Initiative Gardening Initiative Youth Shelter 	<ul style="list-style-type: none"> More diversionary activities for young people in the area A safer neighbourhood with a reduction in the fear of crime amongst residents. An improvement in the physical environment of the area

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
Litter Bins Rothwell	Streetscene, City Services	£5,100.00	Additional litter bins for areas identified as being problematic for litter	<ul style="list-style-type: none"> 17 Dual compartment, free standing litter bins 	<ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment
Oulton & Woodlesford Sports & Social Facilities	Parks & Countryside	£20,000.00	The refurbishment and extension of the existing changing facilities / club house at Oulton and Woodlesford Sports and Social Club.	<ul style="list-style-type: none"> Two new changing rooms Officials room with toilet and shower activities 	<ul style="list-style-type: none"> More young people involved in more sporting activities Facilities meeting Sports England Requirements for health and safety
Rose Lund Centre Improvements	Parks & Countryside	£20,000.00	The extension of the Rose Lund Centre	<ul style="list-style-type: none"> 2 new changing rooms Officials room with toilet and shower facilities 	<ul style="list-style-type: none"> More young people involved in sporting activities Facilities meeting Sports England Requirements for health and safety
Rothwell Sub Total		£65,700.00			
TOTAL Projects agreed		£263,588.75			
Balance		£109,984.25			

Ardsley & Robin Hood Ward

Project title: Eastleighs & Fairleighs - Neighbourhood Improvement Area

Name of group or organisation: Area Management

Total Project Cost: £30,000

Amount commissioned from Well-being Budget: £30,000

Amount of Well Being Budget Spent: £0

Summary of project: A plan aimed at making improvements in the identified neighbourhood. Through a variety of consultation methods actions have been identified to sustain improvements. These include improved lightening and the installation of CCTV.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

RA7: Supporting identified neighbourhoods in need and creation of Neighbourhood Improvements plans to support the improvement process.

Outcomes: £30,000 has been spent on resurfacing the area, installing new lighting and painting shop fascias. The project has improved the appearance of the area, increased the safety of local shops and discouraged anti social behaviour. Following discussions with partner agencies it was decided that CCTV was not required. The total project cost has been meet by Leeds South Homes and does not require Area Committee contribution. This underspend has been unallocated and returned to the total Well Being Budget.

Project title: Tingley Athletic Football Club

Name of group or organisation: Tingley Athletic Junior Football Club

Total Project Cost: £750,000

Amount commissioned from Well-being Budget : £20,000

Amount of Well Being Budget Spent: £20,000

Summary of project: To develop a home ground site for a local football club. This involves the construction of a club house and land development to create five pitches.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

SN4 Provide support on a range of diversionary activities to prevent/deter young people's involvement in Anti-Social Behaviour.

Outcomes: Long delays due to change of project officer and need to secure additional funding. Funding has finally been secured and project officer aims to have the centre open by the 8th/9th September 2007. The Area Committee funding contributed towards the £120,000 cost of pitch works. Two under 11 full size pitches, drained and seeded will be ready in August 2007. One under 11 ¾ pitch and two mini pitches will be ready by March 2008. Car park work started and club house progressing well. Excellent project that will play a significant role in providing sporting activities to the local community.

Project title: West Ardsley Community Centre Improvements

Name of group or organisation: City Services

Total Project Cost: £16,564

Amount commissioned from Well-being Budget: £16,564

Amount of Well Being Budget Spent: £16,564

Summary of project: To repair West Ardsley Community Centre to bring the centre back into active use to enable childcare provision in the area.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

IC6 Continuation of support to the Outer South Community Centre, enhancing community centres.

Outcomes: The project has been completed; with additional fencing, a roller shutter door and new handrails being installed. Replacement guttering and fall pipes have been fitted and maintenance to the gents toilets carried out. Issues arose with poor central heating provision and a new boiler was purchased and fitted as part of the project.

Project title: Ardsley & Robin Hood Litterbins

Name of group or organisation: City Services and Area Management

Total Project Cost: £3,000

Amount commissioned from Well-being Budget: £3,000

Amount of Well Being Budget Spent: £3,000

Summary of project: City Services do not have the capital resources to install additional litterbins, therefore, alternative capital funding was commissioned to fund 10 new litterbins across the Outer South Area.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

CN4 Provide litterbins in hotspots to take action on litter.

Outcomes: Area Management requested City Services confirm installation and location of litterbins across the ward. Additional litterbins have been installed however there are still 4 outstanding litterbins with no agreed location. Area Management have requested Ward Councillors propose potential sites for these remaining litterbins. The project has and will continue to increase provision of litterbins to contribute to the cleansing service provided by the council and improve the cleanliness of the local environment.

Project title: East Ardsley Community Centre Improvements

Name of group or organisation: City Services

Total Project Cost: £13,193

Amount commissioned from Well-being Budget: £13,193

Amount of Well Being Budget Spent: £13,193

Summary of project: To improve security measures at the centre by erecting a fence and installing outside lighting at the centre.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

IC6 Continuation of support to the Outer South Community Centre, enhancing community centres.

SN3 Deliver actions to tackle Anti Social Behaviour

Outcomes: The new lightning and fencing has reduced vandalism at the centre.

Project title: Westerton Road Allotments Fencing

Name of group or organisation: Parks and Countryside

Total Project Cost: £10,071.75

Amount commissioned from Well-being Budget: £10,071.75

Amount of Well Being Budget Spent: £10,071.75

Summary of project: To erect steel fencing around the back of Westerton Road Allotments stop vandalism, anti social behaviour and casual walkers passing through the allotments.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

SN3 Deliver actions to tackle Anti Social Behaviour

Outcomes: The fencing has been erected and contributed to preventing casual walkers using the allotments as a thoroughfare and reduced the incidents of vandalism and anti social behaviour at the allotments.

All of Morley

Project title: Morley Community Radio

Name of group or organisation: Morley Community Radio Society

Total Project Cost: £11,100

Amount commissioned from Well-being Budget: £10,000 capital £1,100 revenue

Amount of Well Being Budget Spent: £11,100

Summary of project: To set up a Morley Community Radio Station by the Morley Radio Society.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

SN4 Provide support on a range of diversionary activities to prevent/deter young people's involvement in Anti-Social Behaviour.

Outcomes: The project concluded in January 2006. It has received significant support from organisations and businesses across Morley. Two broadcasts were transmitted with the help of a team of approximately 20 volunteers aged between 15 and 65 and a further 40 people assisted with providing content for the broadcasts. There was considerable participation from Woodkirk School and the broadcasts provided an opportunity for volunteers of all ages to work together to promote the work of local community groups.

Project title: Morley Leisure Centre Disability Access

Name of group or organisation: Learning and Leisure

Total Project Cost: £50,335

Amount commissioned from Well-being Budget: £15,000

Amount of Well Being Budget Spent: £15,000

Summary of project: To refurbish aspects of Morley Leisure Centre to improve disabled access at Morley Leisure Centre. The work has involved lowering the reception counter and conversion of staff changing area into a purpose built disabled changing facility with direct access to poolside. The changing facility contains a disabled shower unit, toilet, changing area and lockers.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities

Supports agreed priorities of working with young people and providing a better opportunity for all members of the community to take part in a sporting activities.

Outcomes: Significant improvements have been made to the Leisure Centre that provides a better quality service for disabled users. It allows more disabled people to access Morley Leisure Centre and the health benefits associated with regular exercise. The disabled changing area is also used to as a family changing area. A new leisure centre facility has recently been approved for Morley, the old centre will be demolished and a new one will be built. Where appropriate and able, facilities funded through this scheme will be transferred.

Project title: Morley in Bloom

Name of group or organisation: Morley in Bloom

Total Project Cost: £2,000

Amount commissioned from Well-being Budget: £1,000

Amount of Well Being Budget Spent: £1,000

Summary of project: To purchase goods and equipment to enable Morley In Bloom group to make environmental improvements in and around Morley Town Centre.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

CN12 provide support for 'In Bloom' groups.

Outcomes: Morley In Bloom have targeted areas outside the Town Hall, the central Methodist Church, Beryl Burton Gardens and Lewisham Court with the £2,000 received from Area Committee in 2005 (£1,000 revenue in addition to the £1,000 capital funding). Funding has been spent on flowers, shrubs, planters, tubs and gardening equipment as outlined in their project proposal. The project has significantly contributed to improving the environmental appearance of Morley, making it an attractive place to live, work and visit.

Project title: New Creation

Name of group or organisation: Groundwork

Total Project Cost: £4,750

Amount commissioned from Well-being Budget: £4,750

Amount of Well Being Budget Spent: £4,750

Summary of project: To run on a range of community activities with schools and local residents that focus on creative environmental activities to raise awareness of ecology, litter, recycling and waste management.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

CN6, raise awareness of environmental issues in schools.

Outcomes: Engaging with the local children and adult residents in their local environment created a sense of community pride. After schools clubs, holiday clubs, fun days and Morley Action Days contributed to educating residents on environmental issues and improving the environmental appearance of Morley. It has been a highly successful project requiring partnership working to develop future citizens of Morley with a sense of individual, community and environmental responsibility.

Project title: Morley Bottoms Regeneration Scheme

Name of group or organisation: Area Management

Total Project Cost: £30,000

Amount commissioned from Well-being Budget: £30,000

Amount of Well Being Budget Spent: £0

Summary of project: A complex regeneration project to develop Morley Bottoms area to economically, environmentally and socially enhance Morley town.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

RA5 Continuation of the development of Morley Bottoms Scheme.

Outcomes: Funding is committed to the project as public and private representatives continue to work together to develop an agreement that will improve the appearance, quality and value of the local area as well as improve the public realm and environment.

Morley North

Project title: Gildersome Springbank Green Doorstep Project

Name of group or organisation: Gildersome Action Group

Total Project Cost: £60,000

Amount commissioned from Well-being Budget: £5,000

Amount of Well Being Budget Spent: £5,000

Summary of project: To transform an area of public green space that is subject to fly tipping and vandalism into a community resource.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities

To improve environment for local residents and increase numbers of young people that are taking part in positive activities to occupy their free time.

Outcomes: Additional funding was secured from Housing to match fund the Area Committee contribution but significantly a bid of £50,000 from the National Lottery was successful and enabled the project to start. The area has been transformed from a tipping area to a community resource used by older and younger people of the community. It is planned that local schools will be involved with planting and the area is to be used as a learning resource for local primary schools. Gildersome in Action are also exploring a community allotment scheme in Gildersome involving disaffected youngsters at Bruntcliffe High School which should also feed into the Doorstep Green.

Project title: Gildersome CCTV Scheme

Name of group or organisation: Gildersome Action Group

Total Project Cost: £18,060

Amount commissioned from Well-being Budget: £13,060

Amount of Well Being Budget Spent: £13,060

Summary of project: To purchase and install CCTV at Gildersome Meeting Hall to reduce the persistent vandalism of the meeting Hall, bowling clubhouse and fear of damage to the newly refurbished playground.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

SN3 Deliver actions to tackle Anti Social Behaviour

Outcomes: The project received £5,000 match funding from Gildersome Parish Council. Since the introduction of the scheme the Meeting Hall has not been vandalised, the Bowling Club is thriving and the Playground suffers no real vandalism. The area has become safer for people, especially young people and the Meeting Hall is now used more regularly including the weekends. The CCTV has also been used by the Police service to provide evidence against perpetrators carrying out anti-social behaviour.

Project title: Drighlington Library Disability Parking

Name of group or organisation: Learning and Leisure

Total Project Cost: £4,500

Amount commissioned from Well-being Budget: £4,500

Amount of Well Being Budget Spent: £4,500

Summary of project: To improve disabled access at Drighlington Library by creating two additional disabled parking bays next to the library.

Area Committee/Area Delivery Plan Key Theme and Action Plan Priorities:

Supports agreed priorities of working with young people and providing a better opportunity for all members of the community to take part in a community activities.

Outcomes: The spaces have been created and provide parking close to the centre for disabled access and allow all members of the community to visit the venue.

Project title: Birchfield Primary School Minibus

Name of group or organisation: Birchfield Primary School

Total Project Cost: £11,700

Amount commissioned from Well-being Budget: £5,000

Amount of Well Being Budget Spent: £5,000

Summary of project: To purchase a Ford Transit Minibus to allow the schools excellent sporting teams to continue to compete in local, regional and national events. The minibus will also be made available for use by other local community groups.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

Supports agreed priorities of working with young people and providing a better opportunity for all members of the community to take part in a sporting activities.

Outcomes: The minibus was purchased in January 2006. The minibus is well used by the school and through the Morley Family of Schools six other schools have also used the minibus. Availability of the minibus is promoted through the Morley Family of Schools.

Morley South

Project title: Newlands & Denshaws Neighbourhood Improvement Area

Name of group or organisation: Area Management

Total Project Cost: £27,100

Amount commissioned from Well-being Budget: £27,100

Amount of Well Being Budget Spent: Awaiting further information

Summary of project: A plan aimed at making improvements in the identified neighbourhood. Through a variety of consultation methods actions have been identified to sustain improvements. These include improvements to Albert Drive shops and improvements to Lewisham Park improvements.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

RA7 Supporting identified neighbourhoods in need and creation of Neighbourhood Improvements plans to support the improvement process.

Outcomes: Landscaping works, new signage and lightning and gating of Albert Drive have been installed. Completed projects have reduced fear of crime amongst the residents of the Neighbourhood Improvement Area and improved the environmental appearance on the area. Funding is still committed to some projects and still to be claimed.

Project title: Rein Park

Name of group or organisation: Parks and Countryside

Total Project Cost: £5,000

Amount commissioned from Well-being Budget: £3,000 capital £2,000 Revenue

Amount of Well Being Budget Spent: £5,000

Summary of project:

A fence has been erected between the Harrops estate and the Rein Park estate to prevent unauthorised vehicles accessing the public open space and preventing anti social behaviour. Small scale environmental works were also included in the project such as tree planting. The funding was to ensure Parks and Countryside had available funds for maintenance and to undertake repairs/damage to the site.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

SN3 Deliver actions to tackle Anti Social Behaviour.

Outcomes: Since the commencement of the project it has been noted that ongoing issues between the authority and local residents living on the estate appear to have been resolved. The project also included residents adjacent to the site and has assisted with developing community cohesion.

Project title: Morley South Litterbins

Name of group or organisation: City Services/Area Management

Total Project Cost:£4,900

Amount commissioned from Well-being Budget: £4,900

Amount of Well Being Budget Spent: £4,900

Summary of project: City Services do not have the capital resources to install additional litterbins, therefore, alternative capital funding was commissioned to fund 14 new litterbins across the Outer South Area.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

CN4 Provide litterbins in hotspots

Outcomes: Area Management have requested City Services confirm installation and location of litterbins across the ward. A response is still pending. The project will increase provision of litterbins to contribute to the cleansing service provided by the council and improving the cleanliness of the local environment.

Project title: Magpie Lane

Name of group or organisation: Aire Valley Homes

Total Project Cost: £22,050

Amount commissioned from Well-being Budget: £8,000

Amount of Well Being Budget Spent: £0

Summary of project: Environmental Improvement scheme to prevent travelers re-entering the site causing a rise in complaints from local residents on noise, dumping on the site and anti-social behaviour.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

Tackling Anti-social behaviour and taking action on fly tipping and litter.

Outcomes: Aire Valley Homes completed the work before funding was approve. Quick Action was required to support local residents, improve community safety and reduce council costs which may have arisen in the future. Aire Valley Homes are in the process of providing invoices and payment from Area Management will be made shortly.

Project title: Lewisham Park Youth Centre CCTV

Name of group or organisation: City Services

Total Project Cost: £9,651

Amount commissioned from Well-being Budget: £9,500

Amount of Well Being Budget Spent: £9,500

Summary of project: to provide a CCTV scheme for Lewisham Park Youth Centre.

The installation of a CCTV system is proposed to combat incidents of anti social behaviour and vandalism.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

SN2 Consider CCTV cameras, both permanent and mobile in priority areas.

SN6 Target ASB in Rothwell and Morley Town Centres.

Outcomes: The funding was only agreed for the capital costs to pay for the CCTV system, building works and electrical supplies. The CCTV was installed in February 2007 and footage recorded can be viewed in an attempt to identify the perpetrators.

Rothwell

Project title: John O'Gaunts – Neighbourhood Improvement Area

Name of group or organisation: Area Management

Total Project Cost: £20,500

Amount commissioned from Well-being Budget: £24,000

Amount of Well Being Budget Spent: £11,500

Summary of project: A plan aimed at making improvements in the identified Neighbourhood improvement area. The project has focused on activities for young people, reducing the fear of crime and improving the physical environment of the area.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

RA7 Supporting identified neighbourhoods in need and creation of Neighbourhood Improvements plans to support the improvement process.

Outcomes: A youth shelter and goal cage have been installed in the NIP area but total costs came to £11,500 under budget by £3,500. £5,000 has been committed for environmental work to be carried out at Temple Lawn by Aire Valley Homes. The underspend has been unallocated and returned to the total Well Being Budget. Funding has also been allocated to Rose Farm Play Centre.

Project title: Rothwell Litterbins

Name of group or organisation: City Services/Area Management

Total Project Cost: £5,100

Amount commissioned from Well-being Budget: £5,100

Amount of Well Being Budget Spent: £5,100

Summary of project: City Services do not have the capital resources to install additional litterbins, therefore, alternative capital funding was commissioned to fund 17 new litterbins across the Outer South Area.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

CN4 Provide litterbins in hotspots

Outcomes: City Services have confirmed installation of litterbins across the ward. The project has increased the provision of litterbins to contribute to the cleansing service provided by the council and improving the cleanliness of the local environment.

Project title: Oulton & Woodlesford Sports & Social Facility

Name of group or organisation: Learning & Leisure, Parks & Countryside

Total Project Cost: £500,000

Amount commissioned from Well-being Budget: £20,000

Amount of Well Being Budget Spent: £0

Summary of project: Sport England classes the site as a 'Sports Hub' as it has more than one pitch that is home to a variety of sports and has additional facilities such as a car park and changing rooms. The site has more pitched than current changing provision can support and in order to ensure that the clubs can play more than one match at the same time new changing facilities are to be developed that meet Sport England and Football Foundation standards.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

SN4 Provide support on a range of diversionary activities to prevent/deter young people's involvement in Anti-Social Behaviour and specifically 'involve more young people in more activities'.

Outcomes: The project have not claimed Area Committee funding. The initial smaller project has been increased in scale following discussion and recommendations from the Football Foundation. They have identified the Football Foundation, Green Leeds and the Rugby Football League as potential sources of match funding. Funding bids are not submitted yet and the project officer is maintaining a flexible timescale due to the size of the project. Until the funding has been secured the project will not commence and Learning and Leisure are unable to offer a projected start date to the project.

Project title: Rose Lund Centre Improvements

Name of group or organisation: Learning & Leisure, Parks & Countryside

Total Project Cost: £220,000

Amount commissioned from Well-being Budget: £20,000

Amount of Well Being Budget Spent: £0

Summary of project: To build 2 additional changing rooms and an officials room onto the existing changing facilities at the centre.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities

SN4 Provide support on a range of diversionary activities to prevent/deter young people's involvement in Anti-Social Behaviour and specifically 'involve more young people in more activities'.

Outcomes: Area Committee funding has not been spent yet. The project requires a great deal of match funding, £94,000 from Section 106 funding has been secured in addition to the Area Committee funding. Bids are currently with Green Leeds and the Football Foundation for £20,000 and £154,000 respectively and decisions should be known by September allowing work to commence. The level of funding has been the cause for delaying the project. Work has been undertaken to secure additional funding which has come from the property refurbishment monies provided by the Asset Management Group to Leisure Services. The Centre is currently used by the community and Youth Services and lettings are available through the LCC City Services Lettings Team.



Originator: Richard Taylor/
Martyn Stenton

Tel: 247 8145/ 395 0647

Report of the Directors of City Development and Environment and Neighbourhoods

Outer South Area Committee

Date: Monday 10th September 2007

Subject: Conservation Area Reviews

<p>Electoral Wards Affected:</p> <input type="checkbox"/> Ward Members consulted (referred to in report)	<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

The report provides information about Conservation Areas and recommends an approach to Conservation Area reviews.

Each Area Committee has been allocated an additional £50,000 this year from General Fund Reserves for 2007/08. One of the areas identified by the Executive Board that they would like Area Committees to consider when deciding how to spend this extra money was on carrying out Conservation Area Reviews.

The report provides information about Conservation Areas and notes that Leeds now has 64 Conservation Areas but so far only 5 of these have up-to-date appraisals.

It is suggested that the Committee considers allocating an amount from this year's well being allocation (estimate of £15,000 per Conservation Area review at this stage) to support a review of a Conservation Area. This would then allow a programme to be developed and implemented over the next 12 months in a consistent manner which follows planning guidance.

1.0 Purpose Of This Report

The report provides information about Conservation Areas and recommends an approach to Conservation Area reviews.

