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SOUTH (OUTER) AREA COMMITTEE

Meeting to be held in Lofthouse Methodist Church Hall, Leeds Road, Lofthouse, WF3 3NE
on Monday, 17th December, 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>	
6			<p>MINUTES OF THE PREVIOUS MEETING - 5TH NOVEMBER 2007</p> <p>To confirm as a correct record the attached minutes of the meeting held on 5th November 2007</p>	1 - 8

Item No	Ward	Item Not Open		Page No
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair</p> <p>(10 mins discussion)</p>	
8			<p>OUTER SOUTH AREA COMMITTEE WELLBEING BUDGET REPORT</p> <p>To receive 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, provides a progress report on the revenue and capital projects agreed to date, advises Members of the Small Grants approved since the last meeting and invites the Committee to determine the capital and revenue proposals, as detailed within the report</p> <p>(Executive Function) (5 mins presentation/5 mins discussion)</p>	9 - 40
9			<p>AREA MANAGEMENT REVIEW</p> <p>To consider a report from the Director of Environment and Neighbourhoods which outlines changes to Area Committee responsibilities and working arrangements agreed at the Council's Executive Board in November</p> <p>(Council Function) (5 mins presentation/10 mins discussion)</p>	41 - 58

Item No	Ward	Item Not Open		Page No
10			<p>MORLEY LITERATURE FESTIVAL - EVALUATION REPORT</p> <p>To receive a report from the Director of Environment and Neighbourhoods which evaluates the 2007 Morley Literature Festival and outlines a proposed framework for the future organisation of this event</p> <p>(Executive Function) (5 mins presentation/15 mins discussion)</p>	59 - 68
11			<p>SOUTH LEEDS COMMUNITY CENTRES LETTINGS AND PRICING POLICY</p> <p>To consider a report from the Director of Environment and Neighbourhoods which sets out and invites Members to endorse a revised Community Centres Lettings and Pricing Policy for South Leeds</p> <p>(Executive Function) (5 mins presentation/10 mins discussion)</p>	69 - 82
12			<p>QUEENSWAY CAR PARK, MORLEY</p> <p>To receive a report from the Director of Environment and Neighbourhoods which presents the results of the recent survey of Queensway Car Park in Morley, invites the Committee to identify a preferred option for parking provision on the site and consider any financial implications</p> <p>(Executive Function) (5 mins presentation/10 mins discussion)</p>	83 - 106

Item No	Ward	Item Not Open		Page No
13			<p>AREA MANAGER'S REPORT</p> <p>To receive a report from the Director of Environment and Neighbourhoods which provides Members with an overview 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>	107 - 122
14			<p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Monday, 25th February 2008 at 4.00 p.m. (Venue – Morley Town Hall, Morley, LS27 9DY)</p> <p>MAP OF TODAY'S VENUE</p> <p>Lofthouse Methodist Church Hall, Leeds Road, Lofthouse, WF3 3NE</p>	

Agenda Item 6

SOUTH (OUTER) AREA COMMITTEE

MONDAY, 5TH NOVEMBER, 2007

PRESENT: Councillor T Grayshon in the Chair

Councillors C Beverley, J Dunn, J Elliott,
R Finnigan, B Gettings, T Leadley, L Mulherin,
K Renshaw, S Smith and D Wilson

38 Chairman's Opening Remarks

The Chairman welcomed all in attendance to the November meeting of the South (Outer) Area Committee.

39 Declarations of Interest

Councillors Mulherin and Finnigan both declared personal interests in relation to agenda item 10 entitled, 'Outer South Community Centre Issues', due to their respective positions as governors of Joseph Priestley College (Minute No. 45 refers).

Councillor Renshaw declared a personal interest in relation to agenda item 10 entitled, 'Outer South Community Centre Issues', due to her position on the management committee of St Gabriel's Community Centre (Minute No. 45 refers).

Councillors Grayshon and Leadley both declared personal interests in relation to agenda item 10 entitled, 'Outer South Community Centre Issues', due to their respective positions on the management committee of the Lewisham Park Youth Centre (Minute No. 45 refers).

Councillor Dunn declared a personal interest in relation to agenda item 10 entitled, 'Outer South Community Centre Issues', due to his position on the Community Centres Sub Committee, and also due to several of the issues detailed within the report which could potentially relate to the venues he used for Ward Surgeries (Minute No. 45 refers).

Further declarations of interest were made at later points in the meeting (Minute Nos. 47 and 48 refer).

40 Apologies for Absence

An apology for absence from the meeting was received on behalf of Councillor S Golton.

41 Minutes of the Previous Meeting - 10th September 2007

RESOLVED - That the minutes of the previous South (Outer) Area Committee meeting held on 10th September 2007 be approved as a correct record.

42 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.

St Gabriel's Community Centre

A trustee of St Gabriel's Community Centre raised concerns relating to several issues detailed within a report entitled, 'Outer South Community Centre Issues', which was to be considered by the Committee later in the meeting.

In response, it was proposed that a meeting was arranged between representatives of the community centre's trustees and the Area Management Team, in order to ensure that all related concerns were addressed, prior to a proposed consultation exercise regarding the levels of community and youth provision in the area being undertaken.

43 Consultation on the Leeds Strategic Plan 2008 - 2011

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report which introduced to the Committee the Leeds Strategic Plan 2008-2011. The report also invited Members to consider and comment upon the plan's draft strategic outcomes and improvement priorities which had been appended to the report.

Having received a brief summary of the background to the plan from the Assistant Chief Executive (Planning, Policy and Improvement) and the Senior Project Manager (Performance and Improvement), the Committee viewed a promotional video which outlined the plan's draft strategic outcomes and improvement priorities. Members' observations on the plan were then invited, and the main points discussed were as follows:-

- Members underlined that the plan needed to prioritise the issues of employment, education provision and the creation of affordable housing;
- The Committee highlighted the need for the plan to make greater reference to more localised issues. In response, the Committee learned that greater emphasis would be placed upon the localised agenda at a later stage in the plan's development;
- Members enquired about the powers that the local authority had to ensure that a genuine partnership was established between the Primary Care Trust and the local authority, and emphasised the need for health authorities to liaise more effectively with local communities;
- Members highlighted the need for specific reference to be made to 'Looked After Children' under the plan's 'learning' theme, underlined the need for the plan to place greater emphasis upon youth provision in the area, with particular reference being made to play facilities, as it was stated that such facilities were integral to both the mental and physical wellbeing of children and young people. In response, Members' comments were acknowledged, and the Committee learned that potentially, an additional theme could be added to the plan which specifically related to children and young people;

- As part of the plan's 'Modern Transport' theme, Members concurred that the city required a modern transport system, highlighted that the issue of reliability needed to be added to the plan's priorities, discussed the need to strengthen the regulation of the bus services in Leeds, and acknowledged that whilst many powers relating to the regulation of the city's public transport system fell outside of the authority's jurisdiction, it was emphasised that the Council did have the authority to introduce quality bus contracts. Members then discussed several possible options for developing the rail service in the area;
- As part of the plan's 'Harmonious Communities' theme, the Committee highlighted the need to reinforce the issues faced by the older and more vulnerable groups within the community;
- Members made enquiries into the ways in which the views of the local communities within the area would be sought on the plan's draft priorities and objectives;
- Having acknowledged the draft priority which aimed to reduce emissions from public sector buildings, operations and service delivery, Members highlighted the need for the plan to encourage the private sector to also reduce such emission levels.

In conclusion, the Committee was encouraged to complete and return the questionnaire appended to the report which sought Members' views on the draft improvement priorities of the Leeds Strategic Plan 2008-2011.

RESOLVED -

- (a). That the report and information appended to the report be noted;
- (b). That the Committee's comments which relate to the draft strategic outcomes and improvement priorities of the Leeds Strategic Plan 2008-2011 be noted.

44 Leeds Joint Area Review

The Director of Children's Services submitted a report which advised the Committee of the Joint Area Review (JAR) process, and provided Members with an opportunity to discuss any related issues.

Having received a brief summary of the key points detailed within the report from the Locality Enabler for South and East Leeds, a question and answer session ensued. The main areas of debate were as follows:-

- With regard to the self assessment procedure within the Children and Young People's Plan (CYPP), Members received clarification as to why the 'stay safe' theme within the plan had been classed as 'adequate';
- The Committee raised concerns in relation to the levels of interaction that representatives of Social Services had with local Ward Councillors and the Area Committee, and made enquiries into how greater levels of communication between the two could successfully be achieved;
- Members highlighted the need for a more co-ordinated and established scheme of work placements for young people to be introduced between local employers and the local authority;
- With regard to the 'Every Child Matters' agenda, the Committee made enquiries into the actions which were being taken to ensure that young

Draft minutes to be approved at the meeting
to be held on Monday, 17th December, 2007

people were being actively engaged, and that their views were being sought as part of the local authority's decision making processes.

RESOLVED -

- (a). That the report and information appended to the report be noted;
- (b). That Members' comments which relate to the Joint Area Review process be noted.

45 Outer South Community Centre Issues

The Committee received a report from the Director of Environment and Neighbourhoods which sought to provide Members with an overview of the current issues and developments concerning those community centres which had been, or were due to be delegated to the Area Committee.

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

- Further to earlier discussions concerning St Gabriel's Community Centre, Members reiterated the need for a meeting to be arranged between the community centre's trustees and the Area Management Team, in order to ensure that all concerns relating to the information detailed within the report were addressed prior to a proposed consultation exercise regarding the levels of community and youth provision in the area being undertaken;
- With regard to West Ardsley Community Centre, Members sought clarification on the nature of the Kaleidoscope organisation which was currently leasing the premises, and highlighted the need for the Area Committee to gain access to all relevant financial data prior to considering the rent reduction for Kaleidoscope which had been proposed;
- Members sought clarification as to the current programme of usage at West Ardsley Community Centre, with reference to youth provision;
- Having made reference to the considerable variations in the running costs of the delegated centres, it was proposed that the respective financial information for each centre could be submitted to the Community Centres Sub Committee for consideration. Members then discussed the level of financial support that the Committee was receiving to assist with the costs which were being incurred from the management of the delegated centres;
- Members highlighted the respective levels of maintenance work that was required at the various centres which had been, or were in the process of being delegated to the Area Committee;
- The Committee discussed the location and current usage of the Peel Street Centre;
- Members commented upon the proposal for the Area Committee to manage four community rooms within Morley Town Hall.

RESOLVED -

- (a). That the contents of the report be noted;
- (b). That a consultation exercise be undertaken in relation to the current levels of community and youth provision in East Ardsley, with the findings of such consultation being initially submitted to a future meeting of the Community

Centres Sub Group prior to any final decisions being made by the Area Committee;

(c). That negotiations with user groups of the Peel Street Centre be undertaken, with the results of such negotiations being initially submitted to the Community Centres Sub Group prior to any final decisions being made by the Area Committee;

(d). That a decision relating to a possible reduction in the rent paid by Kaleidoscope for the use of West Ardsley Community Centre during 2007/08 be deferred to the December 2007 meeting, pending the Committee receiving the relevant financial data for consideration, and Ward Members being provided with information on the current take up by other user groups at the centre.

46 Rothwell 600 Celebrations

A report was submitted by the Director of Environment and Neighbourhoods which provided Members with an update on the progress made in relation to the preparations for the series of events which were being organised to mark the 600th anniversary of Rothwell being granted its Royal Charter, and to determine the ways in which the Area Committee could become involved in such celebrations.

Whilst considering a proposal to contribute £15,000.00 Wellbeing funding towards the series of events, it was suggested that the funding was allocated on condition that the areas of Ardsley and Robin Hood Ward which had previously fallen within the boundary of Rothwell were given the opportunity to participate in the proposed events.

RESOLVED -

(a). That the contents of the report be noted;

(b). That subject to the conditions detailed within paragraph 6.1 of the report and subject to those parts of Ardsley and Robin Hood Ward which were previously within the Rothwell boundary being given the opportunity to participate in the events, **£15,000.00** Wellbeing revenue funding be allocated by the Area Committee to the Rothwell 600 Celebrations Committee, in order to support the cost of delivering the Rothwell 600 celebrations.

47 Allocation of the Additional Wellbeing Funding

Further to Minute No. 30, 10th September 2007, the Committee considered a report from the Director of Environment and Neighbourhoods which clarified the recommendations from Executive Board on how the additional £50,000.00 revenue funding allocated to each Area Committee could be spent. With this in mind, Members were invited to consider several proposals for allocating the remainder of the additional funding.

Having discussed several issues arising from the report, Members made reference to car parking facilities at Woodlesford train station.

Having discussed the proposed maintenance work at Morley Town Hall, Members proposed that a decision on this issue was deferred to the next

meeting of the Area Committee, in order to enable further consultation on such proposals to be undertaken.

RESOLVED -

- (a). That the report and information appended to the report be noted;
- (b). That a further report on issues relating to car parking be submitted to a future meeting of the Area Committee pending the outcome of a report currently being compiled by City Development on this issue;
- (c). That further information be sought from the Development Department relating to local design statements, with a view to proposals concerning such statements being submitted to a future meeting of the Committee for consideration;
- (d). That **£25,000.00** from the Committee's 2007/08 Wellbeing revenue budget be allocated towards the cost of completing priority Conservation Area Reviews in Outer South Leeds, with a Conservation Area Review being undertaken in Morley, together with an update on the Conservation Audit which has already taken place in Rothwell;
- (e). That a decision relating to the allocation of funding towards several projects which relate to the maintenance of Morley Town Hall be deferred to the Committee's meeting in December 2007, in order to enable further consultation on such proposals to be conducted, with the findings being submitted to the December meeting for consideration.

(Councillors Elliott, Finnigan, Gettings, Grayshon and Leadley all declared personal interests in relation to this item, due to being Elected Members of Morley Town Council, an organisation which rented an office within Morley Town Hall)

(Councillor Beverley declared a personal interest in relation to this item, due to his wife being an Elected Member of Morley Town Council, an organisation which rented an office within Morley Town Hall)

48 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 capital and revenue projects which had been commissioned to date, invited Members to determine the proposals for Wellbeing funding which were detailed within the report, and provided an update of the Small Grant applications which had been approved since the last meeting.

RESOLVED -

- (a). That the report and information appended to the report, which includes the current position statement of both the capital and revenue elements of the Area Committee's Wellbeing budget (including the additional £50,000.00 revenue allocation from Executive Board), an update on the revenue and capital projects which have been commissioned by the Committee to date, and an update on the Small Grants approved since the last meeting, be noted;

(b). That an additional **£5,000.00** from the 2007/08 Wellbeing revenue budget be allocated towards the provision of community skips within Outer South Leeds;

(c). That the following decisions be made in relation to the Wellbeing funding proposals which have been submitted for determination to this meeting:-

(i). 'Morley Bulb Bonanza' – Groundwork Leeds – 2007/08 revenue budget - **£500.00 – That due to the meeting becoming inquorate (following all three Ward Councillors from Morley South declaring personal and prejudicial interests in this item and withdrawing from the meeting), this decision be delegated to the relevant Director for determination;**

(ii). 'Rothwell 600' – Rothwell 600 Celebrations Committee – 2007/08 revenue budget - **£10,000.00 – proposal considered earlier in the meeting;**

(iii). 'Drighlington Meeting Hall' – Learning and Leisure Department – 2004-07 capital budget - **£7,500.00 – Approved.**

(Councillor Gettings declared a personal interest in relation to this item, due to his position as Chair of the Siegen Circle Association)

(Councillor Smith declared a personal interest in relation to this item, due to his position as Executive Board Member with responsibility for Environmental Services)

(With regard to the consideration of a Wellbeing funding proposal entitled, 'Morley Bulb Bonanza' which had been submitted by Groundwork Leeds (Minute No. 48(c)(i) refers), Councillors Grayshon and Elliott both declared personal and prejudicial interests in relation to this item, due to their respective positions on the Committee of the Morley in Bloom organisation. Councillor Beverley also declared a personal and prejudicial interest in relation to this item, due to being a member of the 'Clean Morley Campaign'.

Following the declaration of such personal and prejudicial interests and the subsequent withdrawal from the meeting by all three Councillors from the Morley South Ward, the meeting was declared inquorate as the Constitution required at least one Elected Member from each Ward within the area to be present. The remaining Members, who were eligible to participate, then resolved to delegate this decision to the relevant Director for determination)

(Councillor Wilson left the meeting at 6.00 p.m., during the consideration of this item)

49 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.

Having considered the financial data detailed within the report which had been submitted to the Area Committee by the Youth Service following previous requests from Members, it was proposed that a representative of the Youth Service was invited to a future meeting of the Area Committee, in order to discuss the budgetary information further.

RESOLVED -

(a). That the report and information appended to the report, which includes an action plan for the Committee's 'Cleaner Neighbourhoods' sub-group, be noted;

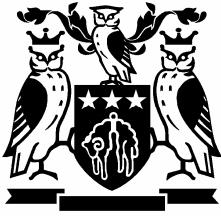
(b). That a representative of Youth Service be invited to a future meeting of the Area Committee in order to discuss in more detail the budgetary figures which are submitted to Members as part of the Area Manager's report.

50 Date, Time and Venue of Next Meeting

Monday, 17th December 2007 at 4.00 p.m.

(Venue - Lofthouse Methodist Church Hall, Leeds Road, Lofthouse, WF3 3NE)

(The meeting concluded at 6.12 p.m.)



Originator:
Thomas O'Donovan
Kate Armitstead
Tel: 224 3040

Report of the Director of Environments & Neighbourhoods Directorate

South Leeds (Outer) Area Committee

Date: Monday 17th December 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 current position statement on the Well-being Budget including the additional funding allocation of £50,000.
 - details of projects at 4.0 for consideration
 - a progress report on revenue projects agreed to date since 2006/07 (Appendix 1)
 - details of capital projects agreed to date (Appendix 2).

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 funded 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 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

- 3.1 Members should note the following points: -

3.2 Revenue 2007/08

- 3.2.1 The revenue budget for 2007/08 was confirmed as below.
- 3.2.2 The Area Committee was 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.
- 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 **£354,400.00** has been allocated from the 2007/08 Well-being Revenue Budget as listed in **Appendix 1**. These commitments for 2007/08 include new ring fenced amounts for small grants, skips, consultation, community centers and neighbourhood improvement plans as well as projects already approved in principle at earlier Area Committee meetings.
- 3.2.7 This leaves a balance yet to be committed of **£54,841.00**. Please note this balance includes an addition of £9,000 for litter bins which has now been allocated to capital spend and also the remaining spend from the £50,000 additional allocation. Please note that the earlier project cost of £25,000 for the conservation audit of Morley and Rothwell has since been reduced to 16,000, this is reflected in the current balance. The Area Committee has asked officers to scope further work to address More for Young people and Safer Neighbourhoods sections of the ADP.