2.0 Background Information

- 2.1 Each Area Committee has been allocated an additional £50,000 this year from General Fund Reserves for 2007/08. One of the areas identified by the Executive Board that they would like Area Committees to consider when deciding how to spend this extra money was on carrying out Conservation Area Reviews. This is a Best Value/Comprehensive Performance Assessment indicator for the Council. Executive Board would like to make progress in this area and feel there is an opportunity for the Area Committees to influence how this work goes forward.
- 2.2 A Conservation Area for this purpose is one designated by a local authority under the Planning (Listed Buildings & Conservation Areas) Act 1990. The Act defines it as “an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”.
- 2.3 Central government policy is set out in Planning Policy Guidance Note 15 (PPG 15). The government expects local authorities to review “from time to time” which areas it has chosen to be Conservation Areas and to bring forward ideas for their conservation through appraisals/management plans. Designating and reviewing Conservation Areas is a planning function carried out by the Sustainable Development Unit (SDU) in City Development.
- 2.4 Leeds now has 64 Conservation Areas (**Appendix 1**) but so far only 5 of these have up-to-date appraisals. An example of a Conservation Area Appraisal will be circulated at the meeting. The requirement for current appraisals has become a Key Performance Indicator under the Best Value/Comprehensive Performance Assessment. Although national targets are yet to be set, a poor performance in this area of work could clearly lead to loss of future government funding support. It may also lead to a number of out dated Conservation Area appraisal documents over time if action is not taken to do further reviews.

3.0 Main Issues

- 3.1 City Development have developed a modified version of the appraisal and management plan system outlined in PPG15 and set out in English Heritage Guidance. Normally the management proposals are incorporated into the appraisal rather than being published separately. Three principles are followed.
- an appraisal must also include a review of a Conservation Area’s boundaries as these are inevitably out-of-date as notions of what is worth conserving change over time.
 - the local community must be involved in the process to ensure that there is support for the appraisal and that it can be treated as a “material consideration” in the planning system.
 - the published appraisal should be to a common format which is short, practical and available on the web.

- 3.2 The whole process takes about 15 weeks per area on average. Work can be divided into three areas:
- Professional – management and survey/analysis/appraisal writing
 - Graphical/IT – preparing documents, exhibition and publicity material, web publishing
 - Admin/logistical – progress chasing, leafleting, meeting.
- 3.3 Some of the steps could be handled in-house by SDU (through temporary posts and with possible help from Area Management with local contacts and consultation) but the piloting through the planning system can be done only by SDU. The meat of the work could be done by either SDU (again through temporary posts) or by consultants.
- 3.4 As part of the City Centre Area Action Plan in the Leeds Development Framework, the 10 Conservation Areas in and around the city centre (UDP boundary) are currently under review as part of a characterisation project being developed with English Heritage and part-funded by them. The work is being done by Jacobs under the Strategic Design Alliance. This GIS-based project aims to give a better understanding of the character areas which make up the city centre and from this to review and appraise the Conservation Areas there. This has the benefit of rooting the Conservation Areas in their wider area. It also brings economies of scale in reviewing the Conservation Areas in a batch. This is suggested as a useful model for the rest of the City.
- 3.5 Where communities have already undertaken conservation area studies these can be picked up and used where appropriate. For the majority however no recent work has been done and it would be more practical to set up a team to carry out around 10 reviews in an overlapping rolling programme which will require careful timetabling. This would aim to deliver in approximately 12 months a consistent set of appraisals embedded in GIS.
- 3.6 Based on recent experience an indicative cost for 10 scattered Conservation Area Reviews (one per Committee area) would amount to about £100k for professional work. To this would need to be added £50k for additional SDU project management giving a total of £150k. If more than 10 reviews took place there might be further economies of scale.

4.0 Proposals

- 4.1 **Appendix 2** is a table highlighting the Conservation Areas in each Committee's area. Conservation Areas in the Outer South Area are illustrated in further details as maps under Appendices 3a,3b,3c and 3d.
- 4.2 It is suggested that the Committee considers allocating an amount from this year's well being allocation (estimate of £15,000 per Conservation Area review at this stage) to support a review of a Conservation Area. This would then allow a programme to be developed and implemented over the next 12 months in a consistent manner which follows planning guidance. Once the details about the number of reviews to be supported has been collated this will enable officers to put

together a programme and finalise the financial contributions required from each of the Committees.

- 4.3 It is recognised that the number of Conservation Areas varies across the different Area Committee areas. In some areas Members may wish to progress more than one review and this may be feasible but will depend on capacity within SDU to progress a large number of reviews in a rolling programme. If the Committee wants to put forward more than one area for review it is suggested that a priority is given to them if possible to assist with programming of work.
- 4.4 In terms of selecting which area(s) to review at this time, the Committee might wish to consider those Conservation Areas which:
- Are subject to the most development pressure/regeneration effort and where up to date boundaries and appraisal will therefore have the most impact
 - Are in communities already expressing interest in their future development which would allow the Conservation Area Review work to be part of wider community led initiatives such as Village Design Statements
- 4.5 As outlined in Appendix 2, Morley Town Conservation Area is already being reviewed/work programmed. It is recommended that the Outer South Area Committee put forward the conservation area in Rothwell to be programmed by SDU for a conservation appraisal to completed.

5.0 Implications For Council Policy and Governance

The proposals outlined in this report fit with existing Council policy and address an area which will have an impact on Best Value/Comprehensive Performance Assessment indicators.

6.0 Legal and Resource Implications

As indicated in Section 4, there is an estimate of £15,000 per Conservation Area review at this stage. Corporate Finance have confirmed that a programme of reviews as suggested in the report would be an acceptable way to utilise the funding available to the Area Committees. Any spend from a co-ordinated programme of reviews from this year's allocation which slips into the next financial year would not present a problem.

7.0 Conclusions

In making the additional £50,000 allocation to each Area Committee in 2007/08 the Executive Board had an expectation that Area Committees would spend some of this on carrying out Conservation Area Reviews. It is suggested that the Committee considers allocating an amount (estimate of £15,000 per Conservation Area review at this stage) to support a review of one or more Conservation Areas. This would then allow a programme to be developed and implemented over the next 12 months in a consistent manner which fits with planning guidance and can be incorporated into the work programme for the Sustainable Development Unit.

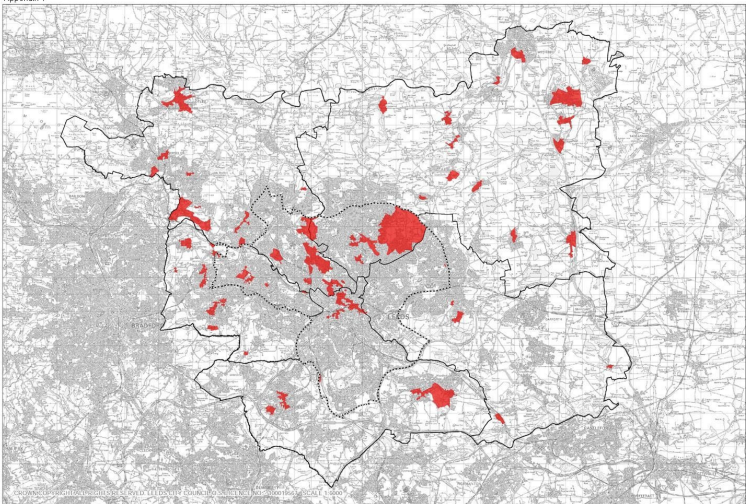
8.0 Recommendations

The Area Committee is asked:

- Note this report
- Consider the proposal in the report and agree a funding allocation and priority conservation area for review in the Outer South.

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Appendix 1



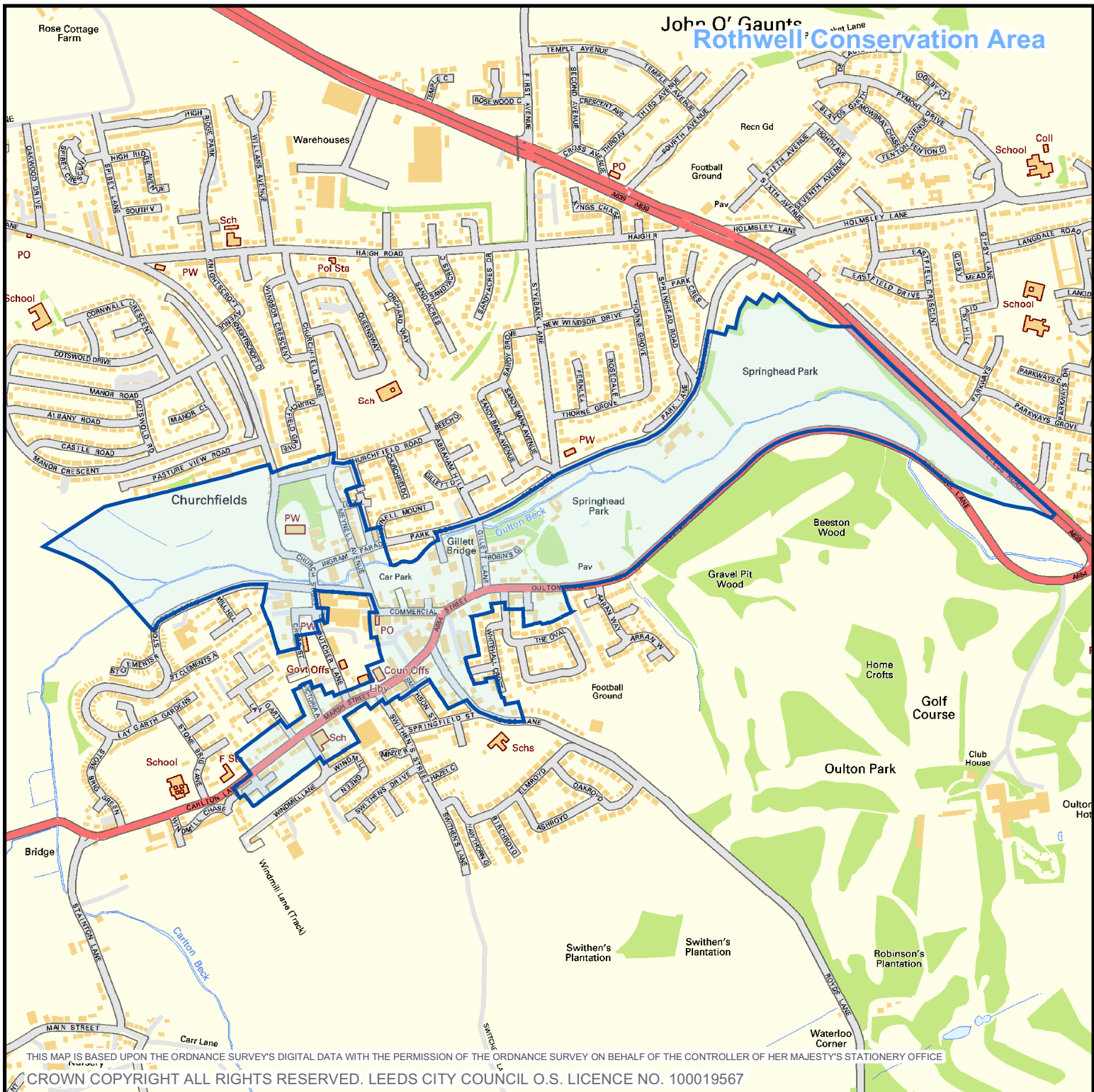
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North West Outer <i>Otley</i> Guiseley Town Gate Guiseley Park Gate Yeadon Rawdon -Cragg Wood Rawdon – Little London Rawdon – Low Green Horsforth Horsforth - Newlay Adel	North West Inner Kirkstall Abbey Burley Village Meanwoodside (part) Headingley <i>Moorlands</i> <i>Clarendon Road</i> <i>Hanover/Woodhouse Squares</i> <i>University</i> <i>Blenheim Square</i> <i>[West Park]</i>
West Outer Calverley Woodhall Hills Farsley Calverley Bridge Rodley (part) Pudsey Fulneck Upper Moorside	West Inner Rodley (part) Bramley Town Street Bramley Hough Lane Bramley Hill Top Armley Mills <i>[Armley]</i>
South Outer <i>Morley Town</i> Morley Dartmouth Park Rothwell Oulton	South Inner <i>Queen Square</i> <i>City Centre</i> <i>Canal Wharf</i> <i>Eastern Riverside (part)</i> <i>Holbeck</i> Stank Hall
East Outer Colton Whitkirk Ledsham Methley	East Inner Seacroft Dawson's Court <i>Eastern Riverside (part)</i>
North East Outer Harewood East Keswick Bardsey Scarcroft Shadwell Thorner Barwick Walton Wetherby Linton Boston Spa/Thorp Arch Clifford Bramham Aberford	North East Inner <i>Roundhay</i> Chapel Allerton <i>Gledhow Valley</i> <i>Chapelton</i> Meanwoodside (part)

Italics indicates CA already reviewed/work programmed

[Brackets] indicate proposed CA where review already underway/complete

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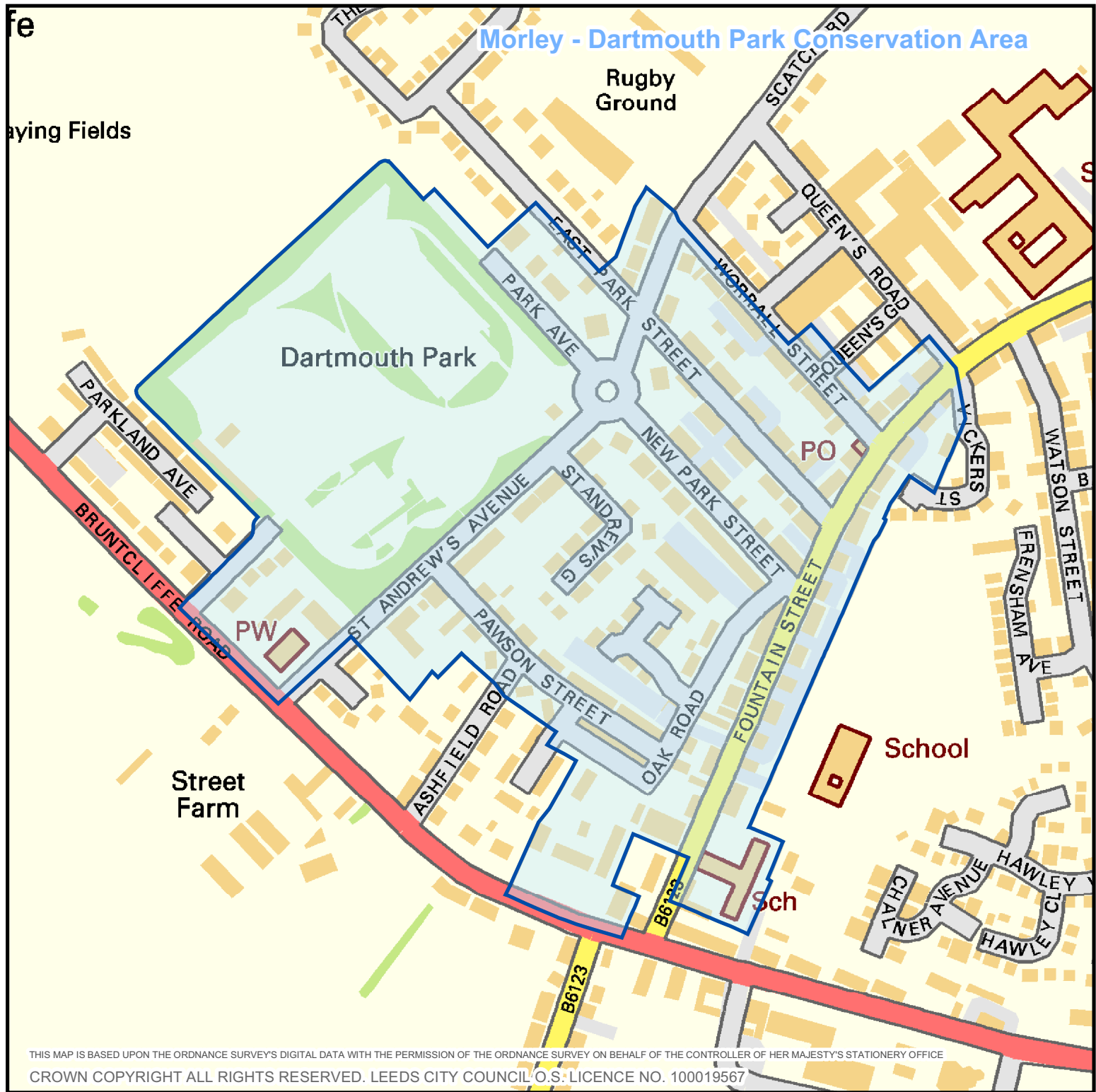
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Morley Town Centre Conservation Area



THIS MAP IS BASED UPON THE ORDNANCE SURVEY'S DIGITAL DATA WITH THE PERMISSION OF THE ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE
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Originator: Sarah Henderson
Thomas O'Donovan
Kate Armitstead
Tel: 0113 224 3040

Report of the Outer South Area Management Team

Outer South Area Committee

Date: Monday 10th September 2007

Subject: Ward Forums

<p>Electoral Wards Affected: Morley North Morley South Ardsley and Robin Hood</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input checked="" 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 presents the model of a Ward Forum as a way forward to assist the Area Committee to fulfill its role in ensuring the council is engaging with all sectors of the community. Ward Forums are a vehicle for local engagement allowing the Area Committee to be in touch with local priorities ensuring that services are locally driven, accountable and transparent. The report outlines the role for Ward Forums, its functions, aims and objectives as well consultation arrangements and role in the addressing the key priorities for the area.

1.0 Purpose Of This Report

1.1 The purpose of this report:

- i) To agree what formal local consultative arrangements the Area Committee wishes to put in place.
- ii) To consider what communication methods to be put in place.
- iii) To agree Area Management Team undertake brief consultation on forming local consultative arrangements.

2.0 Background Information

2.1 Narrowing the Gap is one of the three aims of the vision of Leeds 2004-2020. It aims to target substantial differences between areas of the city. In acknowledgement of this, the Outer South Area Committee in September 2004 agreed several priority Neighbourhood Improvement Plans (NIPs) on the basis of their levels of deprivation. These nine NIP areas were to be developed in groups of three, in three phrases.

However, for various resource reasons the initial timescale planned was delayed. In addition, Area Management identified a strong need for community capacity building in the NIP areas to support the role of residents in this work. In response, the Area Committee in 2006 commissioned the Priority Neighbourhood Development Worker (PNDW) post.

- 2.2 The PNDW work to date has created a strong sense of ownership among the communities and several key actions and outputs have been achieved. The PNDW work to build community capacity offers the opportunity to progress the NIP's so that they become mature enough to fit a wider geographical umbrella of community involvement. In recognition of this, the Area Committee recently extended the PNDW project until the end of this financial year to continue development of the NIP's.
- 2.3 Initially it was anticipated that NIPs would be time limited, but through experience it has become apparent that a long term commitment is more appropriate. In February 2007, the Outer South Area Committee agreed only to withdraw from the NIP process once the local community had created sufficient capacity through either a sustainable resident association or the establishment of a ward forum. The ward forum structure would accommodate groups from the whole ward, but significantly, from both well established and embryonic resident associations from the NIP's.
- 2.4 To a large extent, resource implications in developing nine NIPs has resulted in issues in other areas of the ward not receiving a similar level of focus from the Area Committee. The recent development of Environmental Pride demonstrates that there are wider ward issues that need to be addressed. Rothwell Interagency currently provides a forum for discussion and consultation between multiple agencies and the community at Ward level. It functions as a multi members ward forum that allows community capacity to be built and contribute effectively towards the delivery of services.
- 2.5 In light of the above it may seem premature to bring to a close the PNDW post in March next year. Members may wish to consider extending the post for a further six months.
- 2.6 Ward forums would provide a vehicle that allows Area Committee to continue with the lesser developed NIP areas but allows focus on other areas of the ward that are also the responsibility of the Area Committee.

2 Justification and Other Issues

- 3.1 Empowerment of communities and increasing their understanding and faith in mainstream services will provide the long term sustainable outcomes to address inequalities. It is proposed that the new ward forums would endeavour to engage better at local community level. It is essential that local communities are part of a democratic process that enables them to engage meaningfully with Leeds City Council and other partners to be assured that their opinions are valued and will help to make a difference. Ward Forums offer this avenue of communication and long term outcome of neighbourhood development.

- 3.2 Ward Forums would provide a holistic approach to Outer South Area Committee's Area Delivery Plan. An initial decision was made to focus on 9 NIP areas but there are issues across the ward that Area Committee need to target. NIP areas are not currently at a state of maturity to be left with no support and Area Management recommend that the NIP's are incorporated on the forum agenda. Resident representatives from each NIP can bring community issues to the table where they would be considered as a priority but also on how they affect the whole ward rather than isolating work in each NIP areas.
- 3.3 This accessible method of communication maintains the effective briefing of Councillors of local issues but puts them into ward context and allows greater provision of resources and services to tackle these issues.
- 3.4 Experience with community forums across Leeds have provided key points to influence how Outer South implement ward forums.
 - 3.4.1 Experience in the East of Leeds has shown that due to the effective consultation with the community, Area Committee funding gets targeted at the right issues in the most effective way.
 - 3.4.2 At North West Area Management they found that 'Any Other Business' on the Agenda, becomes an open surgery where individuals take up issues with Councillors. To address this potential problem, Area Management would create a 10 minute open forum on the agenda that is clear only community issues, not individual issues, would be discussed. It would be recommended for Outer South Area Committee to produce a Ward Forum Terms of Reference document that clearly stated this guideline (Appendix 1).
 - 3.4.3 East Leeds Area Management have confirmed ward forums are still fairly demanding on officer time. The Outer South Area Committee need to consider that the forums can not sit along side NIP steering groups due to officer time required. To ensure that issues are still identified and resolved the NIP areas would need to have formed resident associations who would sit on the ward forum and contribute to a ward based action plan.
- 3.5 Introducing ward forums would reduce the multiple meetings currently in place as a result of NIP steering groups and resident association meetings for both Councillors and officers.
- 3.6 Ward forums offer an excellent means of community consultation. General community issues can be raised and discussed by community representatives. Agencies can request the forum be split for a short duration during the meeting into small focus groups, they offer a means of distributing questionnaires and gaining feedback from residents on service delivery and needs to correctly steer policy and action.
- 3.7 Ward Forums would be locally driven and a responsive means of communication for currently under represented community groups. The forums would offer a format that provides an opportunity for community representatives to raise issues that can be resolved by clear collaborative cross-agency working. In addition, the forum can provide the opportunity for residents to raise issues directly with the correct service

delivery agent. Allowing the forum to provide a channel of communication and resolution for the agency and the community group.

- 3.8 The multi agency approach developed from the NIP's, would be continued through ward forums. Partnership working allows agencies to enable better access to efficient services by sharing resources and adding value to projects.
- 3.9 Ward Forums will provide an important means of communication and consultation for the Town Centre Partnerships. Town Centre Management could be on the Forum agenda and issues raised would be fed into the Town Centre Partnership and issues that the TCP would like distributed can be sent to the Forum meetings via Area Management.
- 3.10 There are issues that Outer South Area Committee need to consider if Ward Forums are agreed as a vehicle to continue the development of the four wards of Morley North, Morley South, Ardsley & Robin Hood and Rothwell.
- 3.11 Ward Forums could potentially fail to address small scale issues as a result of the large geographical area they will cover. However, Area Management will ensure that the key community groups are invited and represented to contribute to discussions. In addition, ward forums will be launched with a high profile to raise awareness as an open public meeting where small sectors of the community can contribute. Ongoing promotion and community participation will establish a consistent level of awareness among the community, ensuring a wider and more effective community consultation than the NIP's currently offer. Each forum would focus on an action plan that would aim to address local issues that are replicated across the ward.
- 3.12 The location for the ward forum must be central and accessible for all those wishing to attend.
- 3.13 A strong chair is required as discussions need to be well managed to keep the meetings to a reasonable length and individual discourse to a minimum.

4. Functions and Role

- 4.1 Ward Forums should not have decision making powers, but they could have the following key purposes/functions:

The ability to:

- i) Act as a forum for people within the Ward to raise issues of local significance. (There should be included on the agenda for each meeting a period of 20mins where the general public may ask questions relating to the provision of services).
- ii) Resolve issues raised or refer them to the appropriate agency for resolution
- iii) Scrutinise local Council deliver and performance
- iv) Act as a consultative forum where issues are referred to Area Committee
- v) Engage with communities to help make choices about local service delivery where appropriate
- vi) Promote and encourage all aspects of Community Safety in close collaboration with West Yorkshire Police

- vii) Update and maintain information on the profile of the ward
- viii) Enable Elected Members to reflect local concerns about service delivery and policy at strategic Council committees that they are members of.

4.2 Proposed Ward Forum Core Membership:

- Ward Councillors
- Police
- Youth Service
- Aire Valley Homes
- Local Business Associations
- Local Neighbourhood Watch Schemes
- Community and Voluntary Organisations

- 4.3 In addition to core members there would be an open invitation to press and public at each meeting. Agencies would be on mailing list for information but would attend, as and when invited, to speak on specific issues.

Agency Membership

- ASBU Officers
- Neighbourhood Wardens
- PCT
- Parks and Countryside
- Learning and Leisure

- 4.4 It is suggested that community group membership at each ward forum be 1 or 2 per group with a named substitute. Among the groups invited to participate would be:

- Resident Associations
- Parish Councils
- Local Sports Clubs
- In Bloom Group
- Other key Community and Voluntary organisations in the ward

- 4.5 The forums would be chaired by a ward councillor, agreed and appointed by the Area Committee annually at the first meeting of the municipal year. Terms of Reference for each ward forum would also be approved annually at the first meeting of the municipal year by the Area Committee, with the relevant terms of reference then being submitted to the first ward forum meeting for information.

- 4.6 There should be a minimum of 4 meetings a year with each meeting commencing at a time agreed by the ward forum and normally lasting 2 hours. The venue for the forum should be decided by the members of the forum and potentially could be moved around the ward.

- 4.7 Area management will provide support in form of minutes and agendas and researching answers to issues raised. Those issues which can not be answered immediately will be forwarded and dealt with directly by services or may form future agenda items.

- 4.8 Agenda's and papers would be circulated 2 weeks before each meeting. Suggested agenda items not agreed at the previous meeting would have to be submitted prior to

the 2 week deadline. (Appendix 2 for a draft agenda).

5. Communication

- 5.1 The forums would provide an opportunity to bring individuals and groups together from each ward to contribute to debate and also to raise issues of concern. Forums would become a strong method of communication for residents of the ward. At the end of each ward forum meeting the forum members may have a range of issues that they wish to raise at the next Area Committee Meeting. This will form a Key Message report from Area Management on behalf of the ward forum to discuss. This will provide a channel of communication between the ward forums and Area Committee and central policy.
- 5.2 Ward Forums would be launched with a high profile event and good promotion from press releases, posters, leaflet drops, details on Leeds City Council Website and emails to staff to pass on to local community groups. A continued level of promotion would ensure that ward residents were aware of the forum as a method of discussion and tackling ward based issues.

6.0 Next Steps and Consultation Methods

- 6.1 It is proposed that a limited form of consultation will be carried out by Area Management with key parties to raise understanding of ward forums and to determine the level of interest in establishing a new ward forum to influence and steer local service delivery. A subsidiary level of awareness raising will be achieved through local press offering the opportunity to comment.
- 6.2 It is recommended that consultation will begin in Ardsley & Robin Hood due to the well established community groups that are already in place.
- 6.3 Interested parties would include:
- Relevant Ward Members
 - Relevant Parish and Town Council
 - Relevant business forums
 - Voluntary and community sector groups within the catchment area
 - Other interested parties identified by Members.
- 6.4 It is proposed that consultation takes place between October and November and that its outcomes are reported to Members of the Area Committee with an appropriate recommendation. Should a proposal to establish a forum be supported then the inaugural meeting would take place as soon as possible.
- 6.5 It is proposed that the initial consultation to assist in determining the way forward will be carried out in the following order:
- | | |
|------------------------|-------------------------------|
| Ardsley and Robin Hood | November 2007 – December 2007 |
| Morley South | January 2008 – February 2008 |
| Rothwell | March 2008 – April 2008 |
| Morley North | May 2008 – June 2008 |

7.0 Implications For Council Policy and Governance

7.1 There are no direct implications for the above as a result of this report.

8.0 Legal and Resource Implications

8.1 The Council's Constitution permits an Area Committee to establish area or issue based forums, such as Ward Forums, to act in an advisory or consultative capacity only. Such forums may cover the whole of the Committee's area, or smaller areas within it, such as one ward.

8.2 The Area Committee shall determine the terms of reference for any forum established and how the membership of it will be decided.

8.3 Resource implications will be that officer and member time will be utilised to a greater efficiency by reducing a the number of meetings they are required to end but, there will be a substantial improvement in community consultation.

9.0 Conclusions

9.1 The report outlines the need, aims, functions and consultation arrangements of developing a system of Ward Forums in the Outer South in the addressing the key priorities for the area.

10.0 Recommendations

10.1 Members of the Outer South Area Committee are asked to:

- Note this report.
- Agree in principle to Ward Forum structure as a vehicle to deliver ADP in the Outer South Wards.
- Agree to officers of the Area Management Team undertaking a brief consultation with the interested parties listed at 6.3 to determine the level of support for a new area forum covering Ardsley & Robin Hood and to report the consultations outcomes back to Members of the Area Committee.

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Appendix 1

Terms of Reference –Ward Forum of Outer South Area Committee

1.0 Purpose

1.1 To be consulted on joint action for shared priorities to:

- Address social exclusion, inequality and disadvantage experienced by people living in the defined boundary.
- Take action to improve residents quality of life through better and more appropriate public and community led services
- Support the economic regeneration of the area

1.2 To fully involve the community in the development of proposals to improve their area.

1.3 To report progress to the Outer South Leeds Area Committee by means of reviewing action plans and/or annual reports.

1.4 To monitor targets which shows that key performance indicators within the Area Delivery Plan are being achieved and having impact in their area.

1.5 To develop and implement an effective communication and consultation strategy for the target area to ensure as wide a cross section of the community as possible have access to information on the work of the Area Committee and the project work it supports.

1.6 To promote improvements in the delivery of public services to better meet the needs of local communities.

1.7 To promote community cohesion through public service provision and specific initiatives.

1.8 To encourage and promote cross-sector and inter-agency working to achieve the objectives of the Area Delivery Plan.

1.9 To liaise with other area based and generic partnerships as appropriate.

2.0 Membership

2.1 Elected Ward Members for the area.

2.2 Local representatives from all constituted and bona-fide community organisations that operate within the geographic boundary of the Forum.

2.3 Representatives of the following will be invited to be members of the Forum:

- Schools – local governors, headteachers etc
- Faith groups
- Local Business Forums/Associations
- Youth Networks
- Local Neighbourhood Watch Schemes

Appendix 1

- Any other community based associations/organisations as agreed by the Chair.

- 2.4 The Forum will be an open meeting for any individual that resides within the area to attend. Such attendees can only speak however through the Chair.
- 2.5 Representatives of statutory agencies such as the Police, Primary Care Trust, Leeds South East Homes, and Leeds City Council Departments, together with workers from voluntary organisations/projects in the area will be invited to attend the meetings on an advisory capacity.
- 2.6 Membership will be reviewed periodically.

3.0 Chair & Quorum

- 3.1 The Chair is agreed and appointed by the Area Committee annually (at the first meeting of the municipal year).
- 3.2 The meeting will be considered quorate provided at least 1 Ward Member and 2 community representatives are present.
- 3.3 If the meeting is inquorate the Chair will have the discretion to determine if the meeting should continue in order to accept items for information.

4.0 The Meeting

- 4.1 The meeting will have the formal status of an Advisory or Consultative Forum of the Area Committee
- 4.2 The meetings will be held quarterly and set by the Area Committee
- 4.3 Items for the agenda can be requested within a specified time prior to the meeting as agreed by the Forum
- 4.4 Elected Members shall declare their interest, personal or personal and prejudicial, in any matter coming before the Forum and shall comply with the National Code of Local Government Conduct and or any other conduct or protocol relating to the conduct of Members which may be adopted by the Council. All other attendees should also be requested to declare their interest, personal or personal and prejudicial, in any matter coming before the Forum.
- 4.5 Issues which relate solely to the interests of one individual or company shall not be permitted.

Agenda/ Action Plan

1. Welcome / introductions / apologies
2. 10 minute Open Floor
3. Action Plan

Aire Valley Homes	ISSUE	CONSULTATION	ACTION	UPDATE
Hedges				
Environmental Pride				
Focus on NIP's				
Streetscene/Cleaner Neighbourhoods				
Litterbins				
CAST				
Focus on NIP's				
Community Safety				
Police - report on crime figures and hotspot areas				
ASB				
Focus on NIP's				
Town Centre Management				
Update on improvements; schedule; phasing of work; discussion on features.				
Services to Young People				
Update of youth service; programme of activities				
School holiday programme 07/08				

4. Key Messages to Area Committee
5. AOB
6. Date of Next Meeting

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Originator: Peter Mudge
Thomas O'Donovan

Tel: 3951655

Report of Director, Neighbourhoods and Housing Department

Outer South Leeds Area Committee

Date: Monday 10th September 2007

Subject: Town Centre Management – An update

Electoral Wards Affected:
 Ardsley & Robin Hood
 Morley North
 Morley South
 Rothwell

Ward Members consulted
 (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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

Executive Summary

This report provides a summary of the work of the Town Centre Management Project in Morley and Rothwell since April 2007. The report details recent progress and provides Members with the opportunity to explore the work of the project and request further information if required. It is proposed that half yearly updates will be presented to Area Committee.

1.0 Background

The Town Centre Management Project was agreed by Area Committee and included a £10,000 contribution from Morley Town Council. The Town Centre Manager (TCM) was appointed in September 2006 with the remit of driving the revitalisation of Morley and Rothwell town centres. The TCM post is managed through South Leeds Area Management Team and the work is monitored by the Town Centre Management Board and an Action Plan for each town which is updated monthly.

2.0 Developing and Delivering the Strategy

The following headings have been taken from the Action Plans. (Please refer to **Appendix 1** for the independent action plans for Rothwell and Morley.)

2.1 Town Centre Management Board (TCMB):

Minutes of board meetings are attached at **Appendix 2**. The Board is responsible for developing a strategic overview on behalf of the Area Committee. Membership of the board comprises Councillors Stewart Golton (Chair) and Judith Elliott, (Outer South Area Committee) Frank Britton, (Rothwell traders representative) Joy

Goodman, (Morley traders' representative) Councillor Joyce Sanders, (Morley Town Council) Tom O'Donovan, (Area Management Team) and Peter Mudge. (Town Centre Manager) The Board meets on a monthly basis to review the Action Plans, et al and prepares submissions for the Town Centre Partnerships.

Recent Developments:

- Ongoing consideration of TCM work programme
- Approval of summer street entertainment process and programmes for both towns
- Approval of promotional leaflet doordrops for Morley and Rothwell houses.
- Supporting town centre manager on ongoing improvements to operation and appearance of town centres. (Car Parking in Morley, Wm Morrison and Marsh Street developments in Rothwell.)

2.2 Town Centre Partnerships (TCPs):

The TCPs are playing an increasingly key role in creating a shared vision for the towns' identities, functions and improved management of the public realm.

Morley TCP is chaired by Councillor Judith Elliott and Rothwell TCP is chaired by Councillor Steve Smith. As well as Councillor's, all businesses and interested groups are invited to quarterly meetings.

Recent Developments::

- Ongoing consideration of TCM work programme and Summit Big Ideas.
- Presentations on issues of potential benefit to the town: Morley TCP of 11th June: Parking limits on Queensway Car Park, progressing outdoor markets, developing town centre gateways, new leisure centre for Morley, introducing new street lighting and other streetscape issues.
- Presentations on issues of potential benefit to the town: Rothwell TCP of 17th May: Potential of an evening economy, temporary car park closures, developing town centre gateways, potential offered by Rothwell 600 celebrations and using boar's head as town symbol, preferred colour for uniform street furniture and process for restoring and upgrading.
- Rothwell's TCP meeting on 16th August: Establishing key features of Rothwell 600 celebrations, Christmas promotions, problems and potential of town centre development, TCM work programme, and uniform street furniture update.
- TCM currently sourcing quotes for the painting of all street furniture in Morley and Rothwell Town Centres.

2.3 **Morley & Rothwell Summits: “What’s the Big Idea?”**

The annual Summits provide a valuable opportunity for local contributions to help create a vision for each town. The next Summits are to be held early in the New Year.

2:4 **The Big Ideas: Morley**

2.4.1 **Extended Opening:** “The aim is to promote Morley as open for business from 9am – 9pm (encouraging extended opening for the eateries in 2007 and extending this to general businesses in 2008.) Support wide scale development of a social capacity to the town centre with events and entertainments whenever the chance arises. “

Recent Developments:

- Meetings held with café operators.
- 8 week trial launched of late opening on Thursday evenings
- Meeting being held with Chamber of Trade to consider development of potential.
- TCM funding street entertainments for special evenings.
- Ongoing press coverage.

2.4.2 **Outdoor markets:** “Quarterly specialist markets with strong take-up from local traders and themes not repeating in the same year. On a weekly basis, capacity given for indoor market traders to use the area in front of the market entrance. “

Recent Developments:

- Local traders willing to trade on outdoor markets have met with TCM. The drive is to have a Christmas market and use this to develop ongoing quarterly ones.
- TCM has secured source for renting, setting up and removing external stalls.
- Discussions held with local market providers – Town & Country, Kirkgate, Stockton, Headingley and Skipton.
- As a result of discussions with TCM, indoor market stalls have started to appear on street. Conditions for these stalls are that they must be staffed by a trader also operating within the market and they must have approval from the Indoor Market Manager.

2.4.3 **Town Centre environment, loading / unloading:** “Key stores will be encouraged to move into Morley Bottoms and Fountain Street to ensure an upturn in the general wellbeing of the neighbourhoods. Investigation will be made on possible Highway improvements to encourage the retail revival. “

Recent Developments:

- Procedures underway to introduce limited waiting at Queensway Car Park, Morley.
- Confirmation of traffic enforcement levels.
- Site visits and ongoing liaison with Highways and Streetscene assisting retail revival – Recent visits include detailed site visits and subsequent improvements to Morley Market Place, South Queen Street and Morley Bottoms.

2.4.4 **Linked promotions:** “Projects will be undertaken to ensure successful contact is made with new and existing residents, businesses and events. “

Recent Developments:

- Please refer to 2.7 and 2.8 below.

2.4.5 **Heritage:** “Increase awareness of the town’s history, key to this being a heritage trail, improved signage and investigation of gateways.”

Recent Developments:

- Heritage Trail devised in partnership between TCM, Community Archives and Morley Local History Society.
- Leaflets promoting new heritage trail have been designed by TCM and produced and funded by Delta design and Print.
- TCM suggesting increased promotion for town’s heritage weekend (Sept 08 /09)
- TCM met with Morley local history experts leading to the group gaining use of the town hall tower as office accommodation.

2.5 **The Big Ideas: Rothwell**

2.5.1 **Developing a wider mix of shops:** “Coupled with better promoted links between Marsh Street and Commercial Street, and general marketing of the town centre, there will be improved awareness of the Rothwell offer.”

Recent developments:

- Net increase in range of shops in town centre (including crafts and delicatessen.)
- Range of private sector interest being shown to link town centre trading areas.

2.5.2 **Outdoor markets:** “Sited in the heart of the town, weekly markets could become a major attraction for Rothwell. The preferred option will be for a farmer’s market featuring local produce.”

Recent developments:

- Kirkgate Markets have agreed to invite local food providers to have stalls in Rothwell (Confirmation at August TCP.)
- Stall hire costs and availability have been investigated.
- TCP discussion approved reintroduction of Christmas stalls on Commercial Street.

2.5.3 **Improved connections between shopping areas:** “Place clear signage in Marsh Street Car Park showing the extent of the town centre. Develop ways to increase awareness of the two shopping areas. Encourage junction of Marsh Street / Commercial Street to be better utilised – tables for café, signage pointing to other areas of town centre. Investigate possibility of working men’s club café area being open to the general public.”

Recent developments:

- Pavement café encourages better linkages between pedestrian priority and other areas.

- Signage installed in Car Park promoting shops on Commercial Street and on Marsh Street.
- Working with Council and developer to assemble site for three new shops adjoining Marsh Street Car Park.

2.5.4 **Developing an evening economy:** “TCM will investigate the viability of developing a strong evening economy utilising after-work shoppers from South Leeds. This idea can be developed as required through TCMB and RTCP. “

Recent developments:

- Discussed at the May TCP. Traders felt the economy was too fragile to expand opening at that point. TCM considering draws to make this idea feasible and more attractive to businesses.

2.5.5 **Support for an events management structure:** “Town Centre Manager to promote a quarterly events programme. Increase partnerships with Rothwell Events Team to ensure numbers increase and a firm structure is in place to provide ongoing support. Use town’s 600th anniversary as a major selling point for Rothwell.”

Recent developments:

- Key points from the Summits have been developed as The Big Ideas and now feature as independent points in the TCM Action Plans. (Itemised at the end of this section.)
- Framework created to use 2008 as a positive promotion of Rothwell to enthuse community spirit and support the town centre’s fragile economy during this key year of redevelopment. The framework sees Area Management providing support to key community workers who in turn are assisted by volunteers, agencies and businesses to see major events and projects take place in Rothwell throughout the 600th Anniversary of the granting of its Royal Charter.

2.6 **Calendar of Events:**

In both towns an annual calendar of events has been drawn up and is being implemented for 2007. It is encouraging that, in both towns, the private sector is showing interest in assisting this development. This support includes privately funded jazz bands – Lime Bar and Salute, fair visits, Indoor Market funded street entertainers, Morley Wedding Fair, Rothwell Race Day etc.

Recent developments:

- Partnership work with both Entertainment Committees. Confirmation in principal to Committees devising events programme with TCM providing co-ordination and supplementary support. (Publicity, problem solving, extra volunteers etc)
- Publication of second calendar of events for quarter to 30th September
- Introduction of TCM funded street entertainers in both towns on Saturdays in August and in Morley on July / August Thursday evenings. (Supporting evening café culture.)

- Introduction of weekend fairground rides in Morley town centre and similar proposal for Rothwell.
- TCM is currently identifying a partner organisation who could enable a crib placed in the Town Hall which is visible from Queen Street as part of the Christmas celebrations.
- Morley Indoor Market, Lime Bar introducing evening entertainers.