3.3 Capital

- 3.3.1 Of the **£480,308** capital funding allocated to the Area Committee for 2004/08 a total of **£292,088.75** has been committed to date leaving a balance of **£188,219.25**

3.3.2 The spend broken down by Ward is as follows:

	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
2004/2007 Allocation	£93,393.25	93,393.25	93393.25	93393.25
Project spend	62828.75	Morley North £27,560 Morley All £28,500	Morley South £52,500 Morley All £28,500	65700.00
Balance	30564.50	£37,333.25	£12,393.25	27693.25
2007/08 Allocation	26683.75	26683.75	26683.75	26683.75
Balance from 1 st April 2007	57,248.25	£64,017	£39,077.00	54377.0
Project Spend	2250.00	Morley North £9750.00 Morley All £5000.00	Morley South £2250 Morley All £5000	2250.0
Total balance	£54998.25	£49,267.00	£31,827	£52127.0

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

3.3.4 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.

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 3.2.7.

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 the following projects:-

4.4.1 **Project Title:** Electrical services to bandstand.

Name of group or organisation: City Services

Total Project Cost: £936.00 Capital

Amount proposed from Well being budget 2007/08: £936.00.

Ward Covered: Morley North and Morley South

Project Summary: The installation of an outdoor power point at the bandstand to support outdoor entertainment such as at the Morley light switch on and future events.

4.4.2 **Project Title:** Mechanical sweeper

Name of group or organisation: City Services

Total Project Cost: £11,000.00 Capital

Amount proposed from Well being budget 2007/08: £6,000.00.

Ward Covered: Morley North and Morley South

Project Summary: The purchase of a mechanical sweeper for improved street cleaning of Morley town centre. The litter picker in Morley will be trained to operate the new machine. Morley Town Council Highways Committee has committed £5,000 from their budget towards the cost.

5.0 Small Grants Update

5.1 One small grants have been approved since the last Area Committee

Organisation	Project	Amount
Bruntcliffe School @vicarage avenue allotment society	Regeneration of Vicarage Avenue Allotment	£700.00

5.2 Members are asked to note the small grants as outlined in 5.1

6.0 Implications For Council Policy and Governance

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

7.0 Legal and Resource Implications

7.1 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 Well being Budget.

7.2 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

8.1 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 including the additional allocation of £50,000 revenue funding.
- Consider and approve the project to be funded by the Area Committee as outlined in 4.4.1 and subject to confirmation of final costs and operating details agree to funding the project at 4.4.2
- 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.

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Appendix 1

Outer South Well Being Budget 2008 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	£10,000 Current spend £3,800.00	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 Current grants approved to date £6,416.00	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 Avail balance £4341.00	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 Avail balance £3361.00	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 Avail balance £574.00	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 Avail balance £5162.00	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 Avail balance £5,574	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 Avail Balance £5,574	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
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	Town Centre Manager for Morley and Rothwell.	Please refer to town centre Action Plans

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Streetscene Area Delivery	City Services	£2,700		Rothwell Town Centre Funding for a CAST team to enable the Area Committee to respond more effectively to local need.	<p>Funding towards the CAST team:</p> <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
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.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
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.
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

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
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.
Lewisham Park Picnic Area	Parks & Countryside	£4,347		To create an enhanced picnic area at Lewisham Park Youth Centre	<p>To provide:</p> <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.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
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"> • Improved appearance of the environment. • More young people involved in after school and holiday youth provision.
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

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
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.
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

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
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.
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 	<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	Shop Watch – tackle crime and anti-social behaviour 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 	<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

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.
					clubs on environmental issues	encouraging reuse, recycling and reduction of waste. <ul style="list-style-type: none"> • 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
Site Based Gardeners		£43,400 (end date 30 th Sept 07)	£45,000	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.
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.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
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.
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.

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
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. Greater prospects for sustainable regeneration and improve the economy of the area.
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.	
Mini Tennis	Outer South Primary Schools		£500.00	Mini tennis coaching to be delivered in Outer South Primary schools	No of teacher trained. No of children engaged.	Increased physical activities for schools children to increase health and wellbeing of young people
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.	
Rothwell 600 celebrations	Rothwell 600 Committee		£15,000.00	A programme of activities events to mark the 600 th anniversary of Rothwell's Royal Charter.	Several events and activities ran by local community groups	<ul style="list-style-type: none"> ○ Encourage people from a wide variety of backgrounds to share and appreciate the culture and heritage of the area. ○ Use the celebrations as vehicle to

Appendix 1

Project	Delivery Organisation	Projected Revenue cost 06/07	Projected Revenue cost 07/08	Description	Outputs	Outcomes
Conservation Areas Audit of Morley and Rothwell	South Area Management Team		£16,000.00	To carry out a conservation area review in both Rothwell and Morley	Conservation study complete in both Rothwell and Morley	regenerate the Ward through a variety of methods, promoting community pride and identity.
Car Park Survey	Highways		£1,800.00	To carry out a car park survey	A completed study	<ul style="list-style-type: none"> ○ A way forward for parking in the town
	TOTAL Projects agreed	£216,471.21	£354,400.00			
	Balance	£159,361.79	£54,400.00			

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Appendix 2

Outer South Well Being Budget 2004/2008 Capital Projects agreed to date – Dec 2008

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
Budget		£480,308.00			
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.
Litterbins	City Services	£2,250.00	Additional litterbins for areas identified as being problematic for litter	<ul style="list-style-type: none"> 6 additional litter bins 	<ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment.
Ardsley & Robin Hood Sub Total		£65078.75			

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
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
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.

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
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
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 	<ul style="list-style-type: none"> ▪ Improve appearance; quality and value of the local area as well ▪ improve the public realm and environment.
Scatcherd Park War Memorial	Parks and Countryside	£10,000	Restoration of the war memorial	<ul style="list-style-type: none"> ▪ Improve appearance 	<ul style="list-style-type: none"> ▪ Protection of a local heritage site and improve the general appearance of the park while promoting pride in the area.
All Morley Sub Total		£67,000.00			

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
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 	An increase number of people being able to take advantage of facilities at Drighlington Library and meeting hall.
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 	More young people involved in diversionary activities.
Drighlington Meeting Hall	Learning and Leisure	£7,500.00	Improvement to Drighlington Meeting hall	<ul style="list-style-type: none"> • Upgrade of Kitchen • Upgrade of toilets • New storage 	Continued and developed use of Drighlington Meeting hall by community groups.

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
Litterbins	City Services	£2,250.00	Additional litterbins for areas identified as being problematic for litter	<ul style="list-style-type: none"> 6 additional litter bins 	<ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment.
Morley North Sub Total		£37,310.00			
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
Litterbins	City Services	£2,250.00	Additional litterbins for areas identified as being problematic for litter	<ul style="list-style-type: none"> 6 additional litter bins 	<ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment.
Morley South Sub Total		£52,725.00			

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
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"> • Diversionary 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
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

Appendix 2

Project	Delivery Organisation	Capital cost	Description	Outputs	Outcomes
Litterbins	City Services	£2,250.00	Additional litterbins for areas identified as being problematic for litter	<ul style="list-style-type: none"> 6 additional litter bins 	<ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment.
Rothwell Sub Total		£67,950.00			
TOTAL Projects agreed		£292,088.75			
Balance		£188,219.25			

Report of the Director of Environment and Neighbourhoods

To: All Area Committees

Date: Monday 17th December 2007

Subject: Area Management Review

Electoral Wards Affected:

All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

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

Executive Summary

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

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

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

1.0 Purpose of This Report

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

2.0 Background Information

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

3.0 Main Issues

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

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

- 3.2 Key points are:

3.3 Area Committee Responsibilities

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

3.4 Elected Members and Area Committees

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

3.5 Area Management Teams

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

North East	North West	South East
Inner East Inner North East Outer North East	Inner North West Outer North West Inner West Outer West	Outer East Inner South Outer South

3.6 Local Partnership Working Arrangements

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

4.0 Council Policy and Governance, Legal and Resource Implications

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

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

5.0 Recommendations

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

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

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Report of the Director of Environment and Neighbourhoods

Executive Board

Date: November 2007

Subject: Area Management Review

Electoral Wards Affected:

All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

EXECUTIVE SUMMARY

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

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

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

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

1.0 PURPOSE OF THIS REPORT

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

2.0 BACKGROUND INFORMATION

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

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

3.0 AREA COMMITTEE RESPONSIBILITIES

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

3.2 Area Delivery Plans

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

3.4 Well Being Budgets

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

3.6 Consultation

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

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

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

3.9 **Service and Function Responsibilities**

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

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

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

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

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

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

3.15 **Community Engagement and Facilities**

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

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

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

3.15.3 **Community Space in Libraries** – Area Management Teams and the Library Service are currently putting together a pilot project to look at library buildings and opportunities to make space available for local groups. This would complement the portfolio of community centres and make greater use of libraries as local facilities. Ward Members will be involved in the pilot project regarding possible changes to local library and community centre spaces in their area.

3.15.4 **Community Greenspace** – this covers a total of 73 facilities which include recreation facilities, sports pitches, play areas, formal and informal horticultural features. The proposal here is to build on examples of good practice developed between Parks and Countryside and the Area Committees such as the deployment of additional site based gardeners, support for 'In Bloom' groups and Friends of Parks groups. Area Committees would be involved in discussions about the development and usage of community parks and opportunities to get more local people actively involved in their local parks such as through the development of Friends of Parks groups.

3.16 **Community Safety**

3.16.1 **Neighbourhood Wardens, Neighbourhood Policing, PCSOs and CCTV** – Wardens, PCSOs and CCTV schemes are currently under the responsibility of the Area Committees and it is proposed that similar arrangements continue. Discussions with local Police Divisions are taking place to improve reporting arrangements into Area Committees so that the Committees are better placed to monitor the service provided by PCSOs in their areas. Later in the year the Police will confirm their new Neighbourhood Policing arrangements, reflecting the priority of the new Chief Constable for stronger partnerships at local level. As part of this new approach, it is expected that the new Neighbourhood Policing Teams will work closely with and consult regularly with Area Committees on policing and community safety priorities.

3.16.2 **Multi Agency Crime and Grime Operations** – these operations are currently co-ordinated by staff in area management teams and there are opportunities to give Area Committees a greater level of involvement in setting priorities for these operations, linked to area delivery plan priorities. Area Committees would be presented with more information about the operations taking place in their area including outcomes, impact on crime and grime and local resident perceptions. This would enable the Area Committees to track progress and set future priorities for operations in their area.

3.17 **Environment**

3.17.1 **Enforcement Services (Area Action Teams)** – proposals are currently being developed to put these new teams in place as part of the Environmental Services structure. They would be responsible for a range of enforcement activities including noise nuisance, waste in gardens, overgrown vegetation, littering and dog fouling. Area Committees would receive regular reports about this new combined service and be given opportunities to influence service planning and local priorities for action based on local knowledge about issues and hotspots. There is potential for close working arrangements to be put in place with neighbourhood wardens and

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

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

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

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

3.18 **Children and Young People**

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

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

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

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

3.19 **Adult Social Care and Healthier Communities**

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

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

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

3.20 **Regeneration and Development**

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

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

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

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

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

4.0 ELECTED MEMBERS AND AREA COMMITTEES

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

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

5.0 AREA MANAGEMENT TEAMS

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

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

5.3 Key priorities for the Area Management Teams cover:

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

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

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

North East	North West	South East
Inner East Inner North East Outer North East	Inner North West Outer North West Inner West Outer West	Outer East Inner South Outer South

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

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

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

5.9 This restructuring does not cover:

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

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

6 LOCAL PARTNERSHIP WORKING ARRANGEMENTS

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

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

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

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

7.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

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

8.0 LEGAL AND RESOURCE IMPLICATIONS

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

9.0 PROPOSED NEXT STEPS

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

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

10.0 RECOMMENDATIONS

10.1 Executive Board is asked to:

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

10.1.2 Agree the recommended way forward for local partnership working arrangements

Community Engagement and Facilities

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

Community Safety

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

Environment

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

Children and Young People

- Local Children and Young People Plans
- Youth Service

Adult Social Care and Healthier Communities

- Adult Social Care
- Healthier Communities

Regeneration and Development

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

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Originator:
 Thomas O'Donovan
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 Sarah Henderson
 Tel: 0113 2243040

Report of the Director of Neighbourhoods & Housing

Outer South Area Committee

Date: Monday 17th December 2007

Subject: Morley Literature Festival – Evaluation Report

<p>Electoral Wards Affected:</p> <p>Morley North</p> <p>Morley South</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

This report critically evaluates the second Morley Literature Festival. The report takes account of opinions and feedback from the Festival Director, members of the public through comments from evaluation forms, the organising committee, and the South Leeds Area Manager. It is important that lessons are learnt from this years event and that recommendations are put in place in order to build on this experience. The report endeavours to address all aspects of the festival and discuss the strengths and weaknesses and make clear recommendations for consideration by the organising committee.

1.0 Purpose of the Report

1.1 The purpose of this report is to evaluate the Morley Literature Festival 2007 and provide a framework to consider for the future organisation of this event.

2.0 Background

2.1 In September 2006 the inaugural Morley Literature Festival took place and following its success Area Committee agreed that the festival should become an annual event.

- 2.2 A report to the December Area Committee in 2006 recommended that a locally based organising committee be established and that a Festival Director be appointed on a freelance basis to develop the programme and deliver the 2007 Literature Festival.
- 2.3 For the 2007 festival, the Festival Director was supported by the South Leeds Area Management Team in conjunction with Elected Members, The Morley Observer and the organising committee. Financial support was provided by Outer South Area Committee, Education Leeds, the Library Service and sponsorship from among others Manning Stainton, Bertram Library Services and Land Securities.
- 2.4 The event took place over five days from the 10th – 14th October with the main events at Morley Town Hall. Morley library, The Woodlands Hotel, The Borough Café and the White Rose Centre also played hosts for events. It is generally felt that the event was a success and enjoyed by all and attracting over 1000 participants.

3.0 General Organisation

- 3.1 The organisation carried out before the event had a significant impact on the delivery of the festival this was highlighted last year as an area to improve. One of the positive impacts of the Festival Director was the creativity brought to the planning and marketing activities.
- 3.2 The success of the festival was largely due to the input of a wide range of partners. Area Management worked with the Director, local Councillors, Education Leeds, Leeds Libraries and community representatives to organise the festival. A clear work programme was followed and ensured that all partners understand their roles and responsibilities. The number of local people recruited as volunteer stewards and the 38 people who have become 'A Friend of Morley Literature Festival' are important factors and should help ensure the success of future events.
- 3.3 Recommendations from last year suggested creating links between the schools and local businesses for funding and to assist in meeting shared objectives. In response, this year a Schools Day was arranged and proved a great success with 163 pupils attending. Although commercial sponsorship generated more than £3,000 towards festivals costs, it is felt that the business and commercial sector has potential to generate further financial support. A 'Meal Deal' was promoted through town centre management by local restaurants with limited success. The contribution and role of businesses, particularly the hospitality industry in the town could be greater and provide the festival with an aim of increasing the vitality and viability of the town through furthering the local economy.

Recommendations

Future events should:

- I. Capitalise on the interest generated through recruitment to the Friends of Morley Literature Festival by strengthening the local organisation of the festival.
- II. Continue to build on the links created with the schools, business and commerce.

4.0 Publicity, Marketing and Sponsorship

- 4.1 The festival promotional brochure drew very positive comments and praise; the colourful and professionally produced piece of print was good for the image of the festival and Morley.
- 4.2 The demands of delivering a marketing strategy for the festival are high. It is such a crucial and time consuming aspect of the event yet essential for its success. Raising awareness in Morley town centre alone was labour intensive with staff out on the streets spending time talking to the public and explaining the festival. The design of a new logo enhanced the marketing of the festival and provided a strong brand but did delay some of the advance marketing.
- 4.3 Feedback from the public suggested that there will still a number of people in Morley who were unaware that the festival was taking place even though there was a huge amount of local press coverage in the Morley Observer and on street promotions which was broadcast by BBC Look North.

Publicity Material

- 4.4 Nearly 40,000 pieces of promotional material were distributed. An initial print run of 5,000 festival programmes, 10,000 A4 flyers and 100 A3 posters were initially ordered. A further 20,000 A5 flyers were subsequently ordered as the initial supplies, especially of the festival brochure were quickly exhausted. Brochures and flyers were distributed to libraries, council venues, ticket sales venues, book shops, museums and galleries. Direct mailings of brochures were made to members of book groups, press and media contacts and a database of local people who had been involved in the Rothwell and Morley Town Centre Management Summits. The further print run of A5 flyers were used to distribute to all Morley school pupils (10,000) and the remaining were used to distribute to other library authorities including Wakefield and Bradford and in the Morley branch of Wm Morrison's supermarket.
- 4.5 Business sponsorship provided a promotional banner free of charge. Following its success, two additional banners were commissioned. The banners were placed outside the Town Hall, at the White Rose Centre and Borders Book shop at Birstall and were high impact and low cost.
- 4.6 The organising committee recognised that a website to promote the festival would be an important marketing tool. However, due to a lack of time, a quality independent site could not be tendered, commissioned and completed. As an alternative, Leeds City Council created a page on their website providing details of the festival. The main LCC homepage also promoted the festival. Morley Town Council, Manning Stainton, Dig Yorkshire and Celebrate Leeds 800 all had information and contact details on their websites.
- 4.7 The 2008 festival would benefit from having an independent website and, depending on cost, could offer the facility of reserving and purchasing tickets online.

Recommendations

- I. Develop a Marketing Strategy in the early planning stage that outlines what and when marketing activities should take place and the audience they will be targeting.
- II. Create an independent festival website.
- III. Consider placing more banners in highly visible areas in and around Morley
- IV. Produce a range of promotional material in sufficient number to satisfy a detailed distribution strategy.
- V. Ensure that posters are visibly displayed in all Morley shops and businesses, consider an incentive say, 2 complimentary tickets in exchange for display of the poster
- VI. Develop a longer timeline for the development, production and distribution of all promotional material.
- VII. Include more booking information on the promotional material
- VIII. Investigate other marketing opportunities through Leeds City Council
- IX. Engage more local groups to take ownership of the festival and help promote it within their own communities and consider staging events.
- X. Recruitment to the Friends of the Festival should be ongoing through Morley Library while encouraging friends to act as ambassadors

Media

- 4.8 Morley Observer were excellent media partners, providing excellent coverage for several weeks in the run up to the festival, that said coverage in sister papers was disappointing. The timing of the festival; clashing with other Yorkshire literature festivals; Ilkley, Beverley and Sheffield made it difficult to obtain coverage in Yorkshire Post and Evening Post. Listings were obtained in national press such as the Sunday Times. TV coverage on BBC Look North helped to raise the profile of the festival and Morley.