2.7

Promotional Strategy:

A framework has been developed for both towns. The focus is on increasing footfall in the towns by encouraging greater local usage and investigating unique selling points to broaden the appeal to people from surrounding areas.

Recent developments:

- Tender process completed within Morley, Rothwell and LCC Departments leading to awarding of contract to Delta Design & Print.
- Leaflet doordrop undertaken to 17,000 homes in Morley area (reaching 60,000 people)
- Leaflet doordrop underway to 12,000 homes in Rothwell area (reaching 35,000 people)
- Ongoing liaison with regional and local media. (Includes Evening Post, Yorkshire Life and events inclusion on websites and exploring further website potential.)
- TCM is now introducing promotion and liaison with communities in the Morley and Rothwell conurbations. This includes East and West Ardsley and Robin Hood.
- It is hoped that residents of Ardsley and Robin Hood will develop an increasingly strong partnership with Morley and Rothwell and, in addition to ongoing promotions, TCM intends using Morley Literature Festival and Rothwell 600 as mechanisms to develop partnership approaches with these areas.
- TCM has discussed with Metro, Arriva and First the opportunity to provide improved bus linkage to Ardsley (particularly East,) Robin Hood and Morley and Rothwell. This issue is being pursued and was most recently discussed between TCM and Metro on Thursday 16 August.

2.8

Social, Cultural & Economic:

The creation of a more vibrant town centre, the promotion of the town centres as family and community friendly places and increased usage as a social venue by residents and visitors. This includes identifying ways to improve the towns' aspect through making it a cleaner, more social and a more pleasant location.

Recent developments:

- In Morley there has been strong support for strengthening the offer through development of a café culture and entertainments – supported by public and private sectors and media.
- A positive partnership is developing with major stakeholders in the town including Market Square owners, Town & Country Markets and Property owners.
- Land Securities on behalf of White Rose has provided grant aid to projects in Morley and ideas are progressing for Rothwell.

- In Rothwell there is a queue of potential new retailers and reputedly some units have 9 potential lessees. (The situation is of course confused due to so many units being in a state of repair or compulsory purchase.)
- In both towns pavement cafes and increased use of pedestrian priority areas – outside tables and street displays are assisting promotion and increased use.
- Investigation is underway to propose an improved performance area at the bottom of the Precinct (chess board).

2.9 **Liaison with Private Sector:**

The private sector is being encouraged to take an ever more active role in the economic wellbeing of Morley and Rothwell.

Recent developments:

- TCM keeps in close contact with Wm Morrison and other developers including the former Coach & Horses site and potential redevelopment of Rothwell Windows into retail units and accommodation.
- Interest is being shown in all available retail units on Queen Street, Albion Street and Morley Market Square. The market has seen a significant rise in the number of occupied units. Some shop units are now being renovated on Fountain Street and the TCM has met with a company interested in renovating retail units on Chapel Hill and The New Pavilion.
- TCM is supporting Morley Chamber of Trade's efforts to raise membership. One option is for the Chamber to expand to cover both towns. TCM to present ideas at Morley Chamber of Trade's October meeting.

2.10 **Liaison with Public Sector**

The TCM has developed an ongoing reporting mechanism as well as developing new ideas for public sector work within the towns.

Recent developments:

- Discussions and / or meetings are underway with numerous agencies and council offices including Parks, Leisure, Planning, Highways, Asset Management and Transport providers to consider various aspects of town operation.

2.11 **Crime & Fear of Crime:**

The role of TCM is to provide support as required to existing and new security systems. It can play a meaningful role in reducing the fear of crime in town centres and, through providing entertainments and attractions, and encouraging extended opening, make the town centres a more friendly place to visit.

Recent developments:

- Attended July tasking and meet with Police on ongoing basis including TCPs.
- Ongoing partnership approach with Neighbourhood Policing Team & PCSOs operating in both towns.

- Carried out Rothwell Town Centre assessment with Police Insp Derek Oldham.

3.0 Research: Information and Monitoring

This will provide an evidence base to determine actions and inform future plans.

Recent developments:

- The health check for Morley and Rothwell is being compiled and will be available for the March Area Committee. Statistics have been received concerning safety and security and aspects of the economic life of the town. Further details on the economic base of each town are being researched.
- TCM has assisted Leeds Met students in using Morley and Rothwell as case studies on developing sustainability through the town centres. The comments are being collated by TCM and will be presented to TCMB in October 2007.

4.0 Town and District Projects:

4.1 Morley Bottoms:

Work progressing led by Project Team, TCM inputs as required and on adjoining areas. TCM has recently liaised with developers interested in developing sites at the top of Chapel Hill.

4.2 Marsh Street Car Park:

This was the first Town and Districts project to be completed. The official opening took place in advance of the carnival and was attended by Councillors and members of the public. The work has included relaying the entire car park to increase the number of available spaces and providing a much improved driving surface. As part of the replacement of street lighting, new lighting has also been installed throughout the site.

5.0 Wm Morrison - Rothwell:

TCM meets with Wm Morrison's representatives on a regular basis to discuss and resolve current and anticipated issues. The majority of discussions concern Rothwell however ideas are also considered for Morley.

TCM also meets with council officers, transport providers and businesses to discuss scheme progress and provides a regular column in the Wm Morrison's Rothwell news sheet.

6.0 Office Base:

6.1 Morley:

A suitable site has still to be found. The key issue is accessibility and value for money.

6:2 Rothwell:

A suitable site has still to be found. The key issue is accessibility and value for money. Progression of the Wm Morrison redevelopment in Rothwell has temporarily led to a severe shortage of premises.

7.0 Budget

Arrangements for the efficient operation of the TCM Budget were agreed by the Area Committee in February. This involves the delegation of the operational budget to the Area Manager as the Area Committee's designated officer. As part of this delegation the Area Manager was given authority to spend up to £5,000 on any one single item of expenditure.

8.0 Future

Reports will be brought to the Area Committee on a six monthly basis.

9.0 Recommendations

Members of the Outer South Area Committee are requested to:

- (a). Note the contents of this report and consider any actions

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Activities	Partners	Outputs	Outcomes	Tasks to do/date	Updated to <u>20.08.07</u>
<u>DEVELOPING AND DELIVERING THE STRATEGY</u>					
1.					
1:1 Town Centre Management Board (TCMB)	Outer South Area Committee, Morley traders, Morley Town Council, Area Management Team.	a) Town Centre Management Board for Morley and Rothwell. b) Town Centre Action Plans produced for Morley & Rothwell. c) Consider other areas of work.	TCMB to guide the strategy for regeneration of both town centres. TCMB to oversee work programme for Town Centre Manager (TCM) Better inform & co-ordinate work of Town Centre partnerships.	Convene monthly meetings. <i>Next: 11/09/07</i> Distribute agenda / papers and minutes. <i>Thurs before meeting</i> Produce Forward Plan. <i>Progressing</i> Plan review of Board operation after 12 months. <i>September 07</i>	

Activities	Partners	Outputs	Outcomes	Tasks to do/date	Updated to <u>20.08.07</u>
<p>1:2 Morley Town Centre Partnership (MTCP)</p>	<p>TCP members To include LCC, Morley Town Council, Police, Voluntary Sector plus TCM, Traders, key town centre groups.</p>	<p>Develop an integrated partnership between TCMB and MTCP to provide greater benefits to Morley Town Centre.</p>	<p>Clear project implementation mechanism incorporating TCMB and MTCP. Wide representation of membership from public, private and voluntary sector will create better inform community.</p>	<p>TCM to oversee agenda and papers for MTCP meetings. <i>Agree with Morley TCP Chair 2 weeks before</i> Ongoing referral of appropriate issues to MTCP. <i>Next meeting</i> Prepare annual Summit to develop Big Ideas <i>Prepare Nov 07 for event in 2008</i></p>	

Activities	Partners	Outputs	Outcomes	Tasks to do/date	<u>Updated to 20.08.07</u>
<p>1:3 a)</p>	<p>AMT, TCMB, Chamber of Trade, Partnership, police, Ents Committee, traders media.</p>	<p>Targets identified and preferred routes to achieve them.</p>	<p>Increase number of shoppers in town Increase takings for local business Increase ongoing appeal of town centre Increase convenience of town centre Increased evening and Sunday trading Develop a restaurant and café culture</p>	<p>Encourage more cafes and evening economy providers to open in the town <i>Ongoing</i> Liaise with restaurants and cafes to encourage evening opening <i>Ongoing</i> Liaise with media to promote evening opening <i>Ongoing</i> Encourage evening entertainments Highlight extended opening in promotional literature <i>Tender document agreed</i> Encourage retailers to open late – the vanguard being the restaurants and cafes <i>Ongoing</i></p>	<p>Events & Promo leaflets progress. Printed and door drop complete Street entertainers performing on Saturdays and Thursday evenings</p>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	<u>Updated to 20.08.07</u>
<p>1:3 b)</p>	<p>Highways, Streetscene, Police, Arriva, Metro, Parking Enforcement, Chamber, AMT, TCMB, Partnership, Retailers</p>	<p>Quarterly Specialist Markets supported by existing town traders.. Ongoing outdoor stalls in town centre Close liaison with indoor market Booking procedure for stalls and streetsellers.</p>	<p>Major increase in shoppers Increased footfall and takeup of units in indoor market Increased takings for town businesses Greater numbers of appropriate streetsellers.</p>	<p>Introduce an agency arrangement for running of 4 specialist markets per year. <i>General market on 8.12.07</i> Ensure themes are appropriate to the town and not repeated in year. <i>Appropriate but not specialist</i> Provide funding and appropriate support to ensure major promotion Ensure agents are committed to markets running the length of upper Queen Street. <i>Way forward confirmed</i> Develop licensing form to streetsellers. Meeting with Parking to develop a unified approach to on street parking. <i>Correspondence and discussions held</i></p>	<p>Met with businesses to discuss potential of a locally run outdoor market. Looking to undertake in partnership whereby businesses encourage others in town to have stalls. Stalls to be accessed through TCM. Indoor Market support. <i>Dec 07</i> Highways and Car Parking have agreed to discuss the way forward.</p>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	<u>Updated to 20.08.07</u>
<p>1.3 Retail Environment</p> <p>c)</p>	<p>Indoor Market, traders, Chamber, AMT, TCMB, Partnership, Media, Police, Highways, Streetscene</p>	<p>Liaison with Partners to ensure ongoing convenient access to the town centre</p> <p>Encouraging stronger and more sympathetic partnership between Parking Enforcement and businesses.</p> <p>Improved accessibility to and around the town centre.</p>	<p>Improving accessibility ensuring more shoppers visit the town.</p> <p>Increased take-up of empty units – especially in Morley Bottoms and Fountain Street.</p> <p>Improved loading / unloading and events provision at top of Queen Street.</p>	<p>Metro and encourage – where appropriate – for increased bus provision. Meeting 20.05.07</p> <p>Ongoing monitoring of bus loading / unloading. 20.05.07</p> <p>Investigate viability of road train linking with train station and car parks around centre.</p> <p>Enable temporary road closures to extend along Queen St from Hope St. <i>Investigating partnership approach</i></p> <p>Assist with and monitor Council's car park strategy. Sept 07</p>	<p>Car Park meeting held. Press coverage underway.</p> <p>Discussed issues with Highways and set to progress.</p> <p>Highways confirming best funding source for car park survey</p> <p>Street entertainers under way on Saturdays and Thursdays.</p> <p>Door drop leaflet completed</p>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	<u>Updated to 20.08.07</u>
<p>1:3 d)</p>	<p>TCP, TCMB, White Rose, Indoor Market, Traders, Eateries, Sponsors.</p>	<p>Joint marketing initiatives Development of linked initiatives (literature festival and cafes, St Georges Day and traders etc, residents and markets.) Information provided to new residents Ongoing promotion of town to local residents</p>	<p>Greater marketing of the town centre More attractions for the town centre Increase number of local shoppers Increase repeat visits by local shoppers Increase social visitors to the town centre</p>	<p>Develop ideas for linked promotions. (Outdoor market, evening music etc) <i>Ongoing</i></p>	<p>Held initial meetings with market, White Rose. Ongoing development of ideas confirmed. Key cafes have supported partnership working on evening events, literature festival and town promotion. <i>18.08.07</i></p>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	Updated to 20.08.07
<p>1:3 Heritage</p> <p>e)</p>	<p>Historical Soc, Morley in Bloom, Morley Murals Soc, Partnership, AMT, TCMB.</p>	<p>Improved storage and promotion of town's archives.</p> <p>Heritage Trail for Morley.</p> <p>Improved appearance for town's heritage</p> <p>Increased soft landscapes and utilisation of such.</p>	<p>Greater public interest in town's history.</p> <p>Increasing number of visitor's discovering town's history.</p> <p>Improved appearance to town centre leading to more shoppers and an improved cultural aspect.</p>	<p>Assist with provision of heritage base for town. <i>Heritage meeting on 01.05.07</i></p> <p>Assist as required with improvements to town's heritage (Siegen Phone Box, Statues, St Mary in the Wood etc.) <i>Met on 18.04.07. Ringing BT to progress</i></p> <p>Produce and distribute Heritage Trail pamphlet <i>Ongoing</i></p> <p>Ongoing promotion of heritage provision in the town.</p> <p>Heritage Day in June to launch trail / leaflet and promote all aspects of heritage. <i>08.07</i></p>	<p>Trail Leaflet printed and being hand distributed. <i>10.08.07</i></p> <p>Town Hall Tower being made available to Heritage Society <i>10.08.07</i></p> <p>Confirmation received that Yorkshire Electricity have been paid to disconnect Siegen Box <i>07.07</i></p> <p>Town Twinning Section to find more appropriate memento to replace Siegen Phone Box.</p>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	Updated to 20.08.07
<p>1.4 Promotional Strategy</p>	<p>TCMB, TCPs and AMT.</p>	<p>Strategy created and approved by TCMB & TCP.</p> <p>Promotional campaign developed & launched.</p> <p>Strong communications partnerships developed using the local, regional and specialist media, leaflets, posters, displays, exhibitions etc.</p>	<p>A greater regional awareness of the town's attractions.</p> <p>Increased footfall and an improved town centre economy.</p> <p>Attraction of new businesses to the town</p> <p>Create positive promotion of the town centre.</p>	<p>Prepare, budget and develop promotional strategy. <i>Invites to be sent out 4.05.07</i></p> <p>Scope promotional campaign. Themes/ cost / delivery etc. <i>Included in tender</i></p> <p>Develop tender brief & clear with procurement unit. <i>Completed</i></p> <p>Utilise all opportunities to encourage new residents to increasingly visit the town centre.</p> <p>Make contact with new businesses whose input will benefit the town's economy. <i>Ongoing</i></p> <p>Produce timeline for optimum operation of strategy. <i>16th March</i></p>	<p>Door drop leaflet distributed. <i>Distributed by end July 07</i></p> <p>Expand door drop mechanism to cover Ardsleys. <i>10.08</i></p> <p>Contacting Yorkshire Life and other regional mags to raise press interest – next Metro and Y Post <i>Ongoing</i></p> <p>Quarterly events leaflet printed <i>Done Summer 07</i></p> <p>Morley events distributed to South Leeds schoolchildren in “Summer Chill” leaflet <i>07/07</i></p>

Morley Action Plan 2007/ 08

Activities	Partners	Outputs	Outcomes	Tasks to do/date	<u>Updated to 20.08.07</u>
<p>1:4 Develop and cost annual calendar of events to complement the overarching strategy.</p>	<p>Morley Entertainments Committee, Events organisers, TCM, MTCP, TCMB.</p>	<p>Varied & dynamic annual calendar of events for Morley Town Centre. Calendar of events received by MTCP for implementation.</p>	<p>Increased profile for the town. Increase promotion of the town centre to residents and visitors. Increase spend in town centre. Increase community cohesion</p>	<p>Form strong partnership with the Morley Entertainments Committee and other providers. <i>Ongoing</i> Compile quarterly calendar of events. <i>Due Sept 07</i> Prepare an annual budget for TCM involvement in events. <i>Update for board meetings</i> Where appropriate, provide support to event organisers. <i>Ongoing</i> Compile list of supplementary events and appropriate organisers <i>Completed - 22 March 07</i> Ensure appropriate marketing of events. <i>Ongoing</i></p>	<p>Street ents underway: Performers on Thursday evenings (start of July to end of August) And on Saturdays from end of July to end of August.) Second events calendar has been distributed</p>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	Updated to 20.08.07
<p>1:5 Encourage the private sector to play an increasingly active role in improving Morley Town Centre</p>	<p>Chamber of Trade, LVA, Businesses in the Town Centre, media, businesses wishing to assist the town centre, public sector. interest groups.</p>	<p>Improved partnership working on issues affecting Morley Town Centre. Encourage business to support town centre improvement Ensure businesses have a voice in decision-making Businesses are kept informed of progress made by TCM.</p>	<p>Improved resolution of problems. Stronger partnership between the private and public sectors. A more user-friendly town centre. Increased footfall and improved town centre economy.</p>	<p>Gain support from key figures within the private sector. This includes the White Rose Centre. <i>Ongoing</i> Invite businesses to weekly Town Centre Management “surgeries” <i>From 28 / 11 / 06 ongoing</i> Promote good practice throughout business sector <i>Ongoing</i> Regularly meet with businesses, (including Chamber of Trade,) and offer an open door policy. <i>Ongoing</i> Create a newsletter and email based system to keep businesses updated on progress. <i>Ongoing</i></p>	<p>Encouraging planning to enforce repairs to 45 / 47 Queen St. Enforcement inspected Passed new business to Buckle’s site <i>10.07.07</i> Initial discussions with Chamber leaders concerning potential to expand Chamber <i>Discussions on 11.08.07</i> Working with indoor market and local shops to assist with outdoor events and promotion benefiting town. Market entertainers now underway <i>Ongoing</i></p>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	Updated to 20.08.07
<p>1:6 Encourage partnership working with the public sector to improve Morley Town Centre</p>	<p>Morley Town Council, Police, Probation Service, private business, AC, AMT, Press Office, Leisure & Learning, Streetscene, Groundwork, Civic Services, Highways, Development Control etc.</p>	<p>Improved partnership working on issues affecting Morley Town Centre</p> <p>Providing cohesion between diverse policies: Highways, parks, events team etc.</p> <p>Speedier resolution of issues affecting the town centre.</p> <p>Where required, encourage the public sector to support town centre improvement.</p> <p>Other actions as required.</p>	<p>Faster resolution of problems.</p> <p>Stronger partnership between the public and private sectors.</p> <p>A more user-friendly town centre.</p> <p>Increased footfall and improved town centre economy.</p>	<p>Gain support from key figures within the public sector. <i>Ongoing</i></p> <p>Develop good working relationships with operating staff. <i>Ongoing</i></p> <p>Develop Weekly Town Centre Audit, link to Streetscene and other appropriate services. <i>w/c 26th Feb</i></p> <p>Invite appropriate representation to weekly TCM “surgeries” <i>From 28 / 11 / 06</i></p> <p>Ensure businesses liaise with appropriate departments / agencies. <i>Ongoing</i></p> <p>Create an email based system to keep departments / agencies updated on progress. <i>30/06/07 - distribution</i></p>	<p>Gateways initial ideas went to Partnerships. Need to determine way forward. <i>10.07.07</i></p> <p>Chase asset Management over removal of Siegen phone and installing electric. <i>20.08.07</i></p> <p>Speaking with Town Hall regarding placing electricity supply for town square. Site visit held. Facilities leading on installation <i>Chased 20.08.07</i></p> <p>Obtaining quotes for seeing repainting of Uniform Street Furniture. <i>08.07</i></p>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	Updated to <u>20.08.07</u>
<p>1:7 Assist with strategies designed to reduce crime and fear of crime in the Town Centre</p>	<p>Police, Community Safety, AC, Streetscene, Highways. Trader groups, daytime and evening businesses.</p>	<p>TCMB to keep updated evidence-based work details on town centre safety issues. Ongoing liaison with partners to identify and resolve issues. Encourage greater awareness of ways to reduce crime which is related to businesses. Encourage a greater mix of people to use the town centre out of hours. Other actions as required.</p>	<p>Less crime in the town centre. Town centre is perceived a safe place in which to trade and socialise. Improved anti-crime measures within businesses. Removal of crime hotspots. Increased footfall and an improved town centre economy.</p>	<p>Through Police, Community Safety and Streetscene work with schools, youth sector and other groups, as appropriate, to resolve nuisance related issues. (litter, graffiti, noise etc.) Weekly audit of street environment. <i>Ongoing.</i> Prepare advice sheet for businesses, distribute and gain their response. <i>05 / 07</i> Work with individual businesses to increase crime prevention awareness. <i>08/07</i> Investigate Shopwatch and Pubwatch schemes and advise Police and Community Safety. <i>27 / 02 / 08</i> Promote successes and challenges.</p>	<p>Meeting held with Enforcement, Streetscene and Cllr Elliott on ways to reduce refuse in Morley town centre. <i>13.08.07</i></p>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	Updated to <u>20.08.07</u>
2	<u>RESEARCH: INFORMATION AND MONITORING</u>				
2:1 Undertake Town Centre “Health Check” to provide an evidence-base to determine actions and inform planning.	TCM, Information sources, (LCC, Police,) Joseph Priestley College.	Detailed update of state of town centre. Reference point for council, police and agencies. Reference point for potential new businesses Reference point for potential funders	Provide a baseline on state of town Key areas requiring attention are identified. Increase in business variety Increased funding for town centre improvements	Record: footfall, safety, population, car parking, town centre offer. Business variety, offer, vacant units, potential and profitability. Feed back findings to appropriate bodies. Seek improvements as identified by research. Promote problems and successes. <i>Ongoing</i>	Health check will be overseen directly with AMT. Have police response and am chasing other aspects of the health check audit. <i>Aug 07</i> Have received studies from Leeds Met students. <i>07.08</i>

Activities	Partners	Outputs	Outcomes	Tasks to do/date	<u>Updated to 20.08.07</u>
2:2 Undertake questionnaires	Market research company	Detailed update on issues, perception and usage of town centre. Reference point for council, police and agencies. Reference point for potential new businesses Reference point for potential funders	Provide a baseline on perceived state of town Key areas requiring attention are identified. More user and business friendly town centre. Increase in business variety Increased funding for town centre improvements	Identify research method. 31/03/07 Agree questions and process. Feed back findings to appropriate bodies. Seek improvements as identified by research. Promote problems and successes. <i>Ongoing</i>	TCMB reconsidering needs for this study – needs confirmation. Notified potential partners that this matter is temporarily on hold 07.07
<u>TOWN AND DISTRICT CENTRES</u>					
3					

Activities	Partners	Outputs	Outcomes	Tasks to do/date	Updated to 20.08.07
3:1 Morley Bottoms	Morley Bottoms Working Party, MTCP, AC, Mid range supermarkets / chain stores, Chamber of Trade and local business	Partnership working to achieve project. Investigate if a mid - range general stores can become interested in opening in Morley Bottoms. New stores opening at bottom of Queen St and on Chapel Hill used to benefit existing Morley Bottoms premises	Revitalisation of Morley Bottoms. Increase in footfall and retail take-up benefiting businesses in Scatcherd Park area.	Support Morley Bottoms Project as required. TBC	Discussions being held re bus from station to town centre. <i>Needs progressing with Y Forward</i> Site visit with T&Ds Regeneration Management 22.08.07 Drafting details for convenience store for Morley Bottoms. 21.06.07

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ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
<u>DEVELOPING AND DELIVERING A STRATEGY</u>					
1.					
1:1	Outer South Area Committee, Rothwell traders, Morley traders, Morley Town Council, Area Management Team.	a) Town Centre Management Board for Morley & Rothwell b) Town Centre Action Plans produced for Morley & Rothwell c) Consider other areas of work.	TCMB to guide the strategy for regeneration of both town centres. TCMB to oversee work programme for Town Centre Manager (TCM) Better inform & co-ordinate work of Town Centre partnerships.	Convene monthly meetings. <i>Next: 11.09.07</i> Distribute agenda / papers and minutes. <i>Thurs before meeting</i> Produce Forward Plan. <i>Progressing</i> Plan review of Board operation after 12 months. <i>September 07</i>	

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
1:2 Rothwell Town Centre Partnership (MTCP)	Existing MTCP members (LCC, Police, Vol Sector plus MRTCM, traders, Entertainments Committee and other key town centre groups.	Develop an integrated partnership between TCMB and MTCP to provide greater benefits to Morley Town Centre.	Clear project implementation mechanism incorporating TCMB and MTCP. Wide representation of membership from public, private and voluntary sector will create better inform community..	TCM to oversee agenda and papers for MTCP meetings. <i>Agree with TCP Chair 2 weeks before</i> Ongoing referral of appropriate issues to RTCP. <i>Ongoing</i> Prepare annual Summit to gain Big Ideas for the coming year <i>Prepare Nov 07 for event in Spring 08</i>	TCM update – including Morrisons responses Christmas mechanisms Rothwell 600 underway – needs discussions groups and key proposals so funding and mechanisms can be worked up Next Rothwell 600 Committee meeting 20.09.07
1:3 a) Developing a wider mix of shops	AMT, TCMB, Partnership, Traders, Wm Morrisons	Greater range of shops. Improved appearance to town centre.	More shoppers. Increased spend in town centre. Improved footfall. Increased sustainability for Town Centre	Identify shortfalls in town's provision and seek to remedy this. Encourage retail sector to concentrate on Commercial Street and Marsh Lane. (With service providers on these roads and elsewhere.	Encouraging rapid decision on land sale for 3 new shops. Met with Andy Gomersal and Cllr Wilson to resolve hold-ups <i>Attending forthcoming meeting 09.07</i> Met Planning and Highways re Morrisons plan for retail mix in town centre 19.07.07

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
<p>1:3</p> <p>General markets</p>	<p>AMT, TCMB, Partnership, Police, Highways, Metro, Market provider.</p>	<p>Have a regular market operating within the town centre.</p> <p>Market to assist with developing evening economy.</p>	<p>Major increase in the number of shoppers visiting town.</p> <p>Major attraction upon which to boost current economy and develop a strong evening economy.</p>	<p>Find agent willing to develop a weekly or monthly market in available spaces along Commercial Street.</p> <p>Ensure sufficient advertising of market.</p> <p>Investigate support for the market to run alongside late night opening</p>	<p>Progressing with Kirkgate Markets officer.</p> <p>Agreed to hold Christmas market running down Commercial Street 12.07</p>
<p>1:3</p> <p>Improved connection between shopping areas</p> <p>3</p>	<p>Existing traders, new traders, AMT, TCMB, TCP, Car Parks, Enforcement, Police.</p>	<p>More attractive routes between different areas of town centre.</p>	<p>Increased profits around town centre</p> <p>Increased public awareness of the true range of items available in Rothwell town centre.</p>	<p>Encourage softened landscapes for Commercial St / Marsh Street junction and for Marsh Street Car Park. <i>Projects underway</i></p>	<p>Assisted with detail of Marsh St development.</p> <p>Assisted opening on 14/07/07</p> <p>Wrote brief history – confirmed with RHS for notice boards.</p>

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
<p>1:3 Developing an evening economy</p> <p>4</p>	<p>Businesses, market, TCMB, Partnership, AMT, Streetscene, entertainers, Police.</p>	<p>Better marketing of diverse areas of town centre.</p> <p>Increased business-to-business trading and promotion.</p> <p>Stop off points between diverse areas of town centre</p> <p>Develop a monthly late night opening mechanism and monitor to assess viability of this becoming weekly.</p>	<p>Increased number of businesses.</p> <p>Greater sustainability for all trading areas within the town centre.</p> <p>Attract shoppers to the town from across South Leeds.</p> <p>Increased income to businesses.</p> <p>Increased promotion and awareness of Rothwell's potential.</p>	<p>This can include pavement cafes and pitches on available sites.</p> <p>Provide town centre signage showing all shopping areas. (Including Butcher Lane.)</p> <p>Encourage businesses to promote inter-trading – possibly through voucher scheme etc.</p> <p>Encourage market provider to lead on this initiative.</p> <p>Encourage support from existing and new businesses. (Including opening, discounts, offers etc.)</p>	<p>Rays Discount shop getting facelift this week by Morrisons 17.08.07</p> <p>Met with couple interested in opening under £1` shop in town – following meeting notified them of Blockbusters site being available</p> <p>Suggested to owner of Hare & Hounds he should investigate outside tables – seemed enthused.</p> <p>Arranging meeting with owner of Salute to consider joint ideas for evenings</p>

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
<p>Page 15</p> <p>Support for a stronger Events Management Structure</p>	<p>Rothwell Events Committee, TCP, TCMB, AMT, interested groups and individuals, media.</p>	<p>Ensure a strong, sustainable events team is in place.</p> <p>Find a team willing to supply a major boost to the town's economy throughout 2008 as the town celebrates its 600th anniversary.</p>	<p>Encourage events to play an increasingly important role in the town centre's economy.</p> <p>Reduce the pressure on current providers</p> <p>Increased appeal for town centre.</p> <p>Increased number of events drawing people to the town.</p> <p>Greater bon homie for existing businesses and residents of Rothwell.</p>	<p>Gain promotion for scheme.</p> <p>Provide entertainments to boost attractiveness of evening economy.</p> <p>Support for an events structure.</p> <p>Encourage the setting up – and subsequent support as required – 600th anniversary team.</p> <p>Help significantly increased the range of attractions in Rothwell town centre.</p> <p>Provide and encourage increased promotion of events.</p>	<p>AMT input confirmed for Rothwell 600</p> <p>Mary Fleet confirmed she is willing to co-ordinate Rothwell 600</p> <p>Key leaders for Rothwell 600 identified including <i>Met on 18.08.07</i></p> <p>Leeds 800 team confirm ongoing interest – at no cost at this stage. <i>08.08.07</i></p>

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
<p>1:4 Draw up and budget an annual calendar of events which fits with the overarching strategy.</p>	<p>Rothwell Entertainment Committee, Events organisers, AMT, RTCP, TCMB.</p>	<p>Varied & dynamic annual calendar of events for Morley Town Centre. Calendar of events received by MTCP for implementation.</p>	<p>Increased profile for the town. Increase promotion of the town centre to Increase spend in town centre. Increase community cohesion</p>	<p>Form strong partnership with the Rothwell Events Committee and other providers. <i>Ongoing</i> Compile annual calendar of events. Prepare an annual budget for TCM <i>Update for board meetings</i> Where appropriate, provide support to event organisers. <i>Ongoing</i> Compile list of supplementary events and appropriate organisers Ensure appropriate marketing of events. <i>Ongoing</i></p>	<p>Events calendar till end of Sept is being prepared. <i>08.07</i> Programme being prepared for year. Markets still being investigated. Developing ideas for a big celebration to commemorate 2008 as Rothwell's 600 Royal Charter celebrations. – (see above) <i>Leader agreed 14.07.07</i></p>

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
<p>1:5 Develop, approve, budget and implement a promotional strategy which fits with the overarching strategy.</p>	<p>TCMB, TCPs and AMT.</p>	<p>Strategy created and approved by TCMB & TCP.</p> <p>Promotional campaign developed & launched.</p> <p>Strong communications partnerships developed using the local, regional and specialist media, leaflets, posters, displays, exhibitions etc.</p>	<p>A greater regional awareness of the town's attractions.</p> <p>Increased footfall and an improved town centre economy.</p> <p>Attraction of new businesses of benefit to the town.</p>	<p>Prepare, budget and develop promotional strategy.</p> <p>Develop tender brief & clear with procurement unit.</p> <p>Scope promotional campaign. Themes/ cost/delivery etc.</p> <p>Make contact with new businesses whose input will benefit the town's economy.</p> <p style="text-align: right;"><i>Ongoing</i></p>	<p>Promotional strategy updated.</p> <p>Doordrop of leaflet currently underway.</p> <p>Second doordrop to include Robin Hood</p> <p>Boar's Head symbol – Unanimous support at Rothwell TCP. – LCC has confirmed availability.</p> <p style="text-align: right;">18.08.07</p>

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
<p>1:6 Develop the social, cultural and economic capacity of the town centre which fits with the overarching strategy.</p>	<p>Streetscene, Highways, Police, RTCP, Rothwell Entertainment Committee, arts providers, cafes, pubs and businesses</p>	<p>Greater range of attractions. Increased use of areas for street theatre, pavement cafes, market stalls, street furniture, litter bins etc. More specialist socially driven businesses such as soft play area, crèche, dry pubs, shopmobility etc.</p>	<p>Increased footfall and an improved town centre economy. Rothwell identified as a family and community friendly area. Increased usage of the town centre as a social venue for new and existing residents and visitors. Improved perception of the Morley offer to residents and visitors.</p>	<p>Liaise with partners to obtain support. <i>Ongoing</i> Encourage business backing including extended opening hours between 4pm and 9pm. Liaise with partners to gain legal permission <i>Ongoing</i> Support projects to benefit town centre's look / operation. Priority for TCM is to assess café possibilities in town centre and get interested businesses to join developing 9am – 9pm economy. Get more litter bins on Commercial Street. <i>Progressing</i></p>	<p>Discussed and sent photos of window display idea to new Morrison's contact. Investigating possibilities of better promotion of town to cyclists. – to feature as an idea in Rothwell 600</p>

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
<p>1:7 Encourage the private sector to play an increasingly active role in Rothwell Town Centre</p>	<p>Traders Association, LVA, Businesses in the Town Centre, RTCP, media, businesses wishing to assist the town centre, public sector., interest groups.</p>	<p>Improved partnership working on issues affecting Rothwell Town Centre. Encourage business to support town centre improvement Ensure businesses have a voice in decision-making Unique selling point identified Businesses are kept informed of progress made by TCM.</p>	<p>Improved resolution of problems. Stronger partnership between the private and public sectors. A more user-friendly town centre. Increased footfall and improved town centre economy.</p>	<p>Gain support from key figures within the private sector. <i>Ongoing</i> Invite businesses to weekly Town Centre Management "surgeries" <i>ongoing</i> Promote good practice throughout business sector <i>Ongoing</i> Regularly meet with businesses, and offer an open door policy. <i>Ongoing</i> Create a newsletter and email based system to keep businesses updated on progress.</p>	<p>I accepted an invite from Morrisons PR agency to write another general town centre update for their next newsletter. (Concentrating on Big Ideas) Meeting with Salute re ideas to promote bottom of town <i>09.07</i></p>

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
1:8 Encourage partnership working with the public sector	RTCP, Police, Probation Service, private business, AC, AMT, Press Office, Leisure & Learning, Streetscene, Groundwork, Civic Services, Highways, Development Control etc.	Improved partnership working on issues affecting Rothwell Town Centre Providing cohesion between diverse policies: Highways, parks, events team etc. Speedier resolution of issues affecting the town centre. Where required, encourage the public sector to support town centre improvement. Farmers Market introduced Other actions as required.	Faster resolution of problems. Stronger partnership between the public and private sectors. A more user-friendly town centre. Increased footfall and improved town centre economy.	Gain support from key figures within the public sector. <i>Ongoing</i> Develop good working relationships with operating staff. <i>Ongoing</i> Develop Weekly Town Centre Audit, link to Streetscene and other appropriate services. Invite appropriate representation to weekly TCM "surgeries" <i>From 28 / 11 / 06</i> Ensure businesses liaise with appropriate departments / agencies. <i>Ongoing</i> Create an email based system to keep departments / agencies updated on progress.	Ongoing – Hare & Hounds, Browns, Ginger Investments, new restaurant <i>(in last month)</i> Site inspection with BT of phone box. They have agreed to tidy it up. Needs chasing. <i>21.08.07</i> Met business owner keen to open in town. <i>11.07.07</i>

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
<p>1:9 Assist with strategies designed to reduce crime and fear of crime in the Town Centre</p>	<p>Police, Community Safety, RTCP, AC, Streetscene, Highways. Trader groups, daytime and evening businesses.</p>	<p>TCMB to keep updated evidence-based work details on town centre safety issues. Ongoing liaison with partners to identify and resolve issues. Encourage greater awareness of ways to reduce crime which is related to businesses. Encourage a greater mix of people to use the town centre out of hours. Other actions as required.</p>	<p>Less crime in the town centre. Town centre is perceived a safe place in which to trade and socialise. Improved anti-crime measures within businesses. Removal of crime hotspots. Increased footfall and an improved town centre economy.</p>	<p>Through Police, Community Safety and Streetscene work with schools, youth sector and other groups, as appropriate, to resolve nuisance related issues. (litter, graffiti, noise etc.) Weekly audit of street environment. Prepare advice sheet for businesses, distribute and gain their response. Work with individual businesses to increase crime prevention awareness. 08/07 Investigate Shopwatch and Pubwatch schemes and advise Police and Community Safety. 27/02/08 Promote successes and challenges.</p>	<p>PubWatch scheme launched for Rothwell 20.06.07</p>

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
2	<u>RESEARCH: INFORMATION & MONITORING</u>				
2:1 Page 126	TCM, Information sources, (LCC, Police,) Joseph Priestley College.	Detailed update of state of town centre. Reference point for council, police and agencies. Reference point for potential new businesses Reference point for potential funders	Provide a baseline on state of town Key areas requiring attention are identified. Increase in business variety Increased funding for town centre improvements	Record: footfall, safety, population, car parking, town centre offer. Business variety, offer, vacant units, potential and profitability. Feed back findings to appropriate bodies. Seek improvements as identified by research. Promote problems and successes. <i>Ongoing</i>	Health check is being undertaken internally. Leeds Met has given me all reports prepared by students concerning their ideas for supporting Rothwell.

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
2:2 Undertake questionnaires	Market research company	Detailed update on issues, perception and usage of town centre. Reference point for council, police and agencies. Reference point for potential new businesses Reference point for potential funders	Provide a baseline on perceived state of town Key areas requiring attention are identified. More user and business friendly town centre. Increase in business variety Increased funding for town centre improvements	Identify research method. Agree questions and process. Feed back findings to appropriate bodies. Seek improvements as identified by research. Promote problems and successes. <i>Ongoing</i>	Ideas have been suggested for ways forward.
2:3 Streetscape audits of : Lighting, Street Furniture, Signage	Highways, Streetscene, Police, RTCP, Private sector, Groundwork, TCM.	Where required, improvements made to lighting, signage, street furniture and appearance of town centre.	More user-friendly town centre. Visually improved town centre. Increased footfall leading to increased profitability. Stronger partnership working. Production of reports to inform decision making and strategy.	Liaise with identified partners for audits to be undertaken. Undertake audits and record results. Gain support for implementation of improvements. <i>Ongoing</i>	Discussions are underway as to the repainting of street furniture. Colour approved at TCP meeting. Needs an agreed way forward prepared and instigated.

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
Appearance of town centre.		Ongoing monitoring of streetscape	A detailed picture of all the social eco components.	Promote problems and successes. <i>As appropriate</i>	Rothwell town centre welcome sign required.
<u>TOWN AND DISTRICT CENTRES</u>					
3					
3:1	AMT, Mouchel Parkman, RTCP, AC, local business	Partnership working to achieve project.	Improved traffic flow in Marsh St Car Park. Improved appearance to Marsh Street Car Park.	Support project and assist whenever invited. Develop 'Topping off' ceremony. Explore with Keith Lander.	Opening Ceremony July 07.
3:2	Wm Morrisons, TCMB, AMT, RTCP, LCC Planning, Streetscene, traders.	Consider and discuss repercussions of proposals Confirm repercussions with partners. Develop ways to attract shoppers throughout period of project.	Better trading base for all Rothwell businesses including good access to all Commercial Street shops. Improved appearance for Town Centre. Development of a unique selling point for the town.	Ensure any potential problems are seen and when possible resolved. <i>Ongoing</i> Encourage business to fully utilise scheme to better benefit the town. <i>22nd November – RTCP business meeting.</i> Through USP, Rothwell starts to develop its potential at the start of the scheme.	Held meeting with planning and highways to research what has been agreed and what is being delivered by Wm Morrisons. 19.07.07 Discussing with Morrisons issues which need clarifying in advance of TCP

ROTHWELL ACTION PLAN – 2007 / 08

Activities	Partners	Outputs	Outcomes	Tasks To Do / Date	Updated to 20.08.07
		<p>Relay Commercial Street on whole length.</p>	<p>Improved appearance and operation of main street.</p>	<p>Ensure the general wellbeing of the town centre is taken into account in advance of second phase detailed permissions. <i>Considered at next meeting with Planning / Morrisons</i></p> <p>Discussed this issue with Metro, Arriva & First. They finally supported my proposal to look at temporary stop at head of Commercial St. Morrisons have agreed to let unloading vehicles access Comm St via their car park.</p>	<p>Meeting arranged with Cllr Golton, Highways, Arriva, Metro and First re ongoing bus provision</p> <p>Accepted Wm Morrisons invitation to write a general piece on town centre issues for their next newsheet. <i>Currently agreeing draft. Met on 01.09.07</i></p>

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LEEDS
CITY COUNCIL

Town Centre Management Board

Tuesday 3rd April 2007
Morley Town Hall

ATTENDANCE:

Cllr Stewart Golton (Chair)	Rothwell Councillor
Cllr Judith Elliott	Morley Councillor
Joy Goodman	Morley Business
Tom O'Donovan	South Leeds Area Management Team
Peter Mudge	Town Centre Manager

1.0 Welcome & Introductions

The Chair, Cllr Golton, welcomed all to the meeting.
Councillor T. Grayshon was also in attendance.

2.0 Apologies

Angela Gott
Cllr Joyce Sanders

3.0 Minutes

The minutes of 6.03.07 were approved and there were no matters arising not covered by the agenda.