Recommendations

- I. Review press contact list with Media Section Leeds City Council.
- II. Through the Marketing Strategy develop 'quirky' themes as the best way of obtaining media coverage including TV
- III. Develop contacts and build relationships with other regional papers in the catchment area and offer tickets as prizes etc
- IV. Investigate radio promotional opportunities
- V. Consider changing timing of festival so does not clash with other Yorkshire literature festivals. Would suggest Spring/Easter time.

Sponsorship

- 4.9 Sponsorship income was increased significantly this year but remains an area of great potential. Land Securities and Manning Stainton provided £2,000 and £750 respectively. Education Leeds funded £500 towards educational workshop, Libraries funded a workshop session with Mary Turner held in Morley Library and Schools 'Gifted and Talented Funding' paid for the Annapurna Dance Company performance on the Schools Day.
- 4.10 It is envisaged that the 2008 festival would benefit from focusing on securing further sponsorship. Funding could be raised through a range of hospitality packages, e.g. bronze, silver, gold and platinum. Each level requiring a higher degree of sponsorship and in return the level of marketing and benefits would also increase. The provision of hospitality rooms providing refreshments with the potential for sponsors to mix with performers offer a unique selling point.

5.0 Content of the Festival

- 5.1 The content of the festival was developed by the festival director in conjunction with the Organising Committee. The festival theme was 'Every Picture Tells a Story'. This theme was promoted well through the Short Story Competition, creative writing workshops and storytelling sessions. It was used on all publicity and offered an identity and focus for the festival events.
- 5.2 The Friday evening event benefited from having a schools music group perform beforehand. The main events also benefited from the services of Steve Smith (Education Leeds) and Councillor Terry Grayshon as comperes on alternative nights. Both provided a thoughtful and light hearted link to performers.
- 5.3 The 22 events that made up the festival programme provided something for a variety of ages. This number of events demonstrated the progress of the festival as an event and illustrated the creativity of the festival director.
- 5.4 Town Centre Management played an important role in the 2007 Morley Literature Festival. Street Entertainment was provided for Friday, Saturday and Sunday during the event by town centre management. This provided a focus and excitement in the centre of town and highlighted that an important event was being held. The Town Centre Manager liaised with local restaurants to pilot a 'Meal Deal' where tickets for the festival would be included in a set menu on each of the main evenings.
- 5.5 Siobhan Mac Mahon was booked to perform at the Lime Bar on Thursday 11th October, however, following its closure, the Town Centre Manager assisted in identifying and agreeing a new venue in the town. This is an example of the key role the TCM has in involving the local businesses with the festival and should be expanded in 2008.
- 5.6 Support from Education Leeds highlighted the potential to develop activities around adult learning. The theme of the festival seemed to strike a chord with many and entries to the short story competition exceeded 200. The partnership with Education Leeds is something that could be explored in the future and possibly generate additional funding.
- 5.7 The creative writing tutors engaged were all well experienced in running adult workshops and this was demonstrated in the excellent feedback from participants.

- 5.8 2007 saw the first Literary Luncheon held as the opening event of the festival. 57 people enjoyed a three course meal supplied by a local caterer. Positive comments were received on the venue at Morley Town Hall and Sally Kettle, the inspirational speaker that followed.

Recommendations

Future events should:

- I. Expand the role of local businesses involved in the festival through the Town Centre Management and continue with the street entertainment provision.
- II. Continue to provide a broad programme of activities for a range of participants and include adult learning based events.

6.0 Participation

- 6.1 Attendance at the festival over the five days was estimated at over 1000. As expected the three headline events on Friday, Saturday and Sunday evenings attracted the largest audiences. Participation at workshops was particularly good and family events were all well attended. Audience levels at the main evening events could look to be improved next year through a longer marketing campaign before the event.
- 6.2 The evaluation forms have shown that almost half of the people who attended were from Morley but some people travelled from as far as Scarborough and Liverpool to attend specific events.

Recommendations

- I. The range of venues used should receive detailed consideration. The Alexandra Hall for example is a big venue to fill. It is worth noting that the capacity of the largest venue used by Ilkley Literature Festival is just over 500 and used only for artists of international standing.
- II. Events at alternative venues to the town hall such as The Woodlands Hotel and The Borough Café attracted good audiences and positive feedback. It would be worth considering using a variety of alternative venues in the town centre in future years; local businesses benefit from the activity and they have the potential of attracting broader audiences in more sociable settings.
- III. Continue the positive relationship with Leeds City Council Parks and Countryside for the 'dressing' of the town hall which was very impressive and drew many positive comments from audience members.
- IV. The provision of a bar for refreshments during intervals and before and after the performances proved to be a welcome addition and enhanced the social side of the events. In future years this facility should be promoted in the programme.
- V. Events and workshops at Morley Library were well attended with the exception of the 'blogging' workshop. The library has huge potential for attracting audiences and it would be mutually beneficial to programme more events there in the future.

7.0 Evaluation

- 7.1 Evaluation forms were available at events and attendees were encouraged to complete them at the time; they could also be downloaded from the website.
- 7.2 Over 100 evaluation forms were returned. The questions asked included what people had liked best and least and suggestions for improvements.
- 7.3 Responses to what people had liked best ranged from the majority which stated 'all of it' to people identifying particular events and acts. Workshops drew particularly high praise. Other comments were that people had enjoyed the wide variety of events and wished they could have attended more.
- 7.4 The least popular aspects or 'what people liked least' were warm beer and hard seats in Alexandra Hall!
- 7.5 Areas for improvement or suggestions for the future were for more marketing, especially outside of Morley, tickets should be available in surrounding towns such as Wakefield. More events for the 10-16 age range and that the festival should not coincide with Ilkley Literature Festival. Another suggestion was that there should be more local areas and something on local dialect and/or traditions.

8.0 Budget

- 8.1 The financial foundation for this year's festival was secured by the Outer Area Committee with an allocation of £10,000 from its Wellbeing Fund.
- 8.2 An application to the Arts Council was successful, achieving the maximum grant at the time of £5,000.
- 8.3 Over £3,000 commercial sponsorship was also received towards the cost of the Festival.

8.4

Expenditure Item	Cost
Festival Director	£8,000
Guest Speakers	£5,270
Luncheon Catering	£1,155.00
Room Hire	£2,492.00
Marketing Leaflets/posters/programmes/stickers	£2,105
PA equipment Hire	£770.00
Dig Yorkshire	£187
Banners	£94
T-Shirts	£146
Fancy Dress Hire	£130
Sub Total	£20,349
Income	
Area Committee	£10,000
Arts Council	£5,000
Ticket Sales	£2,000
Sponsorship	£4,650
Morley Town Council	£1,000
MICE	£146
Friends of Morley Literature Festival	£190
Raffle	£74
Sub Total	£23,060.00
Balance	£2,711.00

8.5 Feedback from the Arts Council has been positive and suggests that a higher award could be available next year. They suggest that a future application must clearly demonstrate how the festival will promote community involvement and social inclusion. A good example of this work is the Sheffield 'Off the Shelf Festival' where they provide community groups with small grants for projects that promote community involvement and social inclusion. The 2008 programme could see events in community settings in addition to the town centre. This would promote community cohesion as well as making the festival more financially efficient as artists would charge a lower fee for a second performance in the same area in addition to the original performance in the town centre.

Recommendations

- I. Develop a full project proposal including budget
- II. Apply for an Arts Council Award in 2008.
- III. Investigate further funding opportunities
- IV. Explore sponsorship opportunities with local business and commerce.
- V. Provide advertising space in the programme
- VI. Identify and recruit a major sponsor
- VII. Identify and recruit a major bookshop as a sponsor or key partner.

9.0 Implications For Council Policy and Governance

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

10.0 Legal and Resource Implications

10.1 There are no legal implications from this report.

10.2 The £10,000 commissioned by the Area Committee towards the cost of the festival has been spent and accounted for. Area Management officer time will be required to assist in the preparation and will support the development of an independent organising committee.

11.0 Conclusions

11.1 The 2007 Morley Literature Festival was a success with events well attended and receiving positive feedback from the general public.

11.2 The employment of a freelance Director was a significant improvement and contributed considerably to the creative elements of the festival and providing a balanced and full programme of events.

11.3 Marketing activities and achievements were excellent and should be used as a foundation for a marketing strategy next year to promote to all of Morley residents and a wider regional audience.

11.4 The event was much bigger this year and required the continued support of Area Management to organise. A good level of sponsorship and funding was secured from both the public and private sector.

12.0 Recommendations

Members of the Outer South Area Committee are requested to:

- (a). Note the contents of this report and consider any actions
- (b). Congratulate the Festival Director and the Morley Literature Festival Organising Committee on the success of the event.
- (c). Support in principle the continuation of the Morley Literature Festival

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Originator: Sarah May

Tel: 39 51306

Report of the Director of Environment & Neighbourhoods Directorate

South Leeds (Outer) Area Committee

Date: Monday 17th December 2007

Subject: South Leeds Community Centres Lettings & Pricing Policy

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 the Area Committees endorsement to the implementation of a revised Lettings & Pricing Policy. A draft version of this policy has been presented to Committee in June 2007 and a three month consultation exercise undertaken.

Processes and procedures which need to be undertaken with the Lettings Unit to ensure a smooth transition from the old policy to the revised one are also detailed in this report.

This report does not cover the future of any community facilities in the area, any efficiency savings measures that may need to be put in place or the transfer of further facilities to the Area Committee community centre portfolio.

1.0 Purpose Of This Report

1.1 This report outlines a revised Lettings & Pricing Policy which South Area Management Team proposes that the Area Committee considers implementing across its area. The report details discounts which will be applied for various types of community organisations booking community centres already or soon to be managed by Inner and Outer South Leeds Area Committees and the standard charges which are proposed to be implemented for various venues in the area.

2.0 Background Information

- 2.1 In July 2006, as part of the annual Area Function Schedule, the Area Committees became responsible for a portfolio of community buildings across their area. There were a number of responsibilities that also transferred for the Area Management Team to carry out on behalf of the Area Committee, these responsibilities were:-
- Liaising with users, user groups, local members and management committees on issues related to centres in their area
 - Developing proposals for re-shaping the portfolio in the area
 - Developing capital schemes and funding packages
 - Monitoring the service level agreement with City Services for centres in their area and monitoring capital and revenue budgets
 - Ensuring that leases and licences are in place and reviewed periodically
 - Developing, implementing and overseeing the administration of a new schedule of pricing and discounts for centre usage
- 2.2 An initial delegation of nine community centres was given to the South Area Committees – Four in Inner South and six in Outer. Of these facilities only two are directly managed, five are leased^x to community associations / used as operational bases for other Council Departments and one is currently managed on a key holding basis^{*}. The portfolio is shortly due to increase when an additional 10 facilities will be transferred under the Area Committee's responsibility – this breaks down to three additional centres in Inner South and seven in Outer South.
- 2.3 To drive forward the key responsibilities asked to be carried out in terms of the management of Area Committee facilities, Area Management Teams across the city have been asked to re-visit previous work carried out on the development of a revised community centres letting policy to ensure that it is appropriate to each area.
- 2.4 In June 2007, a report was presented to Area Committee on a draft Pricing and Lettings Policy. This draft policy was based on previous work which had been undertaken on the development of a city wide pricing and lettings schedule. Following on from that report, a three month consultation exercise was undertaken – information was sent to all registered users on the Lettings Unit database, details were displayed in community centres and libraries and the policy was discussed in community centre sub committee meetings. Between July and October, only six responses from user groups using centres across South Leeds were received – comments from users are attached at Appendix 1. The next section of this report outlines the details of the standard charging bands requested to be implemented and the various levels of discounts that will be available for different types of user groups.

3.0 A revised pricing structure for community centres in South Leeds

- 3.1 A draft pricing structure was presented at the June Area Committee meeting. This draft pricing structure was based upon existing costs to use Council community centres, a benchmarking exercise which was undertaken to look at other types of buildings available for hire in the south locality and costs were also altered to reflect inflation and rising costs of utilities. Following on from discussions with colleagues from other Area Management Teams, Facilities Management, Lettings Unit and

^x Churwell CC, East Ardsley CC, West Ardsley CC and three in Inner South

^{*} Watsonia Pavilion, Inner South

Regeneration Partnerships Team, the standard charges which Area Committee are being asked to endorse the implementation of are as follows:-

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

3.2 Minimal use of a kitchen (e.g. to make refreshments for a meeting) will be included in the standard charge. More extensive use will be covered by booking a kitchen under the Band D charge rate. Some groups use storage facilities on a permanent basis and it is felt that a charge could be implemented for the use this service to any commercial or profit making organisations using our centres.

3.3 It has been agreed that for a smooth transitional period and for Lettings Unit to be able to manage the lettings process easier that one standard charge is required across the city. The facilities this policy will cover are:-

Inner South	Outer South
Holbeck Youth Club (to transfer)	Blackburn Hall (transferred 1/7/06)
Old Cockburn (to transfer)	Gildersome CC (to transfer)
St Matthews CC (to transfer)	Lewisham Park CC (to transfer)
	Morley Town Hall four rooms (to transfer)
	Peel Street CC (transferred 1/7/06)
	Rose Lund CC (to transfer)
	St Gabriels (to transfer)
	Tingley Y&C Centre (to transfer)
	Windmill YC (to transfer)

3.3 These prices would be applied to all rooms in community facilities with exception to the four community rooms in Morley Town Hall and the main room in Blackburn Hall. The proposed charges for these rooms are as follows:-

Room Band	Current Standard Charge	Proposed Standard Charge June 07	Revised charge Dec 07
Alexandra Hall	£45	£50	£50
Morelian Room	£19	£25	£25
Large Banqueting Suite	£20	£25	£25
Small Banqueting Suite	£10	£20	£15
Main Hall, Blackburn Hall	£18	£30	£25

3.4 Some slight amendments have been made to these prices following comments from the Outer South Community Centre Sub Committee. All users will be notified of the adjustments when the revised policy comes into force.

- 3.5 As mentioned in the previous report presented in June, it is still proposed that a standard charge of £650 is levied for Weddings. Charges for security and cleaning will be additional to the £650 charge and will be apportioned on an event by event basis, as some functions may require more security and / or cleaning than others. If venues are to be used for parties, the hire rate will be the proposed standard lettings charge for any users, plus the costs for caretaking, cleaning and security provided for the function.
- 3.6 The main aim of the revised lettings policy is not to have an immense budgetary impact; it's about creating a standardised charging system for all LCC community facilities in the area, as the current policy hasn't been reviewed for over 10 years. At present, the directly managed community facilities which are the responsibility of the Area Committee, are operating within their budget parameters. Even with the possibility of some income being generated through this policy, there are still high levels of backlog maintenance costs that need to be addressed. The income will assist with the running costs associated with the buildings in the area, and if, where possible; go towards some enhancements to the facilities we have to offer.
- 3.7 Applications from commercial businesses will be assessed on a case by case basis and will be charged an enhanced rate for use of the community centre. It may be felt that if a business, large company or profit-making organisations who want to use community centres for activities, should be charged a higher rate than a regular community user due to their financial status and revenue generating ability. It is suggested that office space within community centres could be promoted to businesses. Any revenue generated through this would be used to subsidise community lettings or used to improve the buildings further. It will be ensured that there will be sufficient space within the facilities for the provision of community use if a business requests to use one of the facilities for a base.

4.0 A revised discount policy for community centres in South Leeds

- 4.1 Complimentary to the standard pricing structure is the discount policy. The discount will be apportioned dependant on the type of activity which is being provided to the community. This is detailed in Appendix 2. We are aware that further work needs to be undertaken to make the criteria of the user groups more specific and prescriptive to ensure that the discount policy is not open to abuse by groups who may not receive a discount and have the ability to pay lettings charges.
- 4.2 One area that has been changed from the draft policy presented in June, is the section on activities for young people. There has been a number of questions raised about the rationale for charging voluntary youth groups such as uniformed organisations, like scouts and brownies, but not charging a statutory provider like LCC Youth Service for use of rooms within community facilities. The discount policy has been amended to reflect these concerns. It is proposed that when work is undertaken on firming up the criteria and definition for each type of user group, that a caveat be included for all free users, not just those for youth activities, that if a group is found to be making a profit or receiving a high level of income from the activities that they are running, they will be required to make a contribution towards lettings fees. The detailed definitions for each group will be discussed at Community Centres Sub Committees to ensure that members are happy with the terms used.

- 4.3 It is also suggested that if groups are unable to pay any of the lettings fees outlined, they can request for a subsidy from the Area Committee. It is suggested that a lettings subsidy would be granted in exceptional circumstances only. Area Committee would not be asked to cover the subsidy through its Area Well Being Budget but through the offset of the costs against operational budgets for each facility.

5.0 Implementation process

- 5.1 Various actions need to be undertaken to ensure the implementation of the revised Lettings and Pricings Policy is efficient and effective as possible. Discussions are already underway with the Lettings Unit with regards to the development of a database which will automatically calculate the level of discount based upon the type of the users group. We are aware that further work needs to be undertaken to make the criteria of the user groups more specific and prescriptive to ensure that the discount policy is not open to abuse by groups who may not receive a discount and have the ability to pay lettings charges.
- 5.2 We also aim to put a poster up in each community centre so groups are fully aware how much they would be expected to pay in rooms within that facility. We will be making the process as transparent as possible and clear for users to understand.
- 5.3 Another action South Area Management Team will undertake is to look at redesigning the current lettings forms. Feedback from community centre sub committees has been that the form is complicated and not easily understood. Agreement has been given by the Letting Unit and Facilities Management for this process to be reviewed as part of the implementation of the revised policy.
- 5.4 We are aware that this will all take time to complete and ideally would want to have all processes in place and active from 1st April 2008 but it may not be possible to do so. We will aim to have as much of this work complete by this date but it is anticipated that the new system will go live for new users of community facilities from Summer 2008 and all other users existing bookings will be transferred over to the revised pricing and lettings policy by October 2008, when lettings granted in April are up for renewal.
- 5.5 If there are any disputes from users over the level of discount groups receive, this will be dealt through the Council's Corporate Complaints Procedure. It is anticipated that a disputes resolution policy will be developed for the lettings process over the next few months alongside the new lettings database and revised lettings application forms.

6.0 Implications For Council Policy and Governance

- 6.1 The range of community centre issues detailed in this report fit with agreed Council policy and governance arrangements.

7.0 Legal and Resource Implications

Legal

- 7.1 At this stage there are no new legal implications arising from the contents of this report.

Resources

- 7.2 There could be some budgetary impact in terms of increased or even reduced income for community facilities. Any increased income will be re-invested into the buildings to make them of a higher standard for all users. If the income levels were to fall, efficiency saving measures would have to be explored to see how these costs could be recovered.
- 7.3 In terms of staffing resources, an officer from the Area Management Team will oversee the implementation of the new policy with the Lettings Unit, who will still be responsible for the management of lettings for all directly managed community facilities across the city.

8.0 Recommendations

- 8.1 The recommendations for this report are as follows:-
- For the Area Committee to note this report
 - Area Committee to endorse the revised Pricing and Lettings Policy to be implemented across the area.
 - Any alterations to the policy to be discussed and considered by the Community Centres Sub Committee, who have delegated responsibilities from this committee, and the reported back to future Area Committee for final approval.
 - An indicative implementation date of 1st April 2008 to be agreed. If this date cannot be achieved, the policy will be implemented as soon as operationally possible.

Responses from Consultation on Draft Pricing & Lettings Policy

Centre Used	Group / Organisation	Comments
Peel Street	Chatroom	<p>We are a group of people who have had or in most cases still do have mental health problems. We meet weekly to support each other in a local setting and to help reduce social isolation and promote inclusion in the local community.</p> <p>We have been able to apply for some financial help from Leeds Mind. However, this is not a guaranteed amount and we would be very concerned about having to pay regular rental fees. Are we eligible for discounts? Can we appeal against charges? We are obviously anxious as we don't want to lose what for many members is our only social time.</p>
Gildersome Youth Club	4 th Morley (Gildersome) Scout Group	<p>We very much oppose charges being made for Beaver, Cub and Scout usage of the above premises. We are a non profit making organisation providing a community service at no cost to LCC. We make a valuable contribution to the youth in our area and fill a gap unsupported by local government. Subscriptions which are charged to members cover annual fees imposed by our district, county and national headquarters, primarily to cover insurance costs. Activities are paid for separately and by fund raising events. Effectively therefore our service is non charging and open to all. The proposed charges are well in excess of subscriptions we currently receive.</p>
Tingley Y&C Centre	Tingley Brass Band	<p>We have been using the centre now for what must be 25 years and to my knowledge there has been no charge. We have around 35 members, 23 attend our mid week rehearsal and 12 attend the training band on Saturday morning. Age ranges are from 7 to 75 coming from the local community. It does concern the committee that we may have to pay for the Saturday morning session that we have as this attended by 12 members (we would like more). This session is crucial to the development of new players, mostly youngsters, from junior schools, who would find it too late to attend mid week due to early bed times. Our members pay less than £1 per week which contributes towards a very high insurance bill, new music loan of instrument. We would ask that any charges be waived.</p>
Old Cockburn Youth Centre	Leeds Gospel Fellowship	<p>We have been using the Old Cockburn Youth Centre since April and pay £17ph for hall rental and £9ph for staffing – this is a total of £26ph for two and an a half hours every Sunday. From your new proposals what band is old Cockburn youth centre in? We don't benefit from any discounts on a weekend. You mentioned approved key holders. Let us know the Council's definition of an approved key holder.</p>
Tingley Y&C Centre, Morley Town Hall	DAZL	<p>I am unhappy with the new charging policy. DAZL are running over five groups in community and youth centres which will be adversely affected.</p>

Gildersome Youth Club		<p>While we charge a small amount (£1 per session) this in no way even covers the tutor costs of the dance sessions, let alone leaving income for room hire. We believe that increasing the cost of the session will exclude the most deprived young people who are our key target. Can this charge be viewed as subs? Will the Area Committees have increased funds to cope with this? Seems quite problematic to our work and I object to the new plan.</p>
	4 th Morley (Gildersome) Cubs	<p>I currently have a letting for 2hrs per week for cubs. Looking at your proposed charges I could be paying up to £40 per wk, depending on what you class as a large room. I have a maximum of 24 children at any one time. This would mean a charge per child of £1.66 per week. Currently subscription is charged which covers the membership of the scouts association and costs of all equipment used at pack nights (e.g. crafts, etc). All adults involved in scouting are volunteers who provide activities for young people from all backgrounds regardless of age, race, religion or sexuality. All money charged is used for the benefit of the young people. If these charges were introduced, I may have to look for other premises.</p>

South Leeds Community Centres Letting Policy – schedule of charges and discounts

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

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

Type of User	Current Standard Charges	Standard Charges	Impact	Comments
Adult Learning Covers: Adult education activities and use by colleges	Varies from no charge, to discounted rate to standard charges.	£2.50 per room per hour Monday to Friday. College block bookings would incur a charge based on proportion of space taken. £10 per room per hour at weekend/council holiday usage of rooms.	Proposals already implemented with Colleges. Non-college use isn't very extensive and charges are modest.	<ul style="list-style-type: none"> Wide variations in pricing at present. Links clearly to proposals for charging colleges, introduced from Sept 2005 following negotiations with the colleges. <p>Example of charge: Weekly 2 hour session over 30 wks 30 x 2 x 2.50 = £150 p.a. Based on a session with ten people this equates to £15 per person over the year or 50p per session.</p>
Centre Management Committees	No charge.	No charge Monday to Friday. £10 per room per hour at weekends/council holidays.	Typically meet Mon – Fri at present so will still have free use.	<ul style="list-style-type: none"> Committees would be asked to demonstrate that they were meeting local community needs and seeking opportunities to promote the centre to all local communities in the area.
Community Meetings Covers: Communities of interest group meetings, community engagement activities, community	Varies from no charge to discount to standard charge.	£5 per room per hour Monday to Friday. £10 per room per hour at weekend/council holiday usage of rooms.	Much of this type of activity currently isn't charged but depends in some cases what groups have put on lettings forms.	<ul style="list-style-type: none"> Links to City Council/Leeds Initiative policy to support community engagement and civic renewal. Recognises that many groups have modest funds.

<p>forums and surgeries for Councillors and MPs.</p> <p>Examples: tenants and residents associations, Black and Minority Ethnic groups, disabled people's groups, neighbourhood watch, Parish Councils, political meetings of registered political groups.</p>			<p>Groups meeting frequently could approach the Area Committees for support and request a discount if they don't have the means to pay charges.</p> <p>Some groups don't meet very often e.g. every two months, every quarter so amount to pay is very low.</p> <p>Existing use for members surgeries and political meetings is quite low.</p>	<ul style="list-style-type: none"> Some groups charge a membership fee and undertake fundraising activities. City Councillor surgeries to be booked and paid by Member Services. Groups would be able to approach the relevant Area Committee for support through their small grants scheme if not able to pay a modest contribution to centre running costs. Relevant legislation applies for political meetings close to elections. <p>Example of charge: Bi-monthly meeting for 2 hours. 6 x 2 x £5 = £60 p.a.</p>
<p>Commercial Use</p>	<p>Enhanced standard charges</p>	<p>Each lettings application from a commercial business will be reviewed on a case by case basis – if businesses who generate significant amounts of income request to use a community facility, higher charges may be applied. If not, the business will be charged the standard lettings rate</p>	<p>Very little commercial business use at present</p>	<ul style="list-style-type: none"> Could look at encouraging commercial businesses to consider using community centres as an operational base – this would therefore generate additional income and be able to be used to subsidise lettings further. It would be ensured that if any business was wanting to use a community centres, there was sufficient space for community activities to still take place.
<p>Council Departments/ Other Agencies</p> <p>Covers: Delivery of council services not covered in</p>	<p>Some uses are charged e.g. polling station usage.</p>	<p>Standard charges</p>	<p>There is currently a charge for polling station use – this would be apportioned at a flat rate of £500.</p>	<ul style="list-style-type: none"> Not clearly included in current policies. Use by the Area Management Team would be free of charge

<p>other categories of use.</p> <p>Examples: Polling Stations, Delivery of educational programmes out of school settings</p> <p>Lifestyle and leisure groups</p> <p>Examples: dance clubs, games clubs, diet and fitness where users pay a charge for the session.</p> <p>Note: 0-19 activities and older peoples' groups (60+) are covered by separate categories.</p>	<p>Varies from no charge to discount to standard charge.</p>	<p>Standard charges.</p>	<p>Some of these groups currently pay standard charges so will not see a significant difference (mainly those using previous Leisure Service centres and weekend use).</p> <p>Many of these groups are private providers e.g. Weightwatchers, Slimming World and have benefited from free use of some centres.</p> <p>There will be winners and losers in this group because of the way the current policies work e.g. a belly dancing class in one centre has been charged but a line dancing class in another is free.</p> <p>Standard charges are competitive with non-council providers.</p> <p>Activities for younger people and older people</p>	<p>Some groups pay and are content with charges and the need for review.</p> <p>Some private operators are benefiting from the current policy for some centres which makes them much cheaper or free compared with other venues.</p> <p>Example of Charge: Weekly 2 hour session over 50 weeks in a small room. 50 x 2 x 10.00@50% = £500 p.a. Based on a session with 10 people this equates to £50 per person over the year or £1 per session.</p>
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	<p>Older Peoples' groups (60+)</p> <p>Examples: luncheon clubs, games sessions</p>	<p>No charge Monday to Friday. Standard charges at weekends.</p>	<p>No charge Monday to Friday.</p> <p>£10 per room per hour at weekends/council holidays.</p>	<p>are not affected by these charges – reflecting corporate priorities.</p> <p>Will mainly stay the same without any charges.</p> <p>A small number of groups meet at weekends so will have to pay, request a reduction from the Area Committee or move activities to another day.</p>	<ul style="list-style-type: none"> The group would be asked to demonstrate how the activity was meeting local needs for older people. These arrangements would also apply to intergenerational activities which bring young (0-19) and old people (60+) together. Games activities involving prize giving – e.g. Bingo – will need appropriate licences. <p>Same as current policy.</p>
<p>Performances & rehearsals</p> <p>Covers: Amateur productions by community and voluntary organisations.</p>	<p>Performances charged at the hourly room rate.</p> <p>Rehearsals charged at 50% of the hourly room rate.</p>	<p>Performances charged at the hourly room rate.</p> <p>Rehearsals charged at 50% of the hourly room rate.</p>	<p>Performances charged at the hourly room rate.</p> <p>Rehearsals charged at 50% of the hourly room rate.</p>	<p>No significant change.</p> <p>Some large rooms will be a bit cheaper.</p>	<p>Same as current policy.</p>
<p>Private functions</p> <p>Covers: Weddings, Parties</p>	<p>Weddings are charged at a standard rate of £450 plus additional charges to cover extra caretaking and cleaning requirements.</p> <p>Other private functions are charged at the standard hourly rate.</p>	<p>Fixed rate for weddings of £650 per booking to cover all costs.</p> <p>Standard charges for room hire for other functions. Additional charges as appropriate based on costs of any extra services needed for the function – security, caretaking and cleaning.</p>	<p>Parties, fashion shows, weddings etc will generally pay more as costs will seek to cover the full costs of services provided.</p>	<p>Prices will be based on standard room charges and will seek to cover the full costs of any additional services provided e.g. for large wedding functions when additional caretaking and cleaning is required.</p> <p>Weddings will be charged £650 plus any additional staffing costs.</p>	<p>Prices will be based on standard room charges and will seek to cover the full costs of any additional services provided e.g. for large wedding functions when additional caretaking and cleaning is required.</p> <p>Weddings will be charged £650 plus any additional staffing costs.</p>
<p>Registered charities</p> <p>Covers: meetings, forums, fundraising events</p>	<p>No charge to standard charge.</p>	<p>50% discount on standard charge Monday to Friday.</p> <p>Standard charges at weekends/council holidays.</p>	<p>50% discount Mon – Fri makes rooms competitive with non-council venues.</p>	<p>50% discount Mon – Fri makes rooms competitive with non-council venues.</p>	<p>Wide variations in pricing at</p>
<p>Young people – Under 19.</p>	<p>Varies from no charge, to</p>	<p>£2.50 per room per hour Monday</p>	<p>Not always clear at the</p>	<p>Wide variations in pricing at</p>	<p>Wide variations in pricing at</p>

<p>Charged activities. Examples: sports clubs, martial arts</p>	<p>discounted rate to standard charges.</p>	<p>to Friday for small and medium rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>moment if there is a charge for users. It is known that there are a number of private providers benefiting from free room hire but charging children for activities e.g. sports, martial arts. Charges per hour kept low to reflect that some providers, e.g. playgroups meeting several days per week, are trying to keep costs low for families. If groups don't feel they could pass on these modest room hire charges they could approach the area committee for support.</p>	<p>present. Some groups are charging for activities in rooms which are currently being provided without charge. Each group would need to ensure it has a child protection policy. Groups could approach the relevant Area Committee for support. Example of charge: Mon- Fri sessions for 2 hours over 30 weeks. 30 x 2 x 5 x 2.50 = £750 p.a. Based on a session with ten people, the cost per session is 50p per person.</p>
<p>Young people – Under 19. Non-charged activities (e.g. pre-school activities, Mums & Tots Groups, Brownies / Scouts, Out of School Clubs, Youth Service programmes, voluntary/community organisations running programmes which do not incur any session charges to users).</p>	<p>No charge.</p>	<p>No charge Monday to Friday. £10 per room per hour at weekends/council holidays.</p>	<p>There is much use of this type and mainly Mon – Fri at present so will not incur any charges.</p>	<ul style="list-style-type: none"> Many voluntary organisations do not have specific budgets to pay for room hire. Each group would need to ensure it has a child protection policy. Organisation would need to demonstrate it has child protection policies and meet local youth provision needs. If youth service are using community centres as an operational office base, a service charge will be apportioned based on square

					metreage of space used. A formal agreement would also be drawn up for the use of the space as an office base.
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Originator:
Thomas O'Donovan
Peter Mudge
Tel: 224 3040

Report of the Director of Environments & Neighbourhoods Directorate

South Leeds (Outer) Area Committee

Date: Monday 17th December 2007

Subject: Queensway Car Park, Morley

Electoral Wards Affected:

Ardsley & Robin Hood
Morley North
Morley South
Rothwell

Specific Implications For:
Ethnic minorities
Women
Disabled people
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 presents the results of the recent survey at Queensway car park Morley and suggests improvements to parking. In particular it addresses the issue of providing more short term and readily available spaces to people wishing to visit and shop in the town by the introduction of some waiting limits.

The survey was commissioned by Outer South Area Committee and carried out by the Transport Policy Monitoring Section of City Development and has subsequently been approved by Parking Management.

The survey took place on Wednesday 26th September 2007 and Saturday 29th September 2007 during the hours of 0700 to 1800. The full survey is attached at Appendix A.

1.0 Background

(For ease of reference in this report, the Queensway Car Park has been divided into 5 sections as shown by the map in Appendix A)

1.1 For large parts of the day the car park is operating at or above its operational capacity. During these times it is obvious that drivers are encountering difficulties in finding vacant spaces. It is a very popular car park catering for various groups of users, primarily: shoppers, workers, patrons of various establishments and visitors to Morley Town Centre.

- 1.2 The number of visitors to the town centre is increasing and, through marketing and positive publicity, this is a trend which can continue, leading to an improved local economy and an ever more attractive town centre. But for the retail spend to increase, there must be easily accessible parking spaces for new visitors to the town centre.
- 1.3 The survey found no evidence to suggest that the car park is being used as a park-and-ride site. It was found that Section 2 catered for the highest number of long stayers (> 6 hrs) on both survey days.
- 1.4 As expected, there is greater number of long stay parkers (> 6 hrs) on a weekday compared to a Saturday.

Peak Occupancy

Section	Wednesday	Saturday
1	100% at 1200 hrs	100% at 1400 hrs
2	101% at 1500 hrs	100% at 1100 hrs
3	101% at 1100 hrs	102% at 1200 hrs
4	100% at 1100 hrs	101% at 1100 hrs
5	83% at 1100 hrs	100% at 1100 hrs
Total	95% at 1100 & 1400 hrs	100% at 1100 hrs

2.0 Options for consideration

- 2.1 Introduce a maximum stay of 2 hours Monday to Saturday at sections 1 & 2. It would mean greater turnover and be of benefit to shoppers as they would not have to carry their shopping over a long distance. Any shopper wishing to stay for more than 2 hours could park in Sections 3, 4 or 5 – all of which offer unlimited stay parking. Officers of Area Management, including the Town Centre Manager and LCC Transport Policy Section recommend this as the preferred option.
- 2.2 Introduce a maximum stay of 3 hours Monday to Saturday at sections 1 & 2. Option 2 would see improved accessibility and turnover of parking spaces near the town centre shops. However the appearance of available spaces would be less frequent than in Option 1 and the only people to benefit would be those wishing to shop in the town for over 2 hours and below 3.
- 2.3 Introduce a maximum 2 hour stay for Monday - Saturday at Sections 1, 2 and 3. This is the preferred option for Wm Morrison's. The advantage to the town would be that there is a greater availability of spaces for shoppers as the turnover of users would be even faster. Officers concern's is mainly whether there would still be sufficient available space for people working in the town centre.

- 2.4 Introduce maximum stay (2 or 3 hours) across the whole car park. The disadvantage of such a scheme is that people working in the town and their companies would be significantly inconvenienced and would need to regularly return to their cars to move them to a different car park. It is believed that this would be hugely unpopular and lead to chaos in the daily running of the town centre.
- 2.5 The final option is to do nothing. But the car park is often full to bursting point and visitors and residents are discouraged from visiting the town centre if finding a parking spot is an issue. All parties agree to do nothing is not an option.

3.0 Finance

- 3.1 The cost implication for Option 1 or 2 is £12,000 to include signage, meters and notification. Wm Morrison's has indicated it will be willing to assist with funding to support aspects of these proposals. Whilst appreciating the offer from Wm Morrison's, Members are asked to approve funding for the whole project subject to discussions with Wm Morrison's. If discussions with Wm Morrison's are successful then the Area Committee funding requirement will be reduced.

4.0 Implications for Council Policy and Governance

- 4.1 As this is not a delegated function the Area Committee are asked to express a preferred option for Parking Management to consider for implementation.

5.0 Legal and Resource Implications

- 5.1 The proposed alterations can fit within existing legislation.

6.0 Conclusions

- 6.1 The car park is already full to bursting point and visitors and residents are discouraged from visiting the town centre if finding a parking spot is an issue. It would seem most appropriate to ensure the car park continues to provide enough parking for workers in the town yet also ensure parking near the town centre enjoys an efficient turnover.

7.0 Recommendations

- 7.1 Members of the Outer South Area Committee are requested to:
- Note the content of this report
 - Agree Option One as the preferred option. (Sections 1 and 2 will offer a maximum 2 hour stay while sections 3, 4 and 5 offer parking with no time limits)
 - Pending the outcome of discussions with Wm Morrison approve a maximum expenditure of £12,000 to Parking Management for implementation of Option One.
 - In association with Parking Management, review the situation at the end of its first year of operation.