4.0 Morley Action Plan Update

Action Plan agreed subject to:

- | | |
|---|----|
| 4.1 Can TCM access advertising on new streetlighting? | PM |
| 4.2 Quarterly events (supplemented by TCM budget) calendar first publication April. | PM |
| 4.3 Heritage Trail from 'Big Idea' going well.
Met with White Rose Centre – re sponsorship on 26 / 2/ 07 include Morley Literature Festival. | PM |
| 4.4 Promotional strategy tender specification to Councillor Golton. | PM |
| 4.5 Link cafes and restaurants to Morley Literature Festival. | PM |
| 4.6 LMU unable to undertake audit & health check. Cllr Golton will contact Tony Rey. | PM |
| 4.7 The chair invited PM to nominate three issues for completion by next meeting. | |
| a) Town Centre map | |
| b) Contact anchor tenants / retailers | |
| c) Specialist markets/clean up Albion Street. | |



LEEDS
CITY COUNCIL

Town Centre Management Board

Tuesday 8th May 2007
Blackburn Hall

ATTENDANCE:

Cllr Stewart Golton (Chair)	Rothwell Councillor
Joy Goodman	Morley Business (Board to Tiers)
Frank Britton	Rothwell Business (Olwyn Fox)
Tom O'Donovan	South Leeds Area Management Team
Peter Mudge	Town Centre Manager

1.0 Welcome & Introductions

The Chair, Cllr Golton, opened the meeting and welcomed Frank Britton as the replacement for Angela Gott.
Ray Ingle – Town & Country Markets North of England Director was in attendance to discuss outdoor market potential within the town.

2.0 Apologies

Cllr Judith Elliott
Joyce Sanders

3.0 Minutes

The minutes of 03.04.07 were approved.

4.0 Matters Arising

4.7

- a) Morrison's have been contacted regarding the possible replacement of town centre maps.
- b) Visible progress in Morley Bottoms with new tenants & coffee vendor tendering to close soon.
- c) See action plan.

5.10

- a) Morrison's to develop ideas w/c 15/5.
- b) Ginger investments on site.
- c) Meeting set up with Rothwell Record regarding 600th celebrations.

PM

5:0 Morley Action Plan Update

In addition to consideration of the Action Plan, Ray Ingle and the TCM jointly presented an update on provision of outdoor markets in both towns.

T&C Markets could bring a major outdoor market to town on a

quarterly basis on a Sunday. Highways would need to give permission for the market to extend from Hope St to Fountain St.

T & C Markets would not be willing to stage an outdoor market in Rothwell unless there was financial support for the undertaking. Although the idea of an evening market was attractive, it would need considerable preparation.

It was agreed that detailed proposals should be worked up by Ray and Peter for both town's and presented to the next board meeting. **PM/RI**

6.0 Rothwell Action Plan Update

In addition to consideration of the Action Plan, discussion as 5.0 above. **PM**

7.0 Any Other Business

None

7.0 Date & time of next meeting

Tuesday 12th June 2007 7.00pm. Small Banqueting Room, Morley Town Hall. **All**



LEEDS
CITY COUNCIL

Town Centre Management Board

Tuesday 12th June 2007
Morley Town Hall

ATTENDANCE:

Cllr Judith Elliott (Chair)	Morley Councillor
Cllr Joyce Sanders	Morley Town Council
Frank Britton	Rothwell Business (Olwyn Fox)
Tom O'Donovan	South Leeds Area Management Team
Peter Mudge	Town Centre Manager

1.0 Welcome & Introductions

In the absence of Cllr Golton, Cllr Elliott opened the meeting and welcomed everyone.

2.0 Apologies

Joy Goodman

3.0 Minutes

The minutes of 08.05.07 were approved.

4.0 Matters Arising

All items covered by the agenda.

5:0 Morley Action Plan Update

Disappointing attendance by traders at MTP was noted.

PM

- Outdoor market to be booked.
- Heritage trail progressing.
- Promotional campaign progressing.
- Events diary to end of June.
- Links to extended opening, pumpkin lantern, smoke free, Morley fair?
- Morley Literature Festival update
- Morrison's issues, Cllrs Judith Elliott/Joyce Sanders & PM to meet Morrison's HQ.
- Market Square being resolved.

6.0 Rothwell Action Plan Update

Good attendance by traders noted at RTP.

PM

- Sense that traders were returning to Rothwell.
- Waiting response from Kirkgate Markets
- Improved signage was discussed.
- Evening economy making slow progress.
- Rothwell 600 to be supported.
- Event diary end of June.
- Promotional campaign as Morley.
- Morrison's issues to progress.

Health checks progressing in house incorporating ideas from Leeds Met students.

Rothwell office base agreed £100 per month.

7.0 Any Other Business

- Street entertainers schedule for Morley & Rothwell agreed (including evenings in Morley) £5,000.
- Car parking in Morley, Mark Jefford developing scheme.
- Cllr Elliott has requested clean ups of all yards.

7.0 Date & time of next meeting

Tuesday 3rd July 2007 at 7.00pm. Blackburn Hall, Rothwell.

All



LEEDS
CITY COUNCIL

Town Centre Management Board

Monday 2nd July 2007
Rothwell One Stop

ATTENDANCE:

Cllr Stewart Golton (Chair)	Rothwell Councillor
Cllr Judith Elliott	Morley Councillor
Frank Britton	Rothwell Business (Olwyn Fox)
Tom O'Donovan	South Leeds Area Management Team
Peter Mudge	Town Centre Manager

1.0 Welcome & Introductions

Cllr Golton opened the meeting and welcomed everyone.

2.0 Apologies

Cllrs Judith Elliott & Joyce Sanders, Joy Goodman

3.0 Minutes

The minutes of 12th June were not available for consideration.

4.0 Matters Arising

All items covered by the agenda.

5:0 Morley Action Plan Update

Disappointing attendance by traders at MTP was noted.

PM

- Outdoor market to be booked.
- Heritage trail progressing.
- Promotional campaign for distribution, subject to agreed changes.
- Events diary for distribution.
- Morley Literature Festival update
- Morrison's issues, Cllrs Judith Elliott/Joyce Sanders & PM to meet Morrison's HQ.
- Streetscene issues including Market Square to be resolved.
- Street entertainers programme launched.

6.0 Rothwell Action Plan Update

Good attendance by traders noted at RTP.

PM

- Marsh Street Car Park near completion.
- Waiting response from Kirkgate Markets
- Improved signage agreed change.
- Evening economy making slow progress.
- Rothwell 600 to be supported.
- Event diary for distribution.
- Promotional campaign in design.
- Discussions with bus operators regarding Morrison's Phase 2.
- Balance of traders also a concern, arrange to meet Morrison's.
- Street entertainers programme launched

7.0 Any Other Business

- Christmas plans, what currently happens & who is responsible?
- Car parking in Morley, Mark Jefford developing scheme.
- Business newsletter quarterly in draft.
- Health checks progressing in house incorporating ideas from Leeds Met students.

7.0 Date & time of next meeting

Tuesday 7th August 2007 at 7.00pm. Morley Town Hall.

All



LEEDS
CITY COUNCIL

Town Centre Management Board

Tuesday 7th August 2007
Morley Town Hall

ATTENDANCE:

Cllr Stewart Golton (Chair)	Rothwell Councillor
Cllr Judith Elliott	Morley Councillor
Cllr Joyce Sanders	Morley Town Council
Frank Britton	Rothwell Business (Olwyn Fox)
Tom O'Donovan	South Leeds Area Management Team
Peter Mudge	Town Centre Manager

1.0 Welcome & Introductions

Cllr Golton opened the meeting and welcomed everyone.

2.0 Apologies

Joy Goodman

3.0 Minutes 2nd July

The minutes of 12th June & 2nd July were agreed.

4.0 Matters Arising

All items covered by the agenda.

5:0 Morley Action Plan Update

Disappointing attendance by traders at MTP was noted. Please see action plan.

PM

- Christmas promotion ideas to next partnership meeting, plus crib in Town Hall.
- Heritage trail leaflet completed.
- Promotional campaign leaflet distributed.
- Events diary distributed quarterly.
- Morley Literature Festival update given
- Morrison's issues, Cllrs Judith Elliott/Joyce Sanders & PM to meet Morrison's HQ.
- Streetscene issues including Market Square discussed, mechanical sweeper issues to be resolved.
- Street entertainers programme ongoing, hoped to be overseen by Entertainments committee which has become sub group of Morley Town Council.
- Health checks progressing in house incorporating ideas from Leeds Met students.
- Power to chess board not resolved.

- Investigate possible piazza at chess board site.
- What about public convenience provision in town.

6.0 Rothwell Action Plan Update

Good attendance by traders noted at RTP.

PM

- Christmas promotion ideas to next partnership meeting.
- Marsh Street Car Park reopened.
- Street Markets no progress?
- Improved signage agreed change?
- Rothwell 600 to be supported.
- Event diary distributed quarterly
- Promotional campaign ready for distribution.
- Discussions with bus operators regarding Morrison's Phase 2.
- Balance of traders also a concern, arrange to meet Morrison's.
- Street entertainers programme ongoing
- Health checks progressing in house incorporating ideas from Leeds Met students.
- Issues of finish at Marsh Street pursued by Planning.

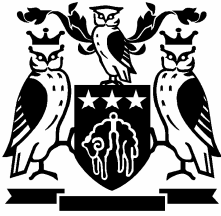
7.0 Any Other Business

- Christmas plans, what currently happens & who is responsible?
- Car parking in Morley, Mark Jefford developing scheme, 3hr max at Queensway.
- Business newsletter quarterly in draft.

7.0 Date & time of next meeting

Tuesday 11th September 6.00pm at Rothwell One stop.

All



Originator: Andy Mills

Tel: 3950805

Report of the Chief Community Safety Officer

Outer South Area Committee

Date: Monday 10th September 2007

Subject: West Yorkshire Police Community Contact Points

<p>Electoral Wards Affected:</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input checked="" 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

The report provides information on West Yorkshire Police's current community contact points and summarises good practice. It asks Area Committees to suggest further potential contact points, and to support the use of council premises if these are so identified.

1.0 Purpose Of This Report

The purpose of this report is to inform Members about West Yorkshire Police's community contact points, to seek Area Committee input into selecting further contact points (based on an evaluation of good practice) and to support the use of any council premises so identified.

2.0 Background Information

In line with local government reform, the police are seeking to improve the ways in which they can be contacted by and engage with the public. One aspect of this is the use of "contact points" based in communities rather than traditional police stations. (Note that this is different to police attendance at forums).

3.0 Issues for the area committee

- 3.1 **Appendix 1** is an extract from an internal West Yorkshire Police (county-wide) review of its contact points. The summary indicates best practice. The most important point is the first one – the contact points should be located where people will go anyway. The arrangements range from the simple to the sophisticated – joint arrangements for sharing premises with other agencies. Some examples include joint surgeries with Ward Members.
- 3.2 **Appendix 2** provides information on current arrangements (note that these were correct at the time of writing but the most up-to-date versions can be found on the relevant Neighbourhood Policing Team webpage – see <http://www.wypnpt.org/>). Specific information on dates has not been included here; the purpose of the list is not to give the full details of contact points but to start a consideration of locations that may improve on these).
- 3.3 Through their local knowledge, Members may be able to propose other potential contact points or indeed be interested in developing further joint arrangements. Any suggestions from the Area Committee should be passed to the local Neighbourhood Policing Team, and the committee is asked to endorse the use of those locations as contact points (especially where these are council premises) if the police follow through on its suggestion. Note that the police's capacity to service further - rather than different – points might be an issue.

4.0 Implications For Council Policy and Governance

There are no implications for policy or governance.

5.0 Legal and Resource Implications

There are no legal and resource implications unless council premises are identified and resources requested to enable their use as contact points. In such cases the implications will be an issue for the relevant service and asset management. This report is not seeking funding for contact points from the Area Committee.

6.0 Conclusions

- 6.1 The use of contact points by the police is part of both the neighbourhood policing and the localisation agendas.
- 6.2 West Yorkshire Police have identified good practice as to operating contact points.
- 6.3 Members may be able to identify opportunities for further good contact points within their wards.

7.0 Recommendation

Members are asked to consider this report and identify any further suitable contact points to the relevant Neighbourhood Policing Team, and the area committee is requested to support the use of identified premises for this purpose.

Community Contact Points – Examples of Good Practice (Extract)

A key aspect for Neighbourhood Policing Teams is the opportunity for face-to-face contact with the public to discuss local problems, many of which are suitable for NPT intervention on a problem-solving basis. Community contact points have a vital role to play in this process.

A survey of existing contact points around the force area in March 2006 revealed some inconsistency around the force, in that some NPTs had fixed regular contact points, whereas others had regular or non regular flexible points. At the Quality of Service Commitments Project Board on 21st June 2006, DCC Hodson agreed that as a general principle, all NPTs should have at least one fixed regular contact point per month, to provide some consistency and clarity for members of the community.

Summary of Good Practice

- **“Watering Holes”** – arrange contact points where people would congregate naturally, in areas that are a focal point for the community and that are likely to be visited for other purposes. E.g. regular coffee mornings, supermarkets, libraries. Using supermarkets etc for contact points has often resulted in issues being raised that are not of a local nature, due to visitors not always living in the locality. However, from a public reassurance point of view, it does give the member of the public the satisfaction of having been able to speak to somebody about his or her issue.

Divisions also need to be aware that the positioning of a contact point could preclude certain members of the community from attending. E.g. using church rooms may put off people not of that faith from attending. In Thornton (Bradford North), they have also experienced that where a contact point was based in church rooms, the church was against having computers installed in the premises.

- **Joint initiatives** - contact points that are jointly run with other partnerships tend to be more effective, in terms of being able to suggest and offer solutions to problems raised at the time.
- **If residents won't come to you, go to them** - e.g. a Reassurance Mapping Project on the Rivers Estate at Airedale/Ferry Fryston, Castleford. This is a previous mining community where the residents historically have tended not to engage with the police. The police turned the tables around by knocking on doors and speaking to residents to find out what local problems existed. This was followed up by a proper action plan and an initiative to deal with the problems. Without this the trust gained by the police would have gone.
- **Flexibility with opening times** - most contact points are only open during office hours, but feedback suggests that this excludes many people in employment with regular hours. Some divisions are currently experimenting with opening some contact points in evenings. However the concern is that these hours may then preclude the elderly from

attending. Possibly the solution could be to alternate day time opening and evening opening of some individual contact points. The disadvantage of this is that premises that open in the evenings are harder to find when looking for accommodation to host community contact points.

- Creativity with staffing - in most Divisions, contact points are staffed using primarily PCSOs, to leave Police Officers free to deal with core business. In Bradford Community Safety area and especially in Keighley Division, Inspector Tony Walker set up community contact points staffed by Police Volunteers. The Volunteers receive training on routing enquiries and complaints and so far have fielded many complaints and enquiries, which previously would have gone to Help Desks. A further advantage of staffing the contact points with volunteers rather than PCSOs was that it left the PCSOs free to do proactive community work.
- Publicity – contact points need to be well publicised, particularly those that are not at a fixed point and not held regularly. Different methods of publicising have been used, such as advertising in local papers, force web site, through Neighbourhood Watch schemes etc.

Accommodation - Often the acquisition or leasing of non-police accommodation, or leasing of police accommodation to other partners is involved in the setting up or continuance of any contact points.

Conclusions

The findings of the research to date identify that the organisation does not have a corporate response to the running of Community Contact Points, particularly in relation to maintaining records of visitors to contact points, information obtained and resulting actions.

Community Contact Points are a form of engagement activity. The force has a Community Engagement Policy and work to date has identified that there are varying degrees of engagement activity taking place. What is apparent is that as an organisation, we do not have systems and processes that allow us to capture our engagement and operational activity. We need to be able to audit that activity and to capture 'who, what, why, where, when and how' it takes place. Proposals have been suggested around the development of an information hub to address this problem, linked to recording key individual networks.

Inspector Penny Abson – HQ Community Safety 5/3/07

Current NPT Contact Points

City & Holbeck

Rothwell: Every Thursday between 4pm and 6pm at Rothwell Library, Marsh Street, Rothwell Centre.

Middleton: Every Wednesday between 2.30pm and 4pm at the St George Centre Middleton. Every Thursday between 2pm and 3pm at the Middleton Family Centre at 256-262 Sissons Road Middleton, a joint surgery with the Leeds South Homes housing representative.

Belle Isle: Between 1130am and 1pm every second Monday at the Belle Isle Family Centre (St Barnabus Church, Belle Isle Road).

Methley: Every second Wednesday of the month between 4pm and 6pm at the Methley Community Centre.

Drighlington: On a weekly basis on Saturdays from 1030am to 1130am at the Drighlington Library, Moorland Road, Drighlington.

Gildersome: Every Saturday on a bi-weekly basis from 10am - 12am at the Gildersome Library.

Ardsley: Every Wednesday from 12 noon to 2pm at East Ardsley Community Centre, Main Street, East Ardsley.

Morley Police Station: The Morley Police Station Help desk is open from 8am - 8pm every weekday from Monday to Friday, and from 10am - 6pm Saturdays. The Help Desk is closed Sundays.

Officers are available to speak to at the following locations on a weekly basis:

Mondays....3pm to 5pm St Lukes Church Malvern Road **Beeston**

Wednesdays....3pm to 5pm Co-Op Town Street **Beeston**

Fridays...4pm to 5pm St Matthews Community Centre St Matthews Street **Holbeck**

City NPT Contact Points: The HUV contact point takes place each Wednesday between 12pm and 2pm at the Round Foundry Media Centre, David Street.

Pudsey Weetwood

Ireland Wood, Tinshill, Cookridge, Adel & Holt Park: (ASDA at Holt Park).

The police contact point at the stables Adel is being discontinued due to lack of attendance. A new venue for the Adel contact point will be the Adel War Memorial Club.

Horsforth (Morrisons on Town Street): Police contact point between 11am to 1pm.

Yeadon & Rawdon: The Morrisons surgery is held on every Wednesday 11am - 12 noon.

Guiseley: Morrisons, Otley Rd 12 noon - 1pm. Surgeries run on the 1st and 3rd Wednesday of the month.

Otley: every Tuesday at Otley Library, Nelson St, Otley 2pm - 4pm.

Pool: 10am - 12 noon on the fourth Thursday of every month at The Methodist Church Hall,

Bramhope: The Robert Craven Memorial Hall between 10am and 11am.

Armley: Armley One Stop Centre, Town Street, Armley, Thursdays, 10am - 12 noon.
Armley Mosque, Brooklyn Terrace between 2.30pm and 3.30pm.

The Armley Street Wardens Surgery is held on Monday mornings 10 - 10:30am at Wortley Community Centre on Green Lane/Tong Road. PCSOs do not attend this on a regular basis.

The Raynville surgery will be held at Hollbush Primary school.

Bramley: every Tuesday 10am-12pm at the Bramley Housing Office, Town St, Bramley.
The Fairfield Police Surgery will be held once a month at Fairfield Community Centre, Fairfield Terrace.

The Rossfield surgery will be held at St. Peters Church.

There is also a surgery held at Whitecote primary School for parents and local residents.

Pudsey & Swinnow: Pudsey One Stop Shop, Pudsey Town Hall between 10am - 12pm.
A Police Surgery is held at St James' Church.

Tyersal: Tyersal Social Club on Wednesdays between 7pm and 9pm.

Tyersal Road at 7.30pm until 9pm.

Farsley: The Police Surgery is held at Farsley Library.

Calverley & Rodley: Calverley Methodist Church, *Chapel Street*.

Farnley: Police Surgery at Cow Close Library

Police Surgery at St James Church Hall, New Farnley on Thursdays 10am until 12 noon.
Police Surgery at St Michael and all Angels Church Hall on Tuesdays 6pm until 8pm.

Wortley: Police Surgery at St John's Church, *Dixon Lane* Wortley at 5pm to 7pm.

The Gambles: Police Surgery is held between 10am-12noon at the Library on *Heights Drive*

North East Leeds

Wetherby - Town Hall

Wetherby school gate contacts:

St. James Primary 3.00pm to 3.20pm

Crossley St. Primary 3.00pm to 3.20pm

Deighton Gates Primary 3.00pm to 3.20pm

St. Josephs Primary 3.00pm to 3.20pm

Thorner - Parish Centre 10.00am

Victory Hall contact point - Parish council meeting 7.00pm

Aberford 7.30pm

Scholes Community Forum Manor House 9.45am

Barwick & Scholes Parish Council Scholes, Village Hall

Barwick Methodist reading rooms 7.30pm

Scarcroft Village Hall 8.00pm

Boston Spa

Boston Spa Comp school gates 3pm – 3.45pm

Millennium Gardens 11 – 11.45am

Bramham - OAP shelter 4pm -5pm

Clifford - Village Hall 4pm - 5pm

Walton and Thorp Arch at Walton Village Hall 4pm - 5pm, 11am - 12noon

Shadwell parish meetings and contact points 7.15pm – 8.00pm

Collingham with Linton parish meetings and contact points 7.15pm – 8.00pm

North East Inner

Sainsburys, Moor Allerton Centre

Lingfields Open House, Alwoodley

North Call, Cranmer Bank, Alwoodley

Stainbeck Church, Stainbeck Road, Meanwood 1pm - 2pm

Open Door (opposite Allerton Grange High School), 225 Lidgett Lane, Roundhay Monday –

Friday 10am-4pm, Saturday 10am-2pm

Tesco, Roundhay Road

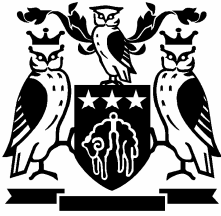
Chapel Allerton Children's Centre (new), Blake Grove, Chapel Allerton 10am-12pm

East Outer

Swarcliffe and Stanks forum at St Gregor's social club

Crossgates Forum at Cross Gates and District Good Neighbours building (opposite Cross Gates Shopping Centre, on Station Road, next to the church)

Halton Moor: Joint surgery with local councillors - Halton Moor One Stop Shop and Halton Library on the first Saturday in every month.