Queensway Car Park

at

Morley

Survey Report 2007



**City Development
Strategy and Policy
Transport Policy Monitoring**

Jean Dent, Director

Introduction

This survey was commissioned by Leeds City Councils Neighbourhoods and Housing Department to assess introduction of waiting limits for Queensway car park in Morley.

The survey was undertaken on two separate days, Wednesday 26th September 2007 and Saturday 29th September 2007 during the hours of 0700 to 1800.

The car park mainly caters for patrons of Morrisons Super Market but there are no restrictions on people parking here and using facilities in and around Morley Town Centre.

There are a total of 585 spaces which includes 27 disabled spaces.

Methodology

The basic methodology used to collect data was by using the parking beat survey technique, in which an enumerator patrolled a pre defined area within the car park at regular intervals, in this case once every 60 minutes. At each section, partial registrations were recorded (by time of day) to enable estimates of parking accumulations and durations to be made.

As the patrols were undertaken at 60 minute intervals, this method may underestimate the number of short stay parkers.

In order to understand the duration data properly, it is helpful to describe the methodology of parking beat surveys. In this survey the enumerator records the registration number of parked vehicles every 60 minutes. If a vehicle arrives and departs between enumerator visits then it will not be recorded, and consequently the number of parking events may be under-recorded. So therefore, as the length of the beat interval increases, then so the possibility of missing short stay parking events will increase. The parking beat interval also affects the accuracy of the duration data. With a 60 minute beat the duration data is accurate to 60 minutes.

Results

The car park was divided into 5 distinct sections (Figure 1) and the results are reported for each individual section and then for the whole car park.

The results are illustrated by series of tables (1 to 4) and graphs (figures 2 to 13).

A brief summary of some of the findings is as follows:

Number of Parking Events

Parking Event – each observation of a vehicle is counted as a parking event hence a vehicle recorded as parked on three separate visits would be counted as 3 parking events.

Section	Wednesday	Saturday
1	891	887
2	1351	1323
3	895	819
4	851	840
5	804	782
Total	4792	4651

Peak Occupancy

Section	Wednesday	Saturday
1	100% at 1200 hrs	100% at 1400 hrs
2	101% at 1500 hrs	100% at 1100 hrs
3	101% at 1100 hrs	102% at 1200 hrs
4	100% at 1100 hrs	101% at 1100 hrs
5	83% at 1100 hrs	100% at 1100 hrs
Total	95% at 1100 & 1400 hrs	100% at 1100 hrs

Number of Different Vehicles Parking

Section	Wednesday	Saturday
1	500	576
2	593	708
3	407	496
4	415	553
5	485	525
Total	2400	2858

Length of Stay - Section 1

	Wednesday	Saturday
less than 1 hr	359 (71.8%)	424 (73.6%)
1 to 2 hrs	81 (16.2%)	91 (15.8%)
2 to 6 hrs	35 (7.0%)	51 (8.9%)
more than 6 hrs	25 (5.0%)	10 (1.7%)

Length of Stay - Section 2

	Wednesday	Saturday
less than 1 hr	397 (66.9%)	498 (70.3%)
1 to 2 hrs	76 (12.8%)	105 (14.8%)
2 to 6 hrs	51 (8.6%)	63 (8.9%)
more than 6 hrs	68 (11.6%)	42 (5.9%)

Length of Stay - Section 3

	Wednesday	Saturday
less than 1 hr	267 (65.6%)	326 (65.7%)
1 to 2 hrs	55 (13.5%)	104 (21.0%)
2 to 6 hrs	46 (11.3%)	57 (11.5%)
more than 6 hrs	39 (9.6%)	9 (1.8%)

Length of Stay - Section 4

	Wednesday	Saturday
less than 1 hr	270 (65.1%)	380 (68.7%)
1 to 2 hrs	63 (15.2%)	113 (20.4%)
2 to 6 hrs	60 (14.5%)	55 (9.9%)
more than 6 hrs	22 (5.3%)	5 (0.9%)

Length of Stay - Section 5

	Wednesday	Saturday
less than 1 hr	348 (71.8%)	365 (69.5%)
1 to 2 hrs	78 (16.1%)	106 (20.2%)
2 to 6 hrs	45 (9.3%)	52 (9.9%)
more than 6 hrs	14 (2.9%)	2 (0.4%)

Length of Stay - Total Car Park

	Wednesday	Saturday
less than 1 hr	1641 (68.4%)	1993 (69.7%)
1 to 2 hrs	353 (14.7%)	519 (18.2%)
2 to 6 hrs	237 (9.9%)	278 (9.7%)
more than 6 hrs	169 (7.0%)	68 (2.4%)

In summary section 2 catered for the highest number of long stayers (> 6 hrs) on both survey days, with 48% of the 141 spaces occupied by long stayers on Wednesday and 30% on Saturday.

As for the overall car park 29% of the total 585 spaces were occupied by vehicles parking for more than 6 hrs on Wednesday compared with 12% on Saturday.

Enumerator Comments & Observations

Wednesday 26th September 2007

Section 1 –

at 7am private hire taxis waiting for their next fare

at no time during the survey was there anyone parked illegally in the 8 spaces reserved for the disabled

all parkers headed towards Morrisons through the archway, some may have gone towards Queens Street

Section 2 –

19 vehicles parked at 6.30am, Morrison employees parking in this section

between 7 and 8am further arrivals of Morrisons staff and those working at adjacent stores and shops

between 10.30 and 11am the section is nearly full

at noon 2 to 3 vehicles parked illegally in the disabled bays, parking attendant issued tickets

between 1pm and 3pm this section is full, people circling looking for spaces

Section 3 –

private hire taxis waiting for their next fare

observed 1 person parking very early on and heading to the Leisure Centre

several cars parked and their occupants headed towards the surgery on Westfield Road

other occupants parked and took their children to the local nursery or child care centre

at 11 am the car park was virtually full with people driving around looking for spaces

one or two cars parked outside the marked spaces

same two cars parked in this section overnight on both days, suspect local residents

Section 4 –

few private hire drivers waiting in their cars first thing in the morning

majority of people parking in this section headed towards Morrisons, mainly, shoppers but difficult to distinguish whether to Morrisons or other shops within Morley

Section 5 –

8 spaces in this section are occupied by recycling skips and hence been excluded from any analysis

most of the vehicles that were long stay mainly parked in the area adjacent to Queensway

people observed leaving this section early on were smartly dressed, possibly office workers

others were observed leaving this section in the direction of the Leisure centre some carrying sports bags

no one parked here and walked to any of the bus stops on Queensway

Saturday 29th September 2007

Section 1 –

at 7am few private hire taxis waiting in this section

as Wednesday, all vehicles parked in the marked disabled spaces were displaying the blue badge

approximately 10 vehicles parked in this section and did not go into Morrisons but headed towards Queen Street, majority went into Morrisons

at 1pm all disabled spaces legally occupied

Section 2 –

21 vehicles parked here at 6.30am, Morrisons employees

most arrivals between 7am and 8am were employees of shops in Windsor Court Mall

at 11 am 4 cars parked outside the marked spaces

it was also noticeable that between 9.30 and 11.30am there were people parking in the car parking walking out in the direction of Queens Street

between 11am and 1pm section operating at its capacity no available spaces

Section 3 –

several private hire taxis waiting in this section at start

from 10am this section was nearly full, vehicles circling looking for spaces

one vehicle parked illegally outside the marked bay

12 noon section full, some parking outside the marked bays

Section 4 –

mainly all shoppers parking in this section

Section 5 –

between 8am and 10am most people leaving the car park entered the Leisure centre on Queensway

this section was a lot busier on Saturday compared to Wednesday, at 11am it was completely full and people looking for spaces

at 5.45am increased parking by people using Morley Leisure Centre, possibly for a special event

Conclusion

It is a very popular car park catering for various groups of users, primarily, shoppers, workers, patrons of various establishments and visitors to Morley Town Centre.

For large parts of the day it is operating at or above its operational capacity. During these times it was obvious that drivers were encountering difficulties in finding vacant spaces.

There was little or no abuse of the disable spaces; these were regularly monitored by parking wardens.

There was no evidence to suggest that the car park is being used as a park and ride site.

As expected there is greater number of long stay parkers (> 6 hrs) on a weekday compared to a Saturday.

Majority of the long stay vehicles were parked in sections 2 and 3 (refer to figure 1), in section 2 were mainly employees of Morrisons and businesses nearby. In section 3, it was observed that people parked and went to the nearby surgery, nursery and child care centre.

Recommendations

Do nothing is not an option as this would discourage people from visiting this part of Morley Town Centre if finding a parking spot was an issue.

This exercise should be used as a benchmark to look at other off – street car parks within Morley Town Centre.

A balanced approach must be found to cater for all groups using this car park. One proposal is to introduce a maximum stay of 3 hours for Monday to Saturday at sections 1 & 2 in vicinity of Morrisons and the main shopping precinct. This would mean greater space turnover and be a benefit for the shoppers as they would not have to carry their shopping over a long distance.

The design and enforcement of the above proposal must be discussed with our colleagues at Parking Services prior to the scheme implementation.

In conjunction with the above scheme can Morrisons do more to alleviate parking problems here, look in the possibility of them introducing a regular bus service to and from the store? Asda operate a similar service at their Killingbeck Store.

It is my understanding that a Private Hire firm has a contract with Morrisons for picking up their customers. If discount were given to Morrisons patrons would it not encourage more shoppers to leave their cars at home and come in by taxi.

Queensway Off - Street Car Park at Morrisons Superstore, Morley

WEDNESDAY 26th SEPTEMBER 2007							
Time hour beginning		Section 1 94 spaces	Section 2 141 spaces	Section 3 115 spaces	Section 4 119 spaces	Section 5 116 spaces	Total 585 spaces
0700	no. parked % spaces occ.	0 0.0	26 18.4	3 2.6	0 0.0	0 0.0	29 5.0
0800	no. parked % spaces occ.	13 13.8	49 34.8	11 9.6	12 10.1	10 8.6	95 16.2
0900	no. parked % spaces occ.	80 85.1	122 86.5	51 44.3	44 37.0	40 34.5	337 57.6
1000	no. parked % spaces occ.	90 95.7	138 97.9	105 91.3	102 85.7	84 72.4	519 88.7
1100	no. parked % spaces occ.	92 97.9	140 99.3	116 100.9	111 93.3	96 82.8	555 94.9
1200	no. parked % spaces occ.	94 100.0	136 96.5	112 97.4	111 93.3	95 81.9	548 93.7
1300	no. parked % spaces occ.	92 97.9	138 97.9	107 93.0	108 90.8	86 74.1	531 90.8
1400	no. parked % spaces occ.	93 98.9	138 97.9	111 96.5	119 100.0	93 80.2	554 94.7
1500	no. parked % spaces occ.	91 96.8	142 100.7	103 89.6	97 81.5	93 80.2	526 89.9
1600	no. parked % spaces occ.	91 96.8	131 92.9	85 73.9	71 59.7	77 66.4	455 77.8
1700	no. parked % spaces occ.	81 86.2	109 77.3	58 50.4	43 36.1	77 66.4	368 62.9
1800	no. parked % spaces occ.	74 78.7	82 58.2	33 28.7	33 27.7	53 45.7	275 47.0
Total	no. parked	891	1351	895	851	804	4792

Table 1 Number of vehicles parked every hour - Wednesday 26th September 2007
 Figures in **bold** are when the area is over 90% full i.e. at or above operational capacity

Queensway Off - Street Car Park at Morrisons Superstore, Morley

SATURDAY 29th SEPTEMBER 2007							
Time hour beginning		Section 1 94 spaces	Section 2 141 spaces	Section 3 115 spaces	Section 4 119 spaces	Section 5 116 spaces	Total 585 spaces
0700	no. parked % spaces occ.	0 0.0	20 14.2	2 1.7	0 0.0	0 0.0	22 3.8
0800	no. parked % spaces occ.	42 44.7	62 44.0	7 6.1	4 3.4	3 2.6	118 20.2
0900	no. parked % spaces occ.	88 93.6	127 90.1	38 33.0	33 27.7	21 18.1	307 52.5
1000	no. parked % spaces occ.	88 93.6	138 97.9	112 97.4	111 93.3	85 73.3	534 91.3
1100	no. parked % spaces occ.	92 97.9	141 100.0	116 100.9	120 100.8	116 100.0	585 100.0
1200	no. parked % spaces occ.	91 96.8	138 97.9	117 101.7	117 98.3	115 99.1	578 98.8
1300	no. parked % spaces occ.	92 97.9	140 99.3	116 100.9	119 100.0	112 96.6	579 99.0
1400	no. parked % spaces occ.	94 100.0	140 99.3	113 98.3	115 96.6	105 90.5	567 96.9
1500	no. parked % spaces occ.	91 96.8	140 99.3	103 89.6	111 93.3	102 87.9	547 93.5
1600	no. parked % spaces occ.	86 91.5	125 88.7	60 52.2	72 60.5	48 41.4	391 66.8
1700	no. parked % spaces occ.	78 83.0	101 71.6	24 20.9	26 21.8	17 14.7	246 42.1
1800	no. parked % spaces occ.	45 47.9	51 36.2	11 9.6	12 10.1	58 50.0	177 30.3
Total	no. parked	887	1323	819	840	782	4651

Table 2 Number of vehicles parked every hour - Saturday 29th September 2007

Figures in **bold** are when the area is over 90% full i.e. at or above operational capacity
Queensway Off - Street Car Park at Morrisons Superstore, Morley

WEDNESDAY 26th SEPTEMBER 2007							
Length of Stay		Section 1	Section 2	Section 3	Section 4	Section 5	Total
< 1 hr	number	359	397	267	270	348	1641
	%	71.8	66.9	65.6	65.1	71.8	68.4
1 - 2 hrs	number	81	76	55	63	78	353
	%	16.2	12.8	13.5	15.2	16.1	14.7
2 - 3 hrs	number	15	28	14	16	21	94
	%	3.0	4.7	3.4	3.9	4.3	3.9
3 - 4 hrs	number	4	9	13	13	9	48
	%	0.8	1.5	3.2	3.1	1.9	2.0
4 - 5 hrs	number	7	6	12	19	7	51
	%	1.4	1.0	2.9	4.6	1.4	2.1
5 - 6 hrs	number	9	8	7	12	8	44
	%	1.8	1.3	1.7	2.9	1.6	1.8
> 6 hrs	number	25	69	39	22	14	169
	%	5.0	11.6	9.6	5.3	2.9	7.0
Total	number	500	593	407	415	485	2400
	%	100.0	100.0	100.0	100.0	100.0	100.0

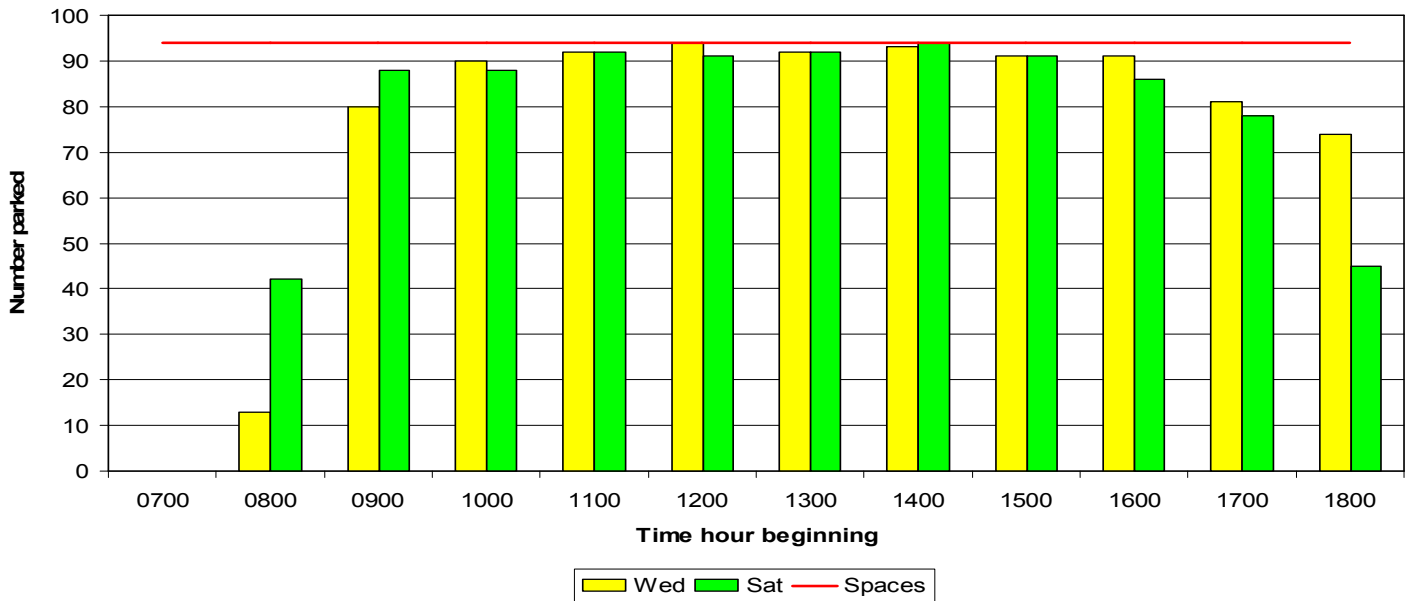
Table 3 Length of stay for individual vehicles parked - Wednesday 26th September 2007

Queensway Off - Street Car Park at Morrisons Superstore, Morley

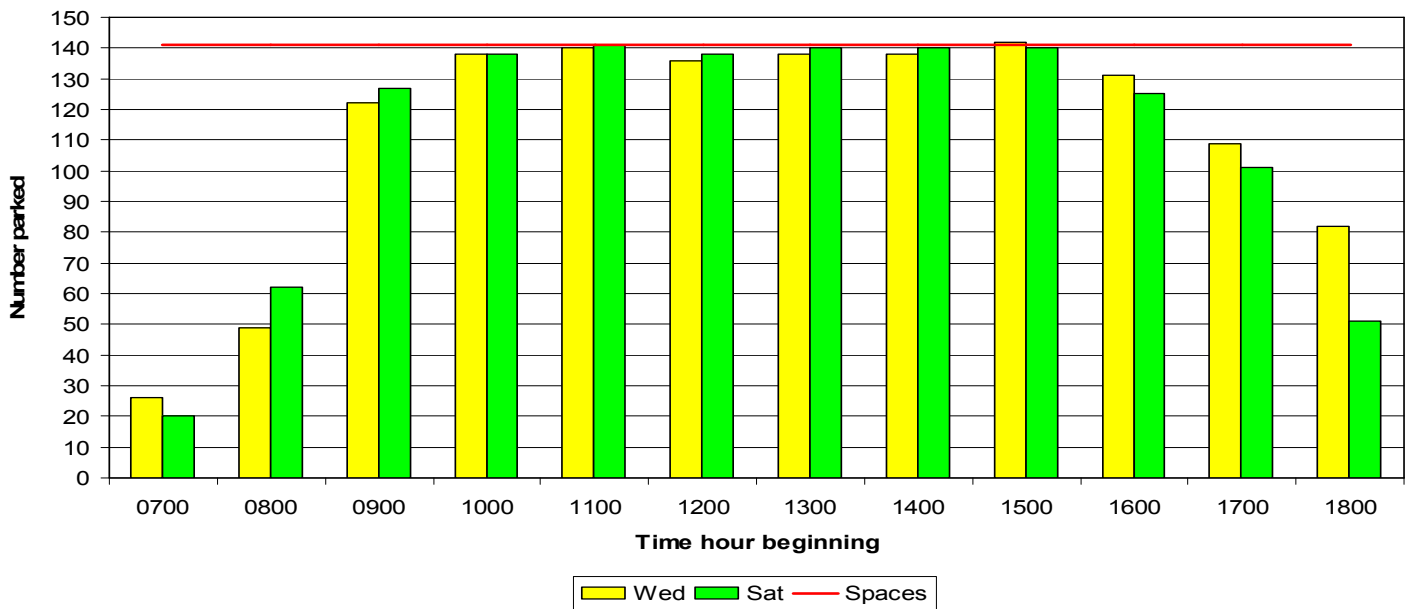
SATURDAY 29th SEPTEMBER 2007							
Length of Stay		Section 1	Section 2	Section 3	Section 4	Section 5	Total
< 1 hr	number	424	498	326	380	365	1993
	%	73.6	70.3	65.7	68.7	69.5	69.7
1 - 2 hrs	number	91	105	104	113	106	519
	%	15.8	14.8	21.0	20.4	20.2	18.2
2 - 3 hrs	number	29	32	30	35	30	156
	%	5.0	4.5	6.0	6.3	5.7	5.5
3 - 4 hrs	number	11	15	19	9	12	66
	%	1.9	2.1	3.8	1.6	2.3	2.3
4 - 5 hrs	number	8	8	7	8	8	39
	%	1.4	1.1	1.4	1.4	1.5	1.4
5 - 6 hrs	number	3	8	1	3	2	17
	%	0.5	1.1	0.2	0.5	0.4	0.6
> 6 hrs	number	10	42	9	5	2	68
	%	1.7	5.9	1.8	0.9	0.4	2.4
Total	number	576	708	496	553	525	2858
	%	100.0	100.0	100.0	100.0	100.0	100.0

Table 4 Length of stay for individual vehicles parked - Saturday 29th September 2007

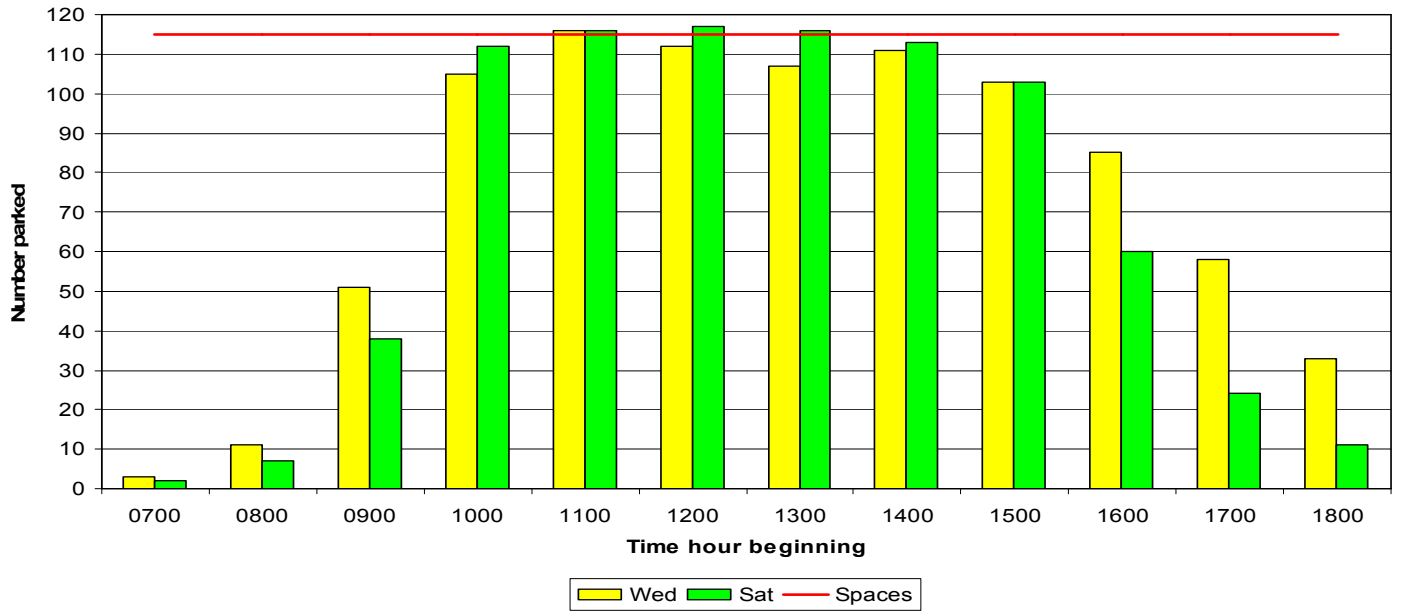
**Figure 2 - Numbers of vehicles parked in Section 1
94 Spaces**



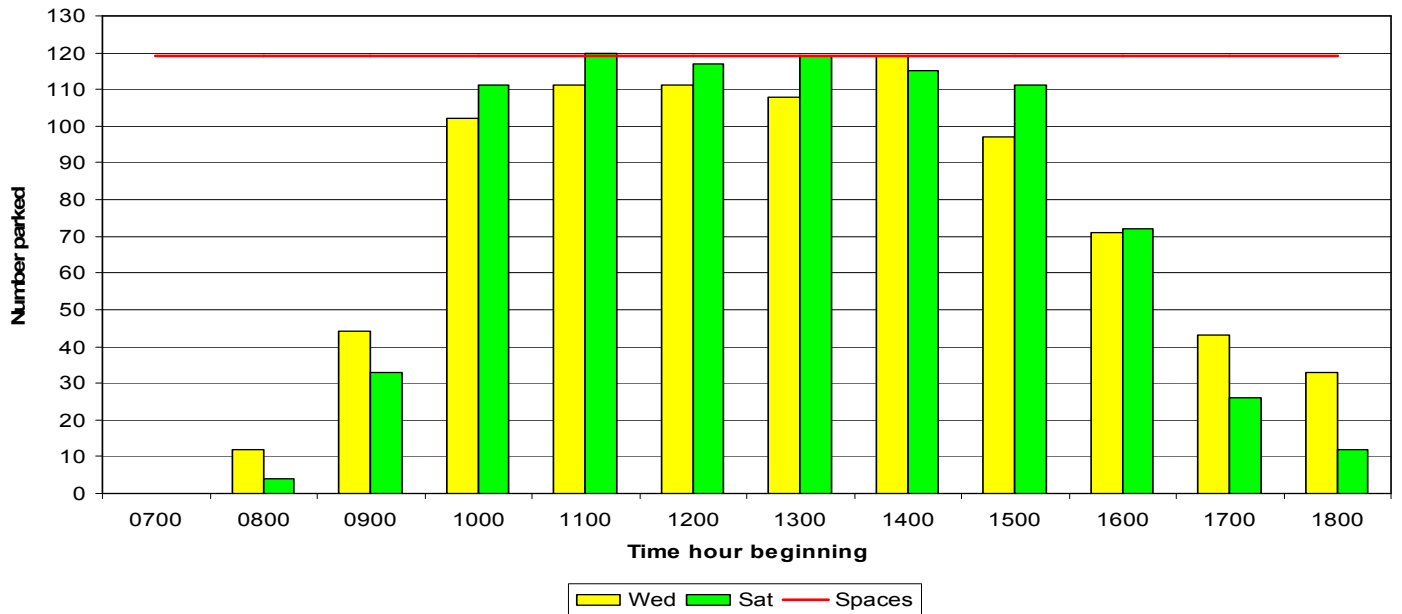
**Figure 3 - Numbers of vehicles parked in Section 2
141 Spaces**



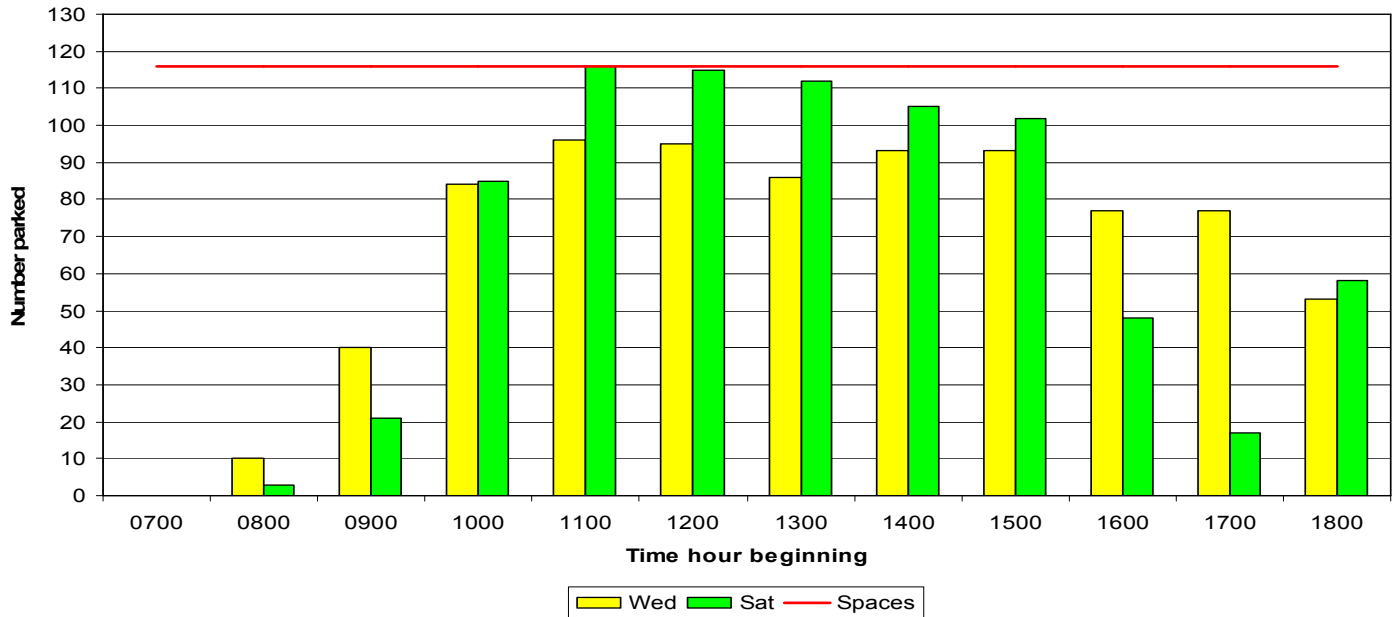
**Figure 4 - Numbers of vehicles parked in Section 3
115 Spaces**