Originator:
Thomas O'Donovan

Tel: 0113 224 3040

Report of the Director of Environment and Neighbourhoods

Outer South Leeds Area Committee

Date: 10th September 2007

Subject: Area Functions Schedules 2007/08

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

Executive Summary

The report sets out the function schedule for services delegated to the Outer South Leeds Area Committee.

1.0 Background

1.1 In September 2004, Executive Board agreed the first executive functions to be delegated to Area Committees. Following on-going discussion, additional functions have been delegated. Below are those functions to be exercised at an area level for 2007/08:

- Community Safety - Neighbourhood Wardens
- CCTV
-
- Streetscene - Waste Management, Recycling Banks
- Public Conveniences
- Children & Young People - Youth Service
- Community Facilities - Community Centres
- Well-being Funding - Revenue & Capital Budgets

1.2 The extent of the delegation for these functions as determined by the Executive is detailed in the Authority's Constitution. This requires that Area Committee Function Schedules are prepared for each executive function that is exercised at an area level. As such, Area Committee Function Schedules for the functions at 1.1 above for 2007/08 were considered and approved by Executive Board on 16th May 2007. These are attached at Appendix 1.

2.0 Main Issues for Consideration

2.1 The Area Committee Function Schedules were developed on the following basis:

- That the authority to exercise those functions will be held concurrently by the Executive Board, Area Committees and relevant Directors (within their scheme of delegated authority).
- That accountability for Area Committee Functions will, as now, rest ultimately with the Executive Board.
- That Area Committees will be required to exercise Area Committee Functions so as to achieve at least specified minimum service standards and performance targets and to contain spending within the available resources.

2.2 Accordingly, the attached Area Committee Function Schedules include the following details:

- Description of the function
- Relevant Executive Member(s) Portfolio
- Responsible Director(s)
- Minimum Service Expectations
- Current and Target Performance
- Resources available on an area basis

2.3 Revenue and capital allocations for Well-being budgets in 2007/08 are shown in the appropriate section of Appendix 1.

3.0 Recommendation

3.1 The Area Committee are asked to:

- a) note the contents of the report and Appendix 1

Area Function Schedules 2007/08



Area Function Schedules Index

<i>Children's Services</i>	Youth Service	Pages 3 - 5
<i>Community Facilities</i>	Community Centres	Pages 6 - 8
<i>Community Safety</i>	CCTV	Pages 9 - 11
	Neighbourhood Wardens	Pages 12 - 14
	Police Community Safety Officers	Pages 15 - 16
<i>Streetscene</i>	Waste Management – Recycling Banks	Pages 17 – 19
	Public Conveniences	Pages 20 - 22
<i>Well Being</i>	Revenue & Capital	Pages 23 - 24

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION: Youth Service			
The delivery of Youth Service area based programmes in respect of: - <ul style="list-style-type: none"> - centre based youth work - detached youth work - Connexions project work with individuals and small groups 			
EXECUTIVE MEMBER(S) PORTFOLIO:			
Executive Member – Children’s Services			
RESPONSIBLE DIRECTOR(S):			
Director of Children’s Services			
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>			
To contribute to the achievement of an improvement in the Council’s overall ‘reach’ target for Youth Services in respect of young people aged 13-19.			
<ul style="list-style-type: none"> • Ensure appropriate targeting of resources to achieve maximum coverage of <ul style="list-style-type: none"> - The key local communities to be prioritised for youth work - The particular social issues of the area to be tackled - Curriculum priorities within the area • Ensure services provided are in accordance with the Council’s Youth Service policy, together with any national expectations or targets upon which the associated Youth Service funding is based. 			
The above minimum standards also relate to services provided through ‘contracting’ arrangements with voluntary organisations in operation in some parts of the city.			
CURRENT AND TARGET PERFORMANCE			
Issue/Performance Indicator(s)	2006/07	2007/08	
Youth Service – Number of Clients			
The level of “reach” into the resident 13 – 19 population	Result 15,321	Target	16,863
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS			
Revenue: 2007/08 £3,796k net expenditure (2006/07 £3,435k net expenditure)			
AGREED BY THE EXECUTIVE BOARD:			
Date: May 2007			

AREA FUNCTION SCHEDULE

FUNCTION:	Youth Service
Description of what the delegated budget represents	
Area full and part time youth workers, Connexions Youth (fully funded by grants) and Youth contracts with the Voluntary sector.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
<ol style="list-style-type: none"> 1. Central functions such as training, quality assurance, service planning and performance. 2. City Wide projects, particularly those externally funded. 3. Central and area senior management and administration. <p>None of these functions can be monitored in terms of direct delivery of service at area level.</p>	
Description of the formula used for apportioning budgets to each area	
50% population, 50% targeted	
Reasons why this particular formula was selected	
<ol style="list-style-type: none"> 1. In line with previous CIT approach and Narrowing the Gap policy, and previous Executive Board approvals of Area Function Schedules. 2. National expectations for Youth Service to offer a targeted service nested within a universal service. 3. Key aim of Youth Service is to support socially excluded young people. 	
Breakdown of the total budget delegated	
	£000s
Expenditure Type	
Employee Costs	3,332
Premises Costs	
Supplies & Services Costs (grants to voluntary organisations)	464
Transportation Costs	
Capital Costs	
Gross Expenditure	<u>3,796</u>
Income	<u>0</u>
Net Budget	<u>3,796</u>

AREA FUNCTION SCHEDULE: YOUTH SERVICE

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/8 Target Performance										
The level of "reach" into the resident 13 – 19 population										
	3003	1639	1523	867	2094	1209	2389	1438	1391	1310
2007/8 Area Based Resources										
Financial										
Revenue	675550	368900	342640	195170	471540	272450	537820	323930	313470	295330

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Note: Resources are distributed across the City with 50% allocated on the basis of 13-19 years population figures and the remaining 50% on the basis of social deprivation data.

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION: Community Centres
Responsibility for a portfolio of community centres vested with the Regeneration Service. This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.
EXECUTIVE MEMBER(S) PORTFOLIO:
Executive Member – Neighbourhoods and Housing
RESPONSIBLE DIRECTOR(S):
Director of Environment and Neighbourhoods
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>
Operation of a portfolio of community centres.
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS
Revenue 2007/08: £668,000 (Revenue 2006/07 £532,000)
AGREED BY THE EXECUTIVE BOARD:
Date: May 2007

AREA FUNCTION SCHEDULE

FUNCTION:	Community Centres
Description of what the delegated budget represents	
Revenue costs associated with the operation of the community centres.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
Non-controllable capital asset charges. Building insurance costs. These elements cannot be effectively monitored or controlled at an area level.	
Description of the formula used for apportioning budgets to each area	
Budgets apportioned based on revenue figures for centres in each area.	
Reasons why this particular formula was selected	
Suits this function and allows Area Committees to control costs for their portfolio of centres.	
Breakdown of the total budget delegated	
	£000s
Expenditure Type	
Rates	62
Rental Support	111
Supplies and Services	20
Caretaking	368
Premises	249
Management and Supervision charges	74
Gross Expenditure	884
Income from Centre Rentals	-111
Income	-105
Net Budget	668

AREA FUNCTION SCHEDULE: COMMUNITY CENTRES

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
Directly Managed	4	0	0	0	2	2	2	2	0	1
Leased	0	4	1	2	2	3	2	3	3	3
Total Number of Community Centres	4	4	1	3	4	5	4	5	3	4
2007/08 Area Based Resources										
Financial										
Revenue										
Rates	20,460	0	0	2,870	7,010	8,070	8,180	11,950	0	3,500
Rental Support	0	26,339	0	5,490	0	18,632	24,534	4,860	26,008	5,300
Supplies & Services	570	1,950	0	0	1,770	1,380	2,510	9,960	650	1,400
Caretaking	124,470	0	0	2,200	91,590	74,050	29,520	40,950	0	5,200
Premises	81,000	1,800		8,000	30,000	55,220	35,000	24,870	0	13,000
Management & Supervision Charges	24,720	220	0	1,220	14,650	15,600	7,810	7,920	0	2,190
Income for Centre Rentals	0	-26,339	0	-5,490	0	-18,632	-25,534	-4,860	-26,008	-5,300
Income	-2,250	0	0	-6,310	-11,100	-44,400	-7,810	-28,700	0	-5,000
Net Revenue	248,970	3,970	0	7,980	133,920	109,920	1,950	59,180	650	20,290

Note: This schedule covers the previously delegated portfolio of centres. Work is being completed on the centres which are transferring from the former Learning and Leisure Department. It is anticipated that this work will be completed prior to the first meetings of the Area Committees in the new municipal year.

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:	Leeds Community Safety – CCTV
<p>The reduction of crime and disorder via Leedswatch by preventing and detecting crime in the areas where CCTV cameras operate. CCTV provides reassurance to communities within the target areas thereby improving the quality of life for people in those areas. Leedswatch works with West Yorkshire Police and other Council Services to target crime reduction activity in high victimisation areas thus taking a co-ordinated approach to reducing anti social behaviour and crime across the target areas.</p>	
EXECUTIVE MEMBER(S) PORTFOLIO:	
Executive Member – Neighbourhoods and Housing	
RESPONSIBLE DIRECTOR(S):	
Director of Environment and Neighbourhoods	
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>	
<ul style="list-style-type: none"> • Provide 24 hour 365 days a year monitoring of CCTV in areas of operation. • Contribute to reducing the fear of crime by facilitating the apprehension and prosecution of offenders and assisting in preventing and aiding detection of crime committed in public areas where CCTV in areas of operation. 	
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS	
Revenue 2007/08: Net Expenditure £652,000 (2006/07 Net Expenditure £605,500)	
AGREED BY THE EXECUTIVE BOARD:	
Date: May 2007	

AREA FUNCTION SCHEDULE

FUNCTION:	Leeds Community Safety – CCTV
Description of what the delegated budget represents	
All costs associated with fixed camera locations, e.g. staffing, monitoring and transmission costs.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
Central management/project development and maintenance contracts (which are city wide). Mobile CCTV retained and is city wide.	
Description of the formula used for apportioning budgets to each area	
Budgets apportioned according to where cameras are actually located - fixed costs.	
Reasons why this particular formula was selected	
Delegated budgets account for most fixed costs apart from city wide and centralised functions.	
Breakdown of the total budget delegated (currently unavailable)	
	£000s
Expenditure Type	
Employee Costs	705
Premises Costs	73
Supplies & Services Costs	161
Transportation Costs	3
Internal Reallocation of Departmental costs	142
Capital Costs	9
Gross Expenditure	1093
Income	441
Net Budget	652

AREA FUNCTION SCHEDULE: CCTV

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
Operational CCTV Schemes	66	6	7	6	11	7	78	14	6	11
2007/08 Area Based Resources Community Safety Checking and Amending Area Breakdown										
Financial										
Revenue	340,460	30,950	36,110	30,950	56,740	36,110	402,370	72,220	30,950	56,740
Income	-159,310	-22,370	-7,120	-6,100	-19,320	-12,540	-171,530	-16,950	-6,100	-19,320
Net Revenue	181,150	8,580	28,990	24,850	37,420	23,570	230,840	55,270	24,850	37,420

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- * Expenditure is apportioned on the basis of where the cameras are located within the areas. (CCTV Mobiles and Repairs are not devolved to Area Management).
- * External Income is apportioned on number of rechargeable cameras located within each area.
- * Costs include those associated with provision of private sector CCTV cameras within each area.
- * Urban Traffic Control cameras, 56 across the city, are not included in the delegated function schedule.

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION: Neighbourhood Wardens
The provision of a range of services, via uniformed patrols of Neighbourhood Wardens to reassure, reduce anti-social behaviour and the fear of crime. Neighbourhood Wardens provide a local patrolling function, assistance in dealing with anti-social behaviour, co-ordination to maintain the physical appearance of areas and offer support to local residents with community safety issues in line with the achievement of Council Policy.
EXECUTIVE MEMBER(S) PORTFOLIO:
Executive Member – Neighbourhoods and Housing
RESPONSIBLE DIRECTOR(S):
Director of Environment and Neighbourhoods
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>
To maximise the impact in terms of public reassurance of Neighbourhood Wardens through the management of their performance matrix of a wide range of duties. To manage resources to ensure that grant funding to the Council is maximised for neighbourhood warden deployment. This includes the achievement of specified outputs, outcomes and milestones in accordance with appropriate grant conditions.
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS
Financial Resources Available (2007/08)
Revenue: £911,947, 2007/08 Gross Budget, £317,991 Net Budget (£908,500 2006/07 gross budget, £336,189 Net Budget)
AGREED BY THE EXECUTIVE BOARD:
Date: May 2007

AREA FUNCTION SCHEDULE

FUNCTION: Leeds Community Safety – Neighbourhood Wardens	
Description of what the delegated budget represents	
Staffing and equipment costs for neighbourhood wardens.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
Central co-ordination, administration and programme management of external resources. Supplies and services budgets (e.g. training) which are difficult to effectively monitor, control and maximise external funding for at an area level. Temporary Funded Neighbourhood Warden posts which are funded from other sources.	
Description of the formula used for apportioning budgets to each area	
Location of Neighbourhood Wardens by area.	
Reasons why this particular formula was selected	
Suits this type of function.	
Breakdown of the total budget delegated	
	£000s
Expenditure Type	
Employee Costs	868
Premises Costs	
Supplies & Services Costs	28
Transportation Costs	16
Capital Costs	
Gross Expenditure	912
Income	-594
Net Budget	318

AREA FUNCTION SCHEDULE: NEIGHBOURHOOD WARDENS

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
Wardens Deployed	9.5 (includes 2 senior wardens)	2.75	4.5	0.75	2.5	0	7	0	1	2
2007/08 Area Based Resources										
Financial										
Revenue										
Employee Costs	274,745	79,531	130,142	21,690	72,301	0	202,444	0	28,921	57,841
Supplies & Services	8,835	2,558	4,185	698	2,325	0	6,510	0	930	1,860
Transportation Costs	4,655	3,078	2,205	368	1,225	0	3,430	0	490	980
**Income	-243,526	-41,578	-71,868	-11,879	-28,697	0	-148,491	0	-24,159	-23,758
Net Revenue	44,709	43,589	64,664	10,877	47,154	0	63,893	0	6,182	36,923

Note:

* NRF budget allocations have been based on % of Super Output Areas in 10% most deprived in each area as was the case in 06/07

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION: Leeds Community Safety – Police Community Support Officers (PCSO's)
The provision of a range of services, via uniformed patrols of PCSO's to reassure, reduce anti-social behaviour and the fear of crime.
EXECUTIVE MEMBER(S) PORTFOLIO:
Executive Member – Neighbourhoods and Housing
RESPONSIBLE DIRECTOR(S):
Director of Environment and Neighbourhoods
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>
<p>PCSO's provide a local patrolling function, assistance in dealing with anti-social behaviour, co-ordination to maintain the physical appearance of areas and offer support to local residents with community safety issues in line with the achievement of Council Policy.</p> <p>West Yorkshire Police will provide a monthly schedule outlining deployment of PCSOs (a minimum of 5 PCSOs per ward) within Council areas.</p> <p>Deployment of PCSOs will be targeted in hotspot areas wherever possible on an intelligence led basis (including soft intelligence from the community, Elected Members and data from the Council), and or Divisional Community Safety Partnership Strategic Intelligent Assessment.</p> <p>Performance meetings will be held at Area Management level on a quarterly basis between the Area Management Team and the relevant Neighbourhood Policing Team Inspector.</p> <p>The main point of contact with the Police Authority at a Divisional level with the Council in relation to PCSO deployment will be the Area Community Safety Coordinator.</p>
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS
Resources Available (2007/08)
Leeds City Council funding has ensured that there are sufficient resources for the Police to deploy 5 PCSOs per ward across the City in 2007/08.
AGREED BY THE EXECUTIVE BOARD:
Date: May 2007

AREA FUNCTION SCHEDULE: POLICE COMMUNITY SUPPORT OFFICERS

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
PCSOs Deployed by West Yorkshire Police (based on 5 per ward)	20*	20	15	15	20	20	15	20	10	15
	* 5 extra PCSOs deployed in this area									

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:	Waste Management –Recycling Banks
The provision of bring banks and the management of contracts to ensure products are collected and recycled.	
EXECUTIVE MEMBER(S) PORTFOLIO:	
Executive Member - City Services	
RESPONSIBLE DIRECTOR(S):	
Director of City Services	
MINIMUM SERVICE EXPECTATIONS	
To provide recycling banks at suitable locations throughout the city to enable the public to dispose of items such as glass, plastic, etc. All in accordance with the Integrated Waste Management Strategy and Action Plan.	
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS	
Revenue 2007/08: Gross Expenditure £24,560 Net Expenditure £24,560 (2006/07 Gross £24,000, Net £24,000)	
AGREED BY THE EXECUTIVE BOARD:	
Date: May 2007	

AREA FUNCTION SCHEDULE

FUNCTION:		Waste Management –Recycling Banks
Description of what the delegated budget represents		
Apportionment relates to repairs & maintenance and transport costs associated with non Household Waste recycling banks.		
Details of the service elements that have not been delegated and the reason why they were not delegated		
Waste Management is a city wide, demand led operation, with a significant level of expenditure that relates to disposal costs that cannot readily be allocated or apportioned.		
In addition the incidence of Household Waste Sites are not distributed geographically equally across the City. Therefore allocation to areas be on a geographical basis and would not be a reflection of where users of these sites reside.		
Description of the formula used for apportioning budgets to each area		
In the absence of any other data this was determined to be the most equitable method.		
Reasons why this particular formula was selected		
Expenditure apportioned equally on a pro rata basis based on the number of Recycling Banks in each area.		
Breakdown of the total budget delegated		
Expenditure Type		£000s
Employee Costs		0
Premises Costs		0
Supplies & Services Costs		25
Transportation Costs		0
Capital Costs		0
Gross Expenditure		25
Income		0
Net Budget		25

AREA FUNCTION SCHEDULE: RECYCLING BANKS

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
No. of Recycling Banks	69	56	39	54	52	60	72	62	52	32
2007/08 Area Based Resources										
Financial										
Revenue	3,090	2,510	1,750	2,420	2,330	2,690	3,230	2,780	2,330	1,430
Income										
Net Revenue	3,090	2,510	1,750	2,420	2,330	2,690	3,230	2,780	2,330	1,430

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:	Public Conveniences
Public Conveniences - The scheduled cleansing and maintenance of public conveniences.	
EXECUTIVE MEMBER(S) PORTFOLIO:	
Executive Member - City Services	
RESPONSIBLE DIRECTOR(S):	
Director of City Services	
MINIMUM SERVICE EXPECTATIONS (to be applicable to all Area Committee areas)	
<ol style="list-style-type: none"> 1. Daily opening and closing of facilities. 2. Daily cleaning of facilities. 3. Maintenance of facilities as required. <p>All in accordance with the Public conveniences Policy and Strategy</p>	
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS	
2007/08 Gross Expenditure - £242,050, Net Expenditure £242,050 (2006/07 Gross £186,630, Net £186,630)	
AGREED BY THE EXECUTIVE BOARD:	
Date: May 2007	

AREA FUNCTION SCHEDULE

FUNCTION:		Public Conveniences
Description of what the delegated budget represents		
All expenditure (except capital) associated with providing this service.		
Details of the service elements that have not been delegated and the reason why they were not delegated		
Not applicable		
Description of the formula used for apportioning budgets to each area		
Expenditure apportioned equally on a pro rata basis based on the number of public conveniences in each area.		
Reasons why this particular formula was selected		
In the absence of any other data this was determined to be the most equitable method.		
Breakdown of the total budget delegated		
		£000s
Expenditure Type		
Employee Costs		139
Premises Costs		93
Supplies & Services Costs		2
Transportation Costs		8
Capital Costs		0
Gross Expenditure		242
Income		0
Net Budget		242

AREA FUNCTION SCHEDULE: PUBLIC CONVENIENCES

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
No. of Public Conveniences	0	1	1	1	3	2	0	3	3	2
2007/08 Area Based Resources										
Financial										
Revenue	0	15,128	15,128	15,128	45,385	30,256	0	45,385	45,385	30,256
Income										
Net Revenue	0	15,128	15,128	15,128	45,385	30,256	0	45,385	45,385	30,256

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:
Area Committee Revenue & Capital Well-Being Budgets
EXECUTIVE MEMBER(S) PORTFOLIO:
Executive Member – Neighbourhoods & Housing
RESPONSIBLE DIRECTOR(S):
Director of Environment and Neighbourhoods
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>
Decisions taken in relation to the utilisation of Well-Being budgets within the framework of the Council's Constitution and in accordance with Section 2 of the Local Government Act 2000. Specifically Area Committees will seek to: <ol style="list-style-type: none"> 1. enhance service delivery outcomes within their area 2. support the social, economic and environmental well being of their area (in accordance with approved Area Delivery Plans)
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS
Revenue 2007/08 : Net Budget £1,967,100 (2006/07 Net Budget £1,890,711)
Capital 2007/08 : £1,000,000 (First year of a 3 year allocation) (£3,500,000 – 3 year programme 2004/05 to 2006/07)
General Fund Reserves 2007/08 : Additional one-off allocation £500,000 (£50,000 per Area Committee)
AGREED BY THE EXECUTIVE BOARD:
Date: May 2007

AREA FUNCTION SCHEDULE: WELL BEING

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Area Based Resources:										
Financial	(£)									
Revenue	285,080	212,120	170,110	137,660	210,920	195,880	238,240	199,880	147,490	169,720
	(£)									
Capital	125,930	113,270	90,836	73,504	112,627	104,601	109,359	106,735	72,512	90,626
	(£)									
General Fund Reserves	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

- The revenue well being allocation reflects a 2% inflationary uplift on last year's figures.
- The total capital allocation is £1mn per year for the next three years. The figures represent the allocation for 2007/08.
- An additional one-off budget of £500k has been made available to Area Committees (£50,000 per area) from General Fund Reserves for 2007/08.
- As with previous years, it is anticipated that any unspent revenue and capital balances at the end of March 2007 will be carried forward into the current financial year.