**Figure 5 - Numbers of vehicles parked in Section 4
119 Spaces**



**Figure 6 - Numbers of vehicles parked in Section 5
116 Spaces**



**Figure 7 - Numbers of vehicles parked in Car Park
585 Spaces**

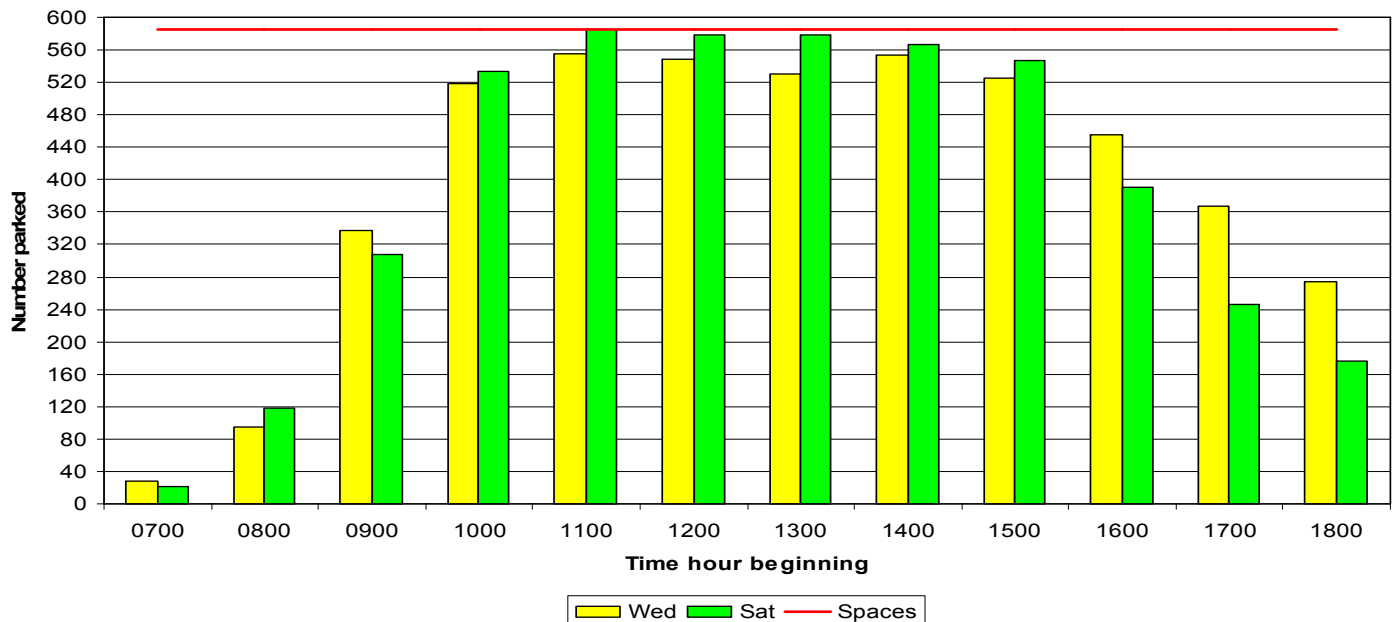


Figure 8 Length of stay of vehicles parked in Section 1

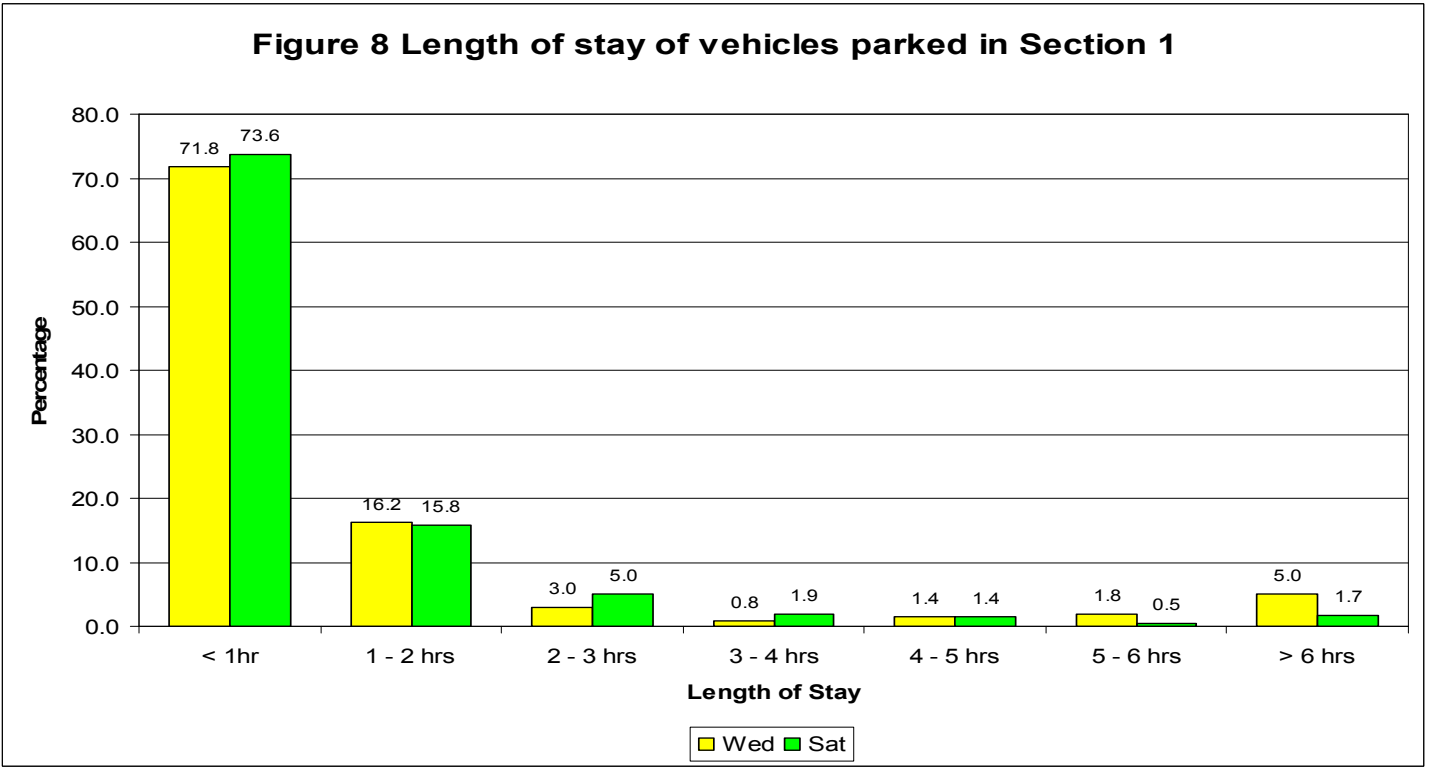


Figure 9 Length of stay of vehicles parked in Section 2

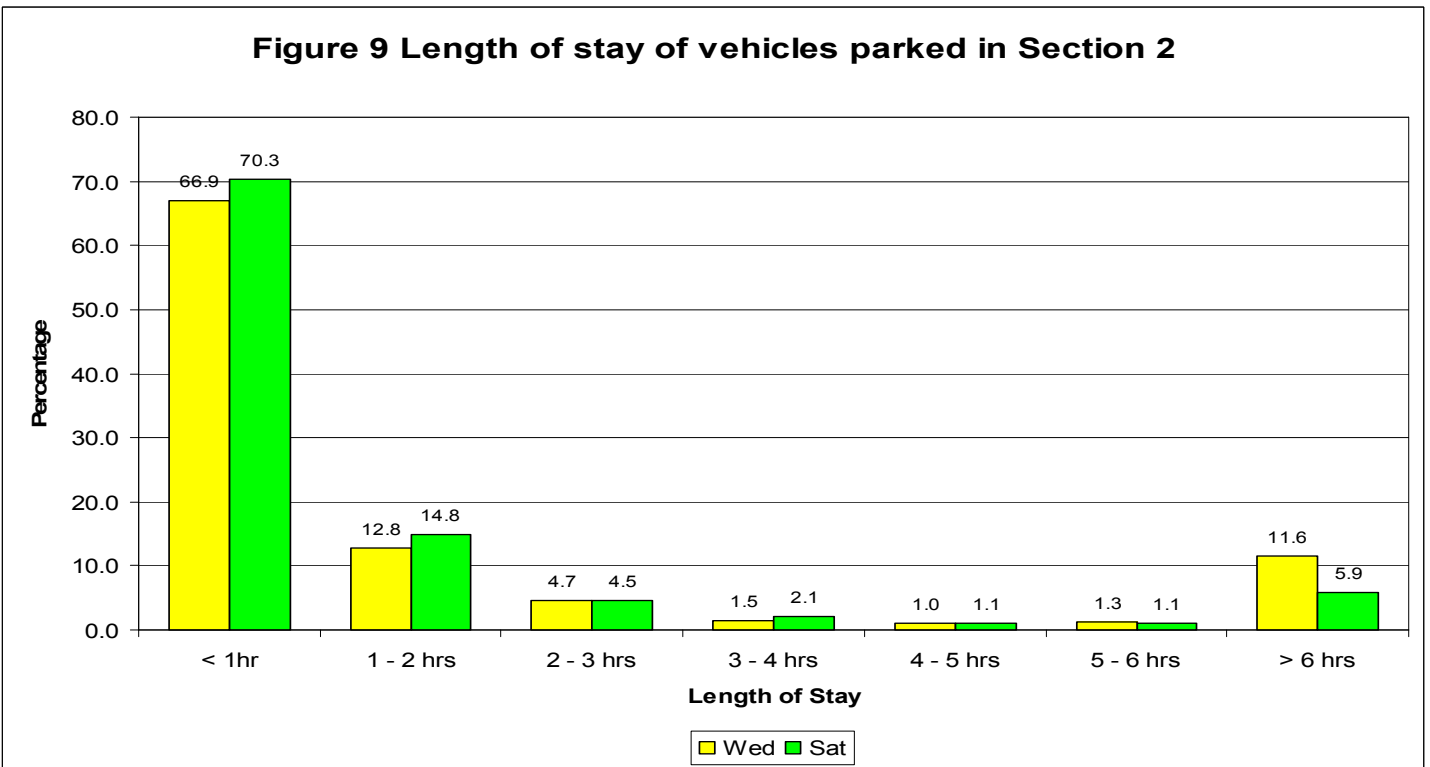


Figure 10 Length of stay of vehicles parked in Section 3

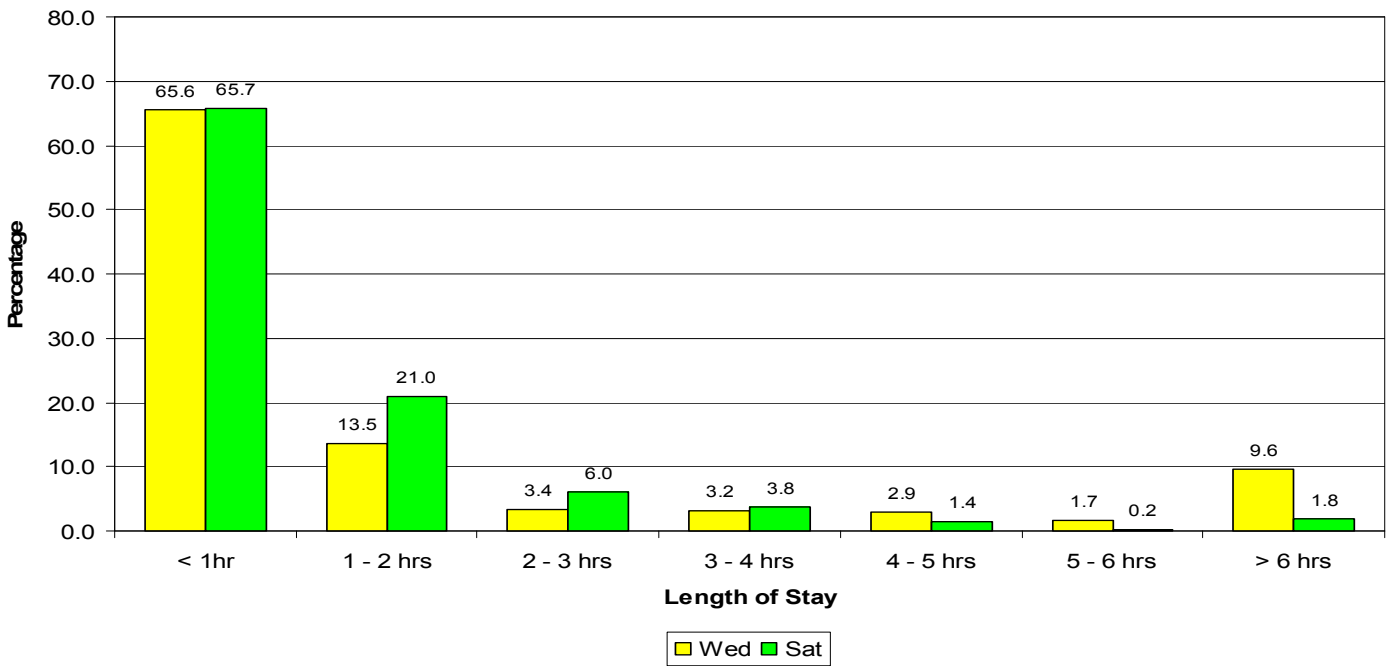


Figure 11 Length of stay of vehicles parked in Section 4

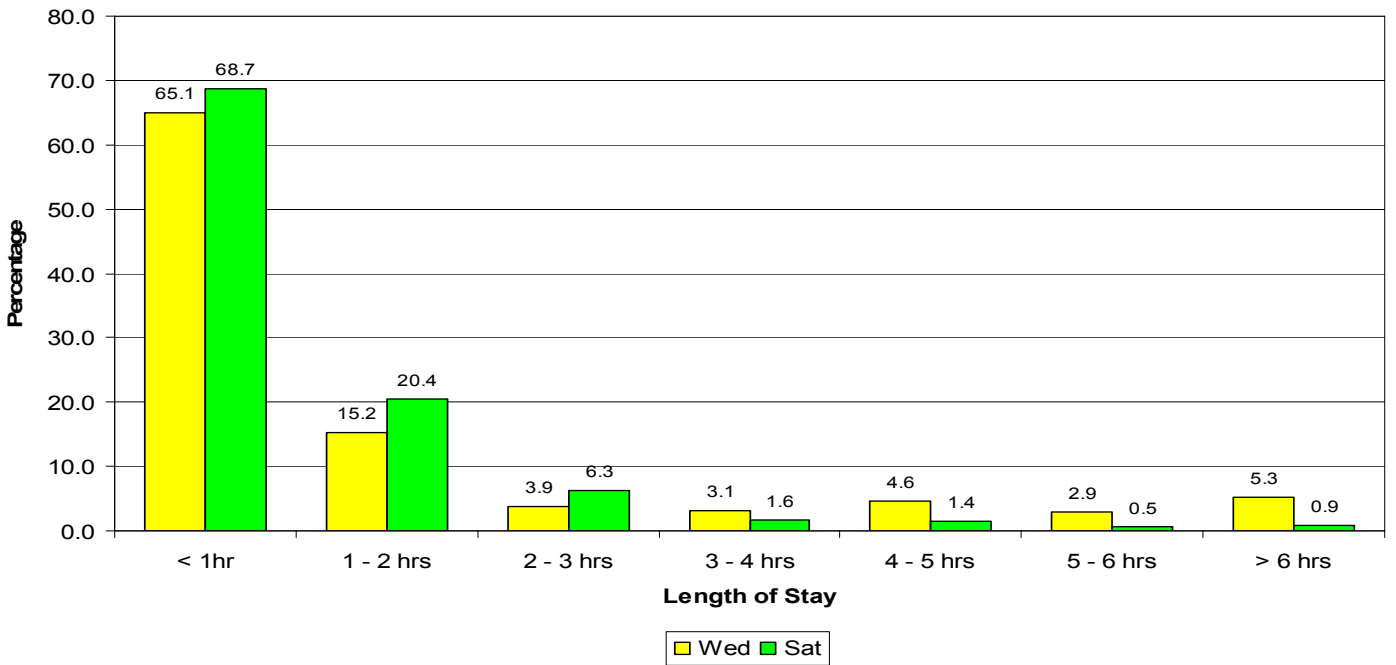


Figure 12 Length of stay of vehicles parked in Section 5

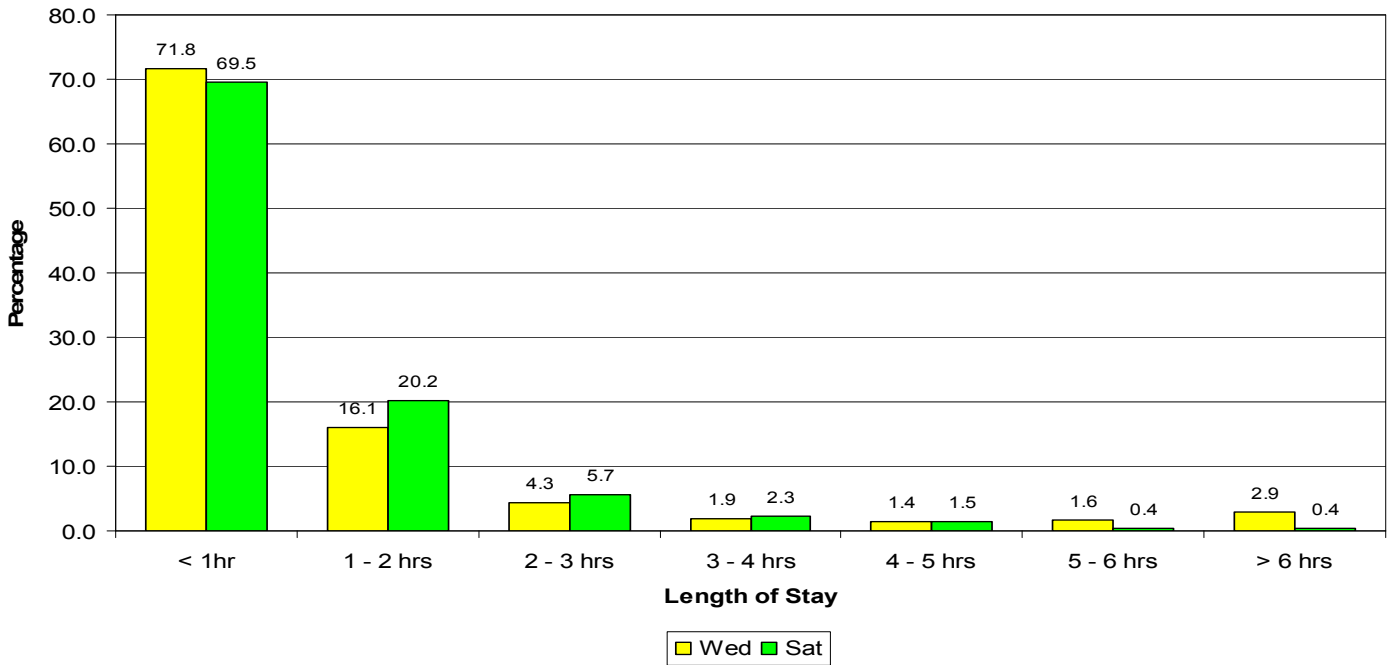
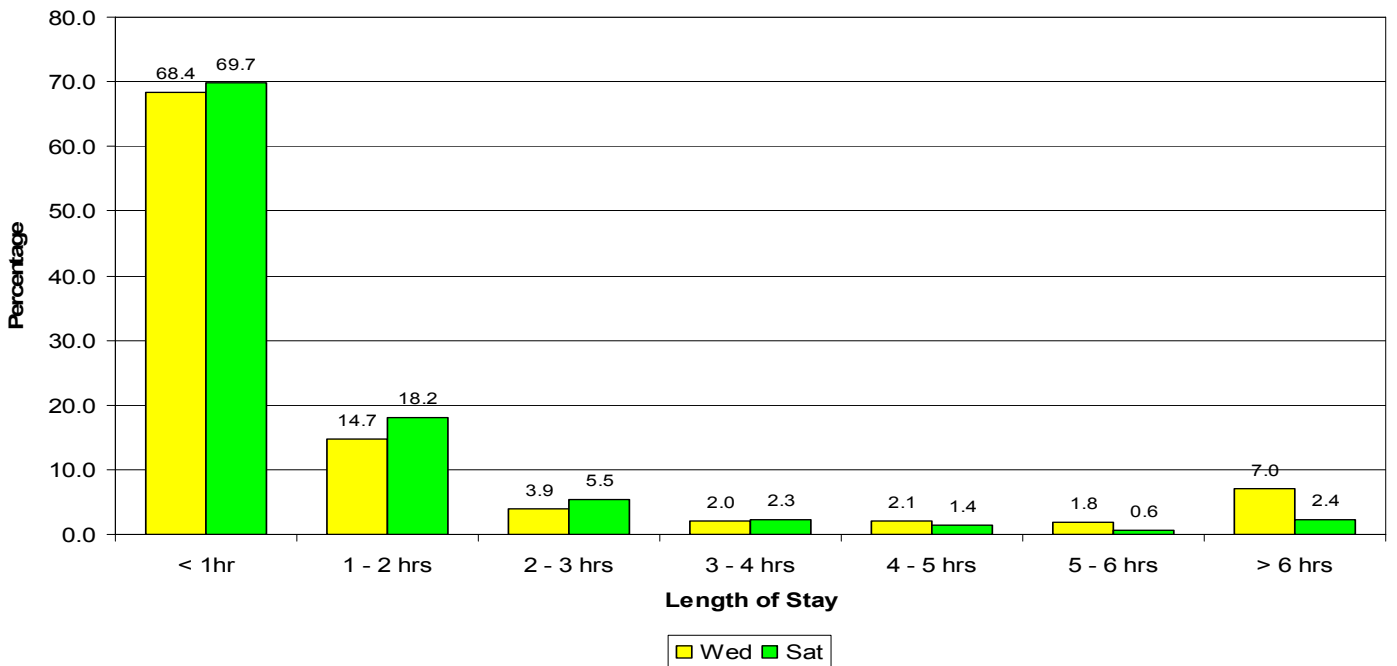
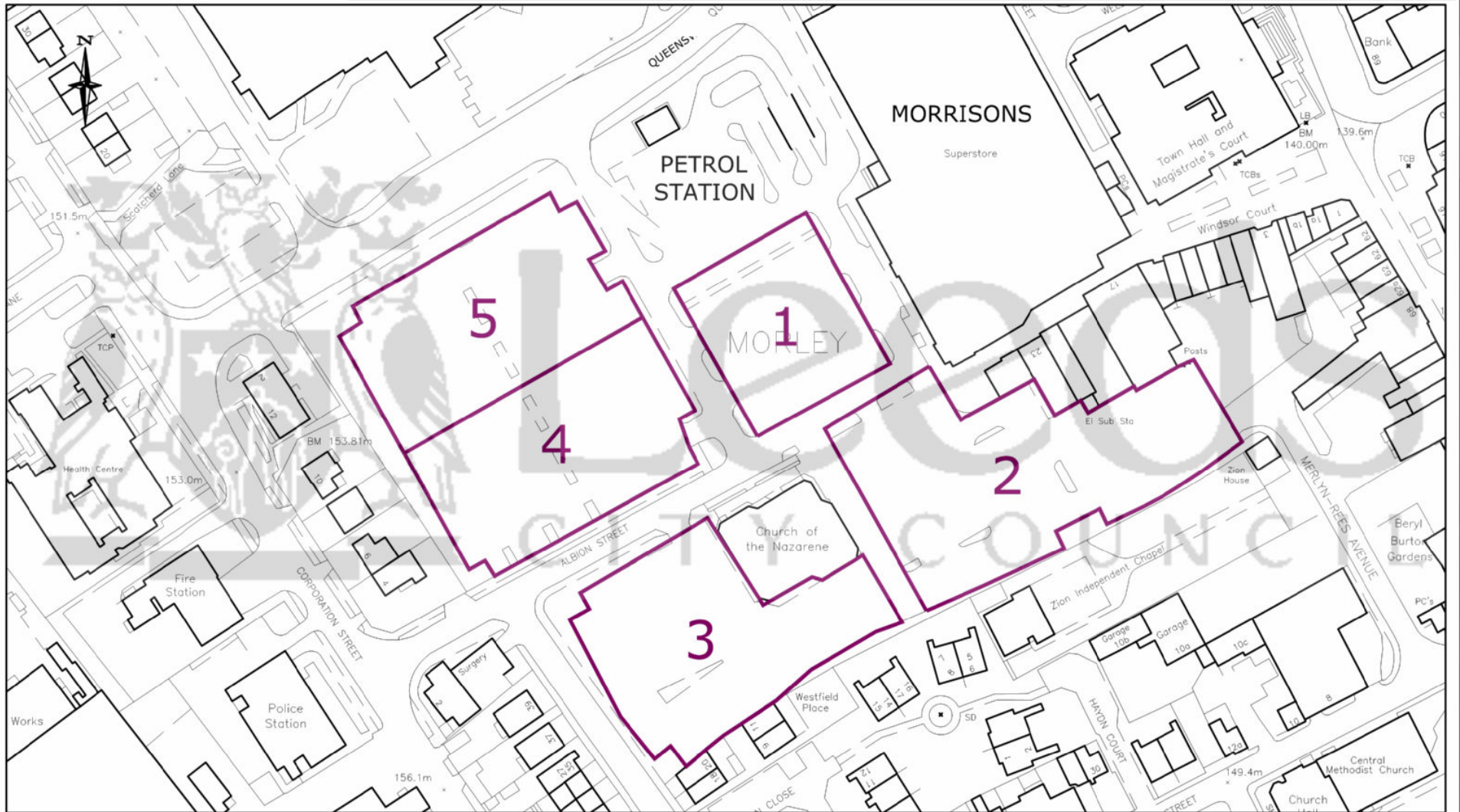


Figure 13 Length of stay of vehicles parked in Car Park





**QUEENSWAY OFF-STREET CAR PARK
 MORLEY**

FIGURE 1 – SECTIONS SURVEYED

	INITIALS	DATE	SCALE
DRAWN	MM	10/07	N.T.S.
ACAD	AM	10/07	
CHECK			



Leeds
 CITY COUNCIL

TRANSPORT POLICY

DRAWING NUMBER:

TPM-995177-01

DATE: **October 2007**

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Originator:
Dave Richmond
Tel: 224 3040

Report of the Director of Environments & Neighbourhoods Directorate

South Leeds (Outer) Area Committee

Date: Monday 17th December 2007

Subject: Area Managers Report

<p>Electoral Wards Affected:</p> <p>Ardsley & 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.