Originator:
Dave Richmond
Tel: 224 3040

Report of the Director of Neighbourhoods & Housing

Outer South Leeds Area Committee

Date: Monday 10th September 2007

Subject: Area Managers Report

<p>Electoral Wards Affected:</p> <p>Ardley & Robin Hood Morley North Morley South Rothwell</p>	<p>Specific Implications For:</p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <input type="checkbox"/></p> <p>Narrowing the Gap <input checked="" type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

This report details a range of activities taking place within the Outer South Leeds Area, which are not dealt with elsewhere on the agenda. One of the issues it addresses is the local implications of the funding limitations in regard of the Neighbourhood Wardens Service.

1.0 Purpose of Report

1.1 To bring to Members' attention in a succinct fashion, brief details of the range of activities with which the Area Management Team are engaged, and that are not addressed in greater detail elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

2.0 South Leeds District Partnership

2.1 The South Leeds District Partnership met on 10th July 2007. The board received reports concerning the following issues:

- Beeston and Holbeck Housing PFI Scheme, this report outlined progress in relation to the development of the outline business case.
- South Leeds District Housing Partnership. This verbal highlight report was presented by Merran Mcrae it primarily concerned the regeneration activity that was taking place in Beeston Hill, Holbeck and Middleton. Within the report Merran described the desire of the District Housing Partnership to play as full a role as possible in the cities emerging affordable homes strategy.

- Cohesion and Culture Partnership. This is a recently formed group, one of the initial tasks will be to map activity which serves to promote cohesion within the South Leeds area. The partnership had a focus towards Is 10 and 11, however the Board reiterated the need to ensure that activity covered the whole of South Leeds.
- South Leeds Intensive Neighbourhood Management (INM) Programme. The Board received a progress report on this Safer Stronger Communities Fund supported project which operates in Beeston Hill, Holbeck, Middleton and Belle Isle
- Post 16 Education Review, under this item a presentation was received concerning the greater future emphasis that will be given towards vocational training for 14-19 year olds. The report also touched upon the proposed merger of further education colleges in the Leeds area.
- South Leeds Super Forum highlight report this verbal report contained details of the community exchange project, which aims to bring together organisations from South Leeds to exchange views and offer mutual support. The Super forum has organised representatives from the voluntary community and faith sectors to sit on all the district partnership sub groups with the current exception of the district community safety partnership
- District Partnership action plan update report. Under this item Joseph Priestly College advised that the vocational training programme which runs in partnership with Education Leeds and Kiers Construction was progressing well. Young people from the South Leeds Partnership of Schools, Bruntcliffe and Morley High had benefited from the scheme. The College are presently working on the potential to expand the scheme and build upon the interest shown by other construction companies.

3.0 Morley Literature Festival Wednesday 10th to Sunday 14th October

- 3.1 The festival organising committee is busy preparing for the festival under the guidance of Paula Truman the festival director. In particular a new logo has been designed and launched, The Carriageworks have agreed to produce and assist selling the festival tickets, a webpage is ready to go live (www.leeds.gov.uk/morleyliteraturefestival), a short story competition has been devised and most of the events have been confirmed. As a special feature this there will be Literary Luncheon to take place on Wednesday 10th October with guest speaker Sally Kettle and at that event it is proposed to announce the launch of the 'Friends of Morley Literature Festival'. The Organising Committee agreed its constitution and is about to open the festival bank account.

4.0 Rothwell 600 Celebrations

- 4.1 January 2008 will see the start of the celebrations for Rothwell 600 when Rothwell celebrates the 600th anniversary of the granting of its Royal Charter. This offers an excellent opportunity for the town to generate positive publicity and undertake projects to strengthen community cohesion which should in turn benefit the town centre. Following initial scoping meetings involving Elected Members and local groups, Mary Fleet with support from Area Management Team (AMT) and TCM has agreed to co-ordinate the community input.

- 4.2 The recent meeting of the Town Centre Partnership included brainstorming sessions to determine what projects and events could be included in Rothwell 600. These will now be pursued by small teams of volunteers with specialist interest in their field. It is expected that financial support will be sought through the Wellbeing fund however this will be subject to receiving details of all projects proposed together with details of other funding avenues. While the potential offered by these celebrations is obvious, it is vital the project is owned by the Rothwell community. It is proposed to bring a report to the next meeting.

5.0 Town & District Centre Regeneration Scheme

- 5.1 Following the completion of works to upgrade Marsh Street Car Park Rothwell celebrations were held on the 14th July to mark the completion of the main works. These celebrations formed part of the Rothwell Parade.
- 5.2 Work is still progressing on the planning for the regeneration of Morley Bottoms, detailed and complex negotiations are presently being undertaken with significant partners and interested bodies.

6.0 Cleaner Neighbourhoods

- 6.1 The last Area Committee agreed that a sub group be established to consider this section of the Area Delivery Plan. The sub group comprises Councillors Golton, Gettings, Dunn and Elliott, along with Steve Smith (City Services) and representatives of the Area Management Team. An Environmental Pride initiative has recently been put in place and will be monitored by the sub group.
- 6.1.1 The Cleaner Neighbourhoods Sub Group met for the first time on Thursday 21st June 2007 at Morley Town Hall where Cllr Elliott was appointed as chair and terms of reference were presented. (**Appendix 1**).
- 6.1.2 The main aim of the Sub Group is to deliver and monitor the Area Delivery Plan (ADP) relating to Cleaner Neighbourhoods. It will provide the ADP with coherence and a forward strategy as members in attendance represent each ward. Area Management, City Services, Housing, and Parks and Countryside are represented at the meeting.
- 6.1.3 The Group focused on the structure and monitoring of CAST and updates on projects being delivered to meet the aims of the Area Delivery Plan. The minutes are attached (**Appendix 2**). Area Management are considering a format, such as an Action Plan, to be discussed at the next meeting that would provide the group with a structure and method of monitoring progress.
- 6.1.4 The group will report back to the Outer South Area Committee through the Area Managers Report, or, if required, a separate report will be presented.
- 6.2 Area Management has identified a process to work with City Services to commission the next round of additional litterbins. (**Appendix 3**). This process aims to learn from the previously commissioned work and ensure; an efficient and realistic timescale for

identifying locations, purchasing and installation, and effective monitoring of the project.

7.0 Well-being Budget

- 7.1 Elsewhere on the agenda it is confirmed that the Executive Board has approved an additional allocation for each area Committee of £50,000 revenue which must have no ongoing cost implications. The Executive Board identified two areas of strategic importance that they would like Area Committees to consider when deciding how to spend this extra money. These are: carrying out a conservation area review in their geographical area or introducing residents' only parking/extra parking provision in particular areas of concern. The conservation area review is discussed in a separate report.
- 7.2 Officers have consulted the Highways Department and concluded that there are no current areas of concern regarding residents' only parking or extra parking that fit this funding. It is therefore proposed that the balance of the additional allocation be used to commission improvements to Morley Town Hall, Blackburn Hall and the statue in Morley Park (see separate report). It is proposed to bring a report to the next meeting detailing proposals for Members consideration.

8.0 Recommendations

- 8.1 The Area Committee is asked to note the above information.
- 8.2 The Area Committee is asked to consider the implications of supporting the Rothwell 600 celebrations further and to request a report to the November meeting.
- 8.3 The Area Committee is asked to approve the Cleaner Neighbourhoods Sub Group Terms of Reference.
- 8.3 The Area Committee is asked to consider further the issues at 7.2 and to request a report to the November meeting.

Outer South Leeds Area Committee
Cleaner Neighbourhoods Sub Group

Terms of Reference

Name: Cleaner Neighbourhoods Sub Group

Aim: The aims and objectives of the group are to:

- Influence key priorities in relation to the services delivered
- Monitoring of performance and delivery of services in relation to Streetscene issues.
- Provide a forum for consultation
- Review the Area Delivery Plan in relation to Cleaner Neighbourhood issues
- Provide linkages to Departmental Area Service Plans and the District Partnership Action Plan

Function: To support the development of Streetscene Services within the Outer South Leeds Area – focusing on developing services in line with local needs and developing the Cleaner Neighbourhoods section of the Outer South Area Delivery Plan.

Membership: Membership should include the following organisations/ agencies:

- South Leeds Area Management Team – Area Manager/ Management Officer
- Outer South Leeds Ward Councillors – Councillor Jack Dunn, Councillor Judith Elliott, Councillor Bob Gettings, Councillor Stewart Golton, (to be reviewed annually).
- Streetscene Officers
- Enforcement Officers

Chair: The Chair of the Group shall be a Ward Councillor as part of the Outer South Area Committee.

The Chair should rotate on an annual basis.

Meetings: meetings will be held every 3 months or as and when required.

Status: The group shall act in an advisory capacity to the Outer South Leeds Area Committee.

Links: The group should seek to establish links with other environmental service providers

Terms: The terms of reference will be reviewed by the Area Committee annually.

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LEEDS
CITY COUNCIL

Cleaner Neighbourhoods Sub-Group
10am Thursday 21st June 2007
Small Banqueting Room
Morley Town Hall

ATTENDANCE	
Cllr Judith Elliott	Ward Councillor (Chair)
Cllr Stewart Golton	Ward Councillor
Steve Smith	City Services
Steve Wetherill	City Services
Tom O'Donovan	Area Management Team
Kate Armitstead	Area Management Team
Sarah Henderson	Area Management Team

:-

1.0	Welcome and Introductions	ACTION
	Introductions were made and everyone was welcomed.	
2.0	Apologies	
	Cllr Bob Gettings.	
3.0	Appointment of Chair	
	Cllr Judith Elliott appointed as Chair.	
4.0	Terms of Reference	
4.1	It was suggested that a representative from Housing should be invited to sit on the Cleaner Neighbourhoods Sub Group. Phil Diamond was suggested.	SH
4.2	The Sub Group will report back to the Outer South Area Committee through the Area Managers Report, or if a required a separate report will be presented.	TPO
4.3	The main aim of the Sub Group is to deliver and monitor the Area Delivery Plan (ADP) relating to Cleaner Neighbourhoods. It will provide the ADP with coherence and a forward strategy as members in attendance represent each ward.	
4.4	Terms of Reference agreed and approved.	
5.0	ADP – CAST (CN1)	
5.1	CAST team created to provide additionality to the core services provided by Streetscene. A resource to react to referrals from Councillors and Area Management Staff. Work programme was agreed at one day a week in each ward and a final day to catch up in all areas as required. There is not set schedule as dependant on	

	referrals received. If no referrals received CAST target general hotspots on direction from local manager.	
5.2	Sub Group agreed the need to ensure CAST delivery at its optimum to effectively achieve its objectives. Potential for teams to be utilised as surveillance teams in addition to referrals and hotspots.	SS/AS
5.3	Discussion followed on the need for clarification of the role, criteria and delivery of CAST. Group requested that the following details are circulated for the next meeting: <ul style="list-style-type: none"> • Structure for CAST referrals • Point of contact for referrals • List of default jobs that CAST undertake if no referrals received. • List and accompanying map of ginnels in Outer South Area • Lists and accompanying map of hotspots that CAST operate in. 	SH SH SS/AS SS SS
5.4	Lists and maps of ginnels and hotspots to be circulated round to members to review, comment and offer additional ones.	SS/AS
5.5	City Services to update the Area Committee on CAST work programme. To be more detailed than current job list provided and ensure all members receive information quarterly.	SS/AS
6.0	ADP – Teenage Littering (CN2)	
6.1	SS updated sub group on the Enforcement Team’s Reparation Scheme targeting the problem of littering with teenagers. If teenager caught dropping litter they have a choice of community service or fine sent to their parents.	
6.2	Enforcement Officer to be invited to next meeting, to report on schools	SS
6.3	Recreate project aims to educate primary school children on environmental issues including littering. A partnership delivery with Groundwork education and city service officers. At next meeting an update on Recreate project to be circulated	SH
7.0	ADP – Environmental Crime (CN3)	
7.1	Sub Group request Enforcement Officer from City Services to attend next meeting to report on delivery.	SS
8.0	ADP – Litter Bins (CN4)	
8.1	Outer South Area Committee commissioned additional litter bin provision in 2006/07. City Services were to purchase, install and service these litterbins.	
8.2	Update on provision and installation of Litterbins to be provided at next meeting. Update to include recommendations on timescale and process to implement second phase of litterbin	

	commissioning.	SH
8.3	New commission could address replacement bins as well as additional bins. City Services to look at sites. Investigate possibility of being branded with a phrase "funded by Outer South Area Committee". This branding to be replicated on CAST van and any information literature.	SS
8.4	City Services confirmed that all new litterbins installed will be serviced by City Services.	SS
9.0	ADP – Graffiti (CN5)	
9.1	City Services to update sub group at next meeting.	SS
10.0	ADP – Promoting Recycling (CN6)	
10.1	Currently being delivered by Education Team Education & Awareness Assistant Kate Stanley. Update to future meeting	SS
11.0	ADP – Recycling Campaign, Green bin Use (CN7-CN8)	
11.1	City Services reported that in September a pack should be issued to every household in Leeds providing information on recycling and further explain the type of rubbish that can be placed in a recycling bin.	
11.2	A copy of the pack would be circulated to the sub group and City Services to report on progress at next meeting.	SS
12.0	ADP – Improving Recycling Provision (CN9)	
12.1	Area Committee commissioned improvements at recycling centres. Site in Driglington to be considered.	TPO
12.2	Potential for members to nominate future recycling sites that require site development to be commissioned by Area Committee.	ALL
13.0	ADP – Waste Strategy (CN10)	
13.1	This section of ADP recognises the Councils Waste Strategy. City Services provide advice and support to businesses in how to think responsibly about business waste.	
13.2	The Enforcement Section have a Tidy Business Officer who encourage local businesses to sign up a Tidy Business Standard a voluntary code for recycling, reusing and investing in community practises. Community and City pride scheme has an award for companies who achieve Gold Standard.	
13.3	Report on Tidy Business Standard, updating on number of businesses signed up, practises, processes improved to be given at next meeting.	SS
14.0	ADP – Community Skip Provision (CN11)	
13.4	Well established provision of skips by Area Committee. Area Management ensure this provision is utilised in parallel with other	

	environmental events.	
15.0	ADP – Support ‘In Bloom’ Groups (CN12)	
15.1	Area Committee supports Rothwell and Morley In Bloom and associated groups.	
16.0	ADP – Community & City Pride Event (CN13)	
16.1	City Pride strongly promoted and supported by City Services	
16.2	Update on Oulton & Woodlesford Environmental Pride Day at next meeting.	
16.3	Environmental Pride Multi Agency Group next meeting to be arranged.	SH
17.0	Date of the next meeting	
17.1	Tuesday 18 th September 10.00am Morley Town Hall	SH

Commissioning Process for Litterbins

City Services do not have the capital resources to install additional litterbins, therefore, when required, Ward Members have been requested to identify alternative capital funding.

In October and December 2005, Outer South Area Committee commissioned a scheme for additional litterbins across the Outer South to the value of £13,000. This funding was allocated by Ward; Morley South (£4,900), Ardsley & Robin Hood (£3,000), and Rothwell (£5,100). This scheme has recently been completed.

The Outer South Area Committee agreed to ringfence £9,000 in 2007/2008 for a new commission of litterbins that will be used to replace damaged units as well as installing litterbins at new locations as nominated by Councillors.

This proposal for a new round of additional litterbins will be jointly managed by Area Management and City Services.

City Services have quoted £350 for a new dual, floor mounted litterbin, including fitting. On that basis £9,000 will provide 6 litterbins for each ward at a total cost of £8,400. The remaining £600 would be a contingency to account for a predicted rise in the cost of bins or specific fitting requirements.

City Services have confirmed that any revenue maintenance (including emptying) costs of the litterbins will be covered from their existing budget.

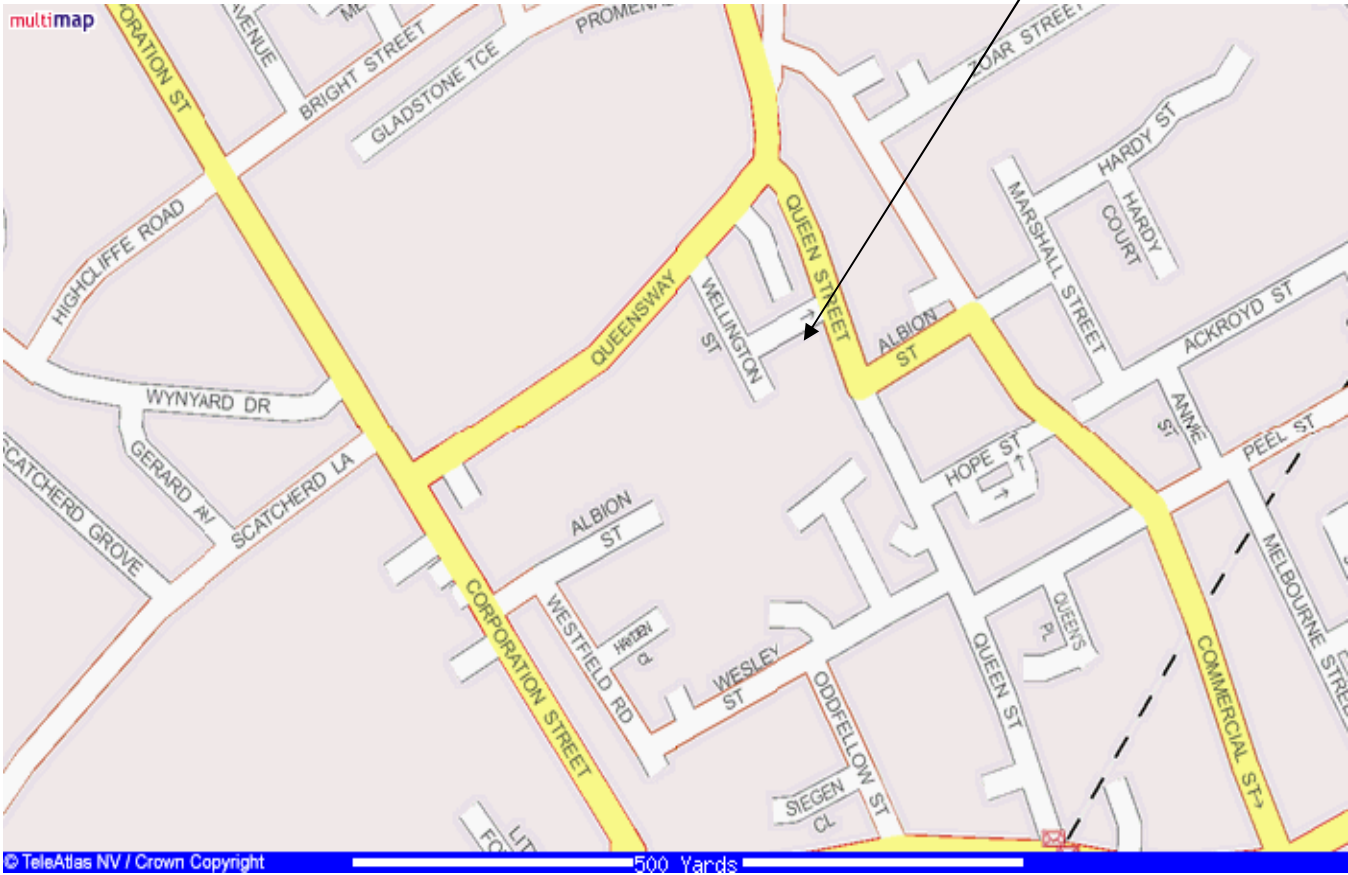
Activity	Timeline	Lead
Councillors identify & agree locations by Ward that require either replacement litterbins or installation of a new one. Confirmation by Ward to be emailed to Area Management for action.	Deadline 8 th Oct 07	Ward Councillors
Consultation with City Services on list of locations	Deadline 29 th Oct 07	Area Management
Final list taken to Area Committee and approved.	5 th November 07	Area Management
City Services enter a Funding Agreement with Area Management.	6 th November 07	Area Management & City Services
City Services purchase and install litterbins.	TBA	City Services
City Services to provide evidence of proof of purchase and list of bins and locations installed to Area Management for monitoring purposes.	September 2008	Area Management & City Services

Replacement and additional litterbins will make an important contribution to the cleansing service provided by the council. The proposal meets the Area Committee's Area Delivery Plan priority theme of cleaner neighbourhoods and more specifically taking 'action on litter'.

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Agenda Annex

**Morley Town Hall
Morley
LS27 9DY**



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