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 Participatory Budgeting

Background

2.1 Participatory Budgeting (PB) is an umbrella term which covers a variety of mechanisms that delegate power of influence over local budgets and investment priorities to local residents.

2.1.1 The Narrowing the Gap Group chaired by Cllr Harris has asked the Area Managers for South and West Leeds, in consultation with relevant elected members, to pilot the PB approach in one neighbourhood in each area. The objectives for the pilot will be:

- To support the community leadership role of ward members

- To build the capacity and confidence of local residents in the most disadvantaged neighbourhoods in the city to take action to improve their neighbourhood.
- To appraise the Participatory Budgeting approach in different contexts and consider the potential for wider application.
- To build on existing neighbourhood working.
- To contribute to the mixed communities objective
- Develop priorities that accord with local needs and are supported locally
- Improve the community spirit and the positive perception of local people relating to local councils.

2.1.2 The neighbourhoods identified in each area must be within the 5-10% most deprived category and have existing neighbourhood planning or management arrangements in place to underpin the PB activity.

2.1.3 The Narrowing the Gap Executive identified that one pilot area should target a neighbourhood with little community capacity and the second pilot area should target a neighbourhood that will allow residents from more and less deprived areas to mix.

2.1.4 West Leeds Area Management have identified Broadleas neighbourhood as the area for the pilot to target a neighbourhood with little community capacity.

Process

2.2 It is forecast that the PB pilots will be promoted at the beginning of the New Year. Consultation to identify priorities is expected to be completed by the end of January and applications for projects received by the end of February. A decision for commissioned projects will be agreed by the end of March and all projects to be implemented and delivered by August 2008.

2.2.1 An evaluation of the process will be carried out once projects have been commissioned and then a second evaluation will be carried out on completion. All evaluation reports will be referred to the Narrowing the Gap group in the first instance and then shared with other stakeholders including Area Committees as appropriate. Following comments from Area Committees and the Narrowing the Gap Group a full report on the feasibility of a wider application of PB will be prepared for consideration by CLT.

Steering Group

2.3 A Steering Group has been agreed with representatives from South and West Area Management Teams, an Elected Member to ensure liaison with the narrowing the gap group, Finance Department, Leeds Strategic Partnership, Aire Valley Homes and the Central Regeneration Team. The Steering Group chaired by the South Area Manager convened its first meeting on 5th December.

Pilot Area

- 2.4 Neighbourhood Improvement Areas (NIPs) in Outer South Leeds have benefited from the Area Committee commissioning a Priority Neighbourhood Development Worker (PNDW). Significant progress to develop residents' capacity to form local community groups to target issues in their area has been achieved by the PNDW, with the assistance of Area Management and partner agencies. Experience of consulting residents on priorities and projects is well established following the Area Committee ring fencing a proportion of the Well being budget to each NIP area to fund projects based on locally identified priorities. It is felt that PB will dovetail with this process.
- 2.4.1 The criteria outlined by the Narrowing the Gap group in respect of selecting a second pilot area requires it to be in the worst 10% deprived category nationally and to target a neighbourhood that will allow residents from more and less deprived areas to mix. South Leeds Area Management has identified Oakwell and Fairfaxes (Driglington) as the neighbourhood to carry out the PB pilot in the Outer South.
- 2.4.2 A review of PB schemes in Britain indicates that projects targeting crime and improving the living environment predominate. Oakwell and Fairfax's neighbourhood is in the worst 10% nationally for these two SOA domains. Driglington Parish Council is a dynamic body already linked to the Area Committee and working in partnership with various agencies locally. It should provide an important partner in developing this area of work.

Funding

- 2.5 Each neighbourhood will be given an initial budget of £10,000 to allocate and a further £1,000 to support the process itself. £10,000 match funding has already been secured from Aire Valley Homes (AVH) linked to environmental improvements in the pilot area. The Outer South Area Committee is asked to consider the allocation of £10,000 from Wellbeing funding to support this initiative. This would provide a total funding pot of £30,000.
- 2.6 The Steering Group will discuss and confirm the neighbourhoods for the PB pilots and the process and timeline that the pilots will be operating to, a verbal update will be provided at the Area Committee.

3.0 Staffing

- 3.1 While the Regeneration Section enters the final stages of the restructuring I have to report that Kate Armitstead, Area Assistant Outer South will be leaving the authority on 7th December to join Bradford Youth Service. Kate has made an excellent contribution to work in Outer South Leeds particularly in the NIP areas and Youth Networks. In view of the imminent commencement of interviews as part of the restructuring process a gap of 2-3 months before Kate's replacement is identified is likely.

4.0 Town & District Centre Regeneration Scheme

- 4.1 As reported recently the major part of the Marsh Street works regarding the resurfacing and layout of the car park have been completed. Mouchel Parkman, the project manager for the improvement scheme are currently in discussions with the contractor to resolve issues to do with the invoicing for work. Area Management are conscious of the need to complete all work on this site including landscaping and will bring a report to the February Area Committee to address this.
- 4.2 Work is still progressing on the planning for the regeneration of Morley Bottoms. The results of the traffic survey are expected early in the New Year. The advertising hoarding site has been secured, which should see the construction of the layby with start on site early in the New Year. Meanwhile, officers continue to pursue Section 215 notices on several property owners.

5.0 Cleaner Neighbourhoods

- 5.1 Actions from the second Cleaner Neighbourhoods Sub Group meeting have been incorporated into the action plan (Appendix 1) which assists in aligning work with the Area Delivery Plan (ADP).
- 5.2 Minutes from the 18th October Cleaner Neighbourhoods Sub Group are attached.
- 5.3 The issue of additional street cleansing services across the outer south area was raised by Morley Town Council who have offered £5,000 towards a Glutton street cleaner. This matter is presented for consideration in the Wellbeing report.
- 5.4 The next meeting of the Cleaner Neighbourhoods Sub Group will take place on Thursday 17th January 2008.

6.0 Additional Wellbeing Allocation

- 6.1 In September, the Area Committee received a report on Conservation Audits which reported an additional allocation of Wellbeing funding. The Area Committee asked for a further report to clarify the use of this funding as well as agreeing to spend £1,875 on a survey of the usage of Queensway Car Park in Morley. The November Area Committee received a further report on the allocation of an additional £50,000 to the Area Committee Wellbeing budget and among other things agreed;
- 6.2 Conservation Area Audits
- 6.2.1 The last Area Committee agreed to fund reviews in Morley and Rothwell at a cost of £25,000. However, following consultation with officers in Sustainable Development this figure has now been revised down to £16,000. Area Management are liaising with Morley Town Council and Sustainable Development with regard to the Morley element of this work.

6.3 Morley Town Hall

6.3.1 The November Area Committee considered the following list of priority items which had been compiled by Area Management in discussions with Civic Building staff and asked for further consultation:

Repairs to Mosaic Floor	£20,000
New stage lighting in the Alexandra Hall	£10,000
Replacement of Chairs in the Alexandra Hall	£15,000

6.3.2 While Civic Building officers have suggested that work on new stage lighting and replacement of chairs in the Alexandra Hall would be most beneficial no firm costings are available. Members are asked to indicate their priority for development and receive a further report to consider at the next area committee.

7.0 Public Conveniences, Midland Street, Woodlesford

7.1 These toilets which are managed by City Services but are the responsibility of Area Management have been shut for over a year following complaints from Police and local residents. Property Services have received an enquiry to purchase.

7.2 Ward members have been consulted and indicated their support for disposal, subject to retaining the capital receipt to fund a replacement facility, if required. Colleagues in Property Services have indicate that if this site was deemed surplus to requirements then disposal would be by auction and that a case for any replacement would have to be made to Asset Management Group.

8.0 Recommendations

8.1 The Area Committee is asked to note the above information and make comment as appropriate.

8.2 Consider and approve £10,000 from the Wellbeing budget to support the Participatory Budgeting pilot in Outer South Leeds.

8.3 Following discussions with Civic Building staff officers are asked to bring a further report to the February Area Committee in respect of improvements to Morley Town Hall.

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LEEDS
CITY COUNCIL

Cleaner Neighbourhoods Sub-Group
2pm Thursday 18th October 2007
Committee Room
Morley Town Hall

ATTENDANCE	
Cllr Judith Elliott	Ward Councillor (Chair)
Cllr Jack Dunn	Ward Councillor
Cllr Terry Grayshon	Ward Councillor
Angela Smith	City Services
Steve Wetherill	City Services
Sophie Greenhalgh	City Services
Sue Spellman	Aire Valley Homes
Mark Gray	Aire Valley Homes
Shaun Wright	Parks & Countryside
Tom O'Donovan	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 Stewart Golton, Cllr Bob Gettings, Steve Smith, City Services.	
3.0	Minutes	
	Minutes were agreed as accurate record.	
4.0	Action Plan	
4.1	Proposed action plan circulated. It aims to capture issues being addressed by the sub group in addition to representing the Cleaner Neighbourhoods section of the Area Delivery Plan.	
4.2	Group agreed to use action plan as vehicle to capture and monitor environmental issues across Outer South.	
5.0	Action Plan – Issues Resolved	
	CAST	
5.1	City Services confirmed it is standard procedure for the CAST team to act as a surveillance mechanism. Incidents are actioned if they have the capacity. If they are unable to complete, incidents are reported and are dealt with through core service teams	
5.2	To ensure completed CAST job list is circulated to members and officers, Angela Smith to send monthly CAST updates for the whole of the Outer South to Area Management. Light Dzandu will break down these figures and circulate to Outer South Councillors.	

5.3	Area Management confirmed CAST referral structure and point of contact.	
	Additional Litterbins	
5.4	Area Management created process for fitting additional litterbins in the Outer South. This process was agreed by the Area Committee in September.	
	Additional Sweep Cleansing	
5.5	Morley Town Council Highways Committee have committed £5,000 from budget to contribute towards the cost of a mechanical sweeper for Morley Town Centre.	
5.6	Morley Town Hall identified as possible venue for storage and to charge sweeper off electricity supply over night.	
5.7	Litterpicker in Morley could be trained to operate the new machine thereby addressing the staffing under current city service resources.	
5.8	City Services agreed that if proposal went ahead they would identify a route.	
5.9	Estimated cost is £11,000 depending on accessories and bulk purchase discount.	
5.10	Area Management stated that each ward has a capital allocation in the Well Being budget and this could offer match funding to Morley Town Council and provide funding opportunities for cleansing services in other Outer South Wards.	
	Grass Cutting	
5.11	Significant factor is inaccurate mapping of areas covered by the Glendale contract. This mapping that needs updating is currently being revised.	
5.12	Aire Valley Homes confirmed that approximately 3000 variations needed on current mapping contracts. Glendales also charge a day rate to work on area to bring grass cutting down to a reasonable level before the work is considered for inclusion into the contract when the work will be completed at contract rate.	
	Environmental Pride	
5.13	Aire Valley Homes, City Services and Area Management met to clarify initiatives. Aire Valley Homes confirmed lead with support from City Services and Area Management.	
5.14	SH and Sue Spellman meet and agreed Area Management would match skip provision of Aire Valley Homes for each Environmental Pride.	
5.15	Initiative completed in Eastleighs Fairleighs on the 19 th September and Wood Lane on the 17 th October. Both were very successful with a total of 12 skips filled at Wood Lane. Aire Valley Homes and City Services congratulated teams on work carried out.	

	Community Skip Provision	
5.16	A process has been identified for Community Skip provision following the high demand on a limited budget.	
5.17	Allotment section at City Council referring allotment groups to community skip provision. Now group can request only once a year and must be part of wider community clear up. Allotment section will look at budget and try to provide provision themselves for allotment groups.	
	Youth Reparation Scheme	
5.18	Four schools have been visited and received a Litter Education Presentation: Bruntcliffe High School, Morley High School, Royds High School and South Leeds High School. Three remaining schools: Cockburn High School, South Leeds Performing Arts Rodillian School and Woodkirk High School will be approached again to receive the presentation.	
5.19	There have been 2 attendees from the Outer South in the Reparation Scheme over the last 12 months.	
	Environmental Crime	
5.20	April – September: 376 domestic inspections carried out, resulting in 74 Section 46 notices issued and 10 Litter Clearance Notices issued.	
5.21	31 commercial inspections carried out resulted in 7 Section 47 notices issued.	
5.22	101 flytipping incidents reported, 60 investigations and 9 prosecutions pending and 5 heard and found guilty.	
	Combat Graffiti	
5.23	Graffiti Team continues to successfully tackle incidents. 64 spots of Graffiti removed across the Outer South.	
	Recycling and Education Work	
5.24	City Services delivered 2 activity days involving 2 community groups and 7 schools raising recycling issues and solutions to 40 people.	
5.25	Recreate Project continues in Outer South to raise awareness amongst schools. Actions within this quarter included meeting with extended services advisors for Rothwell to develop a summer playscheme, deliver a recycling workshop in Rothwell library, promote recreate through mailout to schools not yet involved, set up litter awareness days with Royds High School.	
	Recycling Campaign and green bin use	
5.26	City Services have delivered this one-off project to ensure every household has information on items that can be placed in the Green bins. 23,074 houses have sticker on bin and leaflet through the door.	

	Green Bin Participation	
5.27	Project delayed as City Services internal resource shortages to complete themselves. Having gone out to tender a contractor is now in place to target 128,000 properties across Leeds. 324,000 homes in Leeds so will be limited and targeted at priority areas.	
5.28	Campaign has started and its significant difference with previous promotion is the targeted and focused promotion door to door. Forecast that it will be more successful. Six weeks of door knocking followed by information through the door to reinforce message.	
	Improving Recycling Provision	
5.29	Drink Carton recycling banks now located at White Rose Shopping Centre.	
	Waste Strategy	
5.30	Tidy Business Award a national voluntary scheme to encourage and reward good environmental practice in businesses. The Awards have three levels, Bronze, Silver and Gold. The scheme encourages businesses to implement initiatives for waste minimisation as well as improving the local environment. In turn businesses will receive recognition and PR opportunities.	
5.31	Only one business in Rothwell has signed up to the scheme across the whole of the Outer South. Tidy Business Officer would like to promote scheme across the are to improve take up.	
5.32	Sub Group passed on Town Centre Managers contact details to promote scheme in Town Centre.	
	Bonfire Debris	
5.33	Discussions have been held with Aire Valley Homes and Fire Department. Parks and Countryside, Aire Valley Homes and City Services will look after own land for instance if dangerous fires built they will be removed by relative service.	
5.34	Police and Fire Service only involved if danger present to staff, land or property.	
6.0	Date of the next meeting	
6.1	2pm, Thursday 17 th January 2008, Morley Town Hall, Small Banqueting Room.	SH

Outer South Cleaner Neighbourhoods Sub-Group
Action Plan

ISSUE	AGREED ACTION	BY WHOM	BY WHEN	PROGRESS
CAST City Services not receiving many CAST referrals.	Area Management to circulate referral structure and point of contact details to Outer South Councillors.	Area Management - SH	17 th January 2008	CAST structure completed by Area Management and agreed by City Services.
To confirm default jobs CAST undertake when no referrals received.	Notify Councillors at Area Committee of opportunity to contribute to hotspot list. City Services to bring revised list to next meeting.	Area Management City Services	5 th November 17 th January	List of default jobs currently being revised by City Services and suggested Councillors forward any hotspots to Angela Smith.
No definitive list and map of Ginnels in Outer South				City Services in discussions with Highways regarding a map to identify ownership of ginnels. Highways

17/01/08

	City Services to update sub group at next meeting on progression of ginnel map.	City Services - SS	17 th January	have data to create a map.
ADDITIONAL LITTERBINS				
Locations for additional litterbins required for consultation with City Services.	Area Management to contact Councillors to send locations for additional or replacement litterbins. AS to forward current list of requests from public and Councillors on new and replacement litterbin locations to SH.	Area Management – SH City Services -AS	17 th January 17 th January	
Confirmation required from City Services on replacement bin budget.	City Services to update group on budget situation.	City Services - SW	17 th January	City Services confirmed that there is a budget for replacement bins.
Purchase and Install additional litterbins	Area Management to liaise with City Services.	Area Management & City Services	September 2008	
ADDITIONAL SWEEP CLEANING				
Mechanical sweeper for Morley.	Proposal to be prepared for December Area Committee to propose match funding be commissioned from Morley South's capital budget.	City Services Area Management Morley Town Council	17 th December	

	Discussions at Area Committee on methods to address additional street cleansing across the ward. Webpage link to be circulated to sub group members via email. Cost of mechanical sweeper and details of delivery time to be circulated to sub group members. If possible arrange demonstration to Councillors and Officers of mechanical sweeper. Watch DVD at December Area Committee Update on progress at next sub group meeting.	Area Management City Services City Services City Services Area Management City Services/MTC Area Management	17 th December 17 th January 17 th January 17 th January 17 th December 17 th January	
GRASS CUTTING				
Identifying roles and responsibilities for grass cutting.	Aire Valley Homes agreed to receive details of grass cutting locations from Councillors, to confirm whether or not these locations are currently in the Glendale's contract. Susan.Spellman@avhleeds.org.uk	Aire Valley Homes	17 th January	
Process for achieving grass cutting on disputed areas.	Invite Roger Foyle from City Services to the next sub group to discuss situation and process for	Area Management	17 th January	

	Glendale contracts. Update sub group on progress at next meeting.	Aire Valley Homes City Services Parks & Countryside	17 th January	
ENVIRONMENTAL PRIDE				
Identified need for an initiative to provide a one off cleaning day that pools resources of City Services, Area Management and Aire Valley Homes.	Initiative continues with planned schedule. Further update at next meeting. Aire Valley Homes forward photos from Wood Lane Env. Pride	Area Management Aire Valley Homes City Services Aire Valley Homes	17 th January 17 th January	
Process for Community Skip provision at Environmental Pride	Promote Community Skips and increase budget for Community Skips	Area Management	17 th January	
ADP				
CN2 Youth Reparation Scheme Specific action by enforcement to target the problem of littering with teenagers.	Update on initiative to be given at next sub group meeting.	City Services - SS	17 th January	
CN3 Environmental Crime Take enforcement action on environmental crime	Chair requested that the information for enforcement be provided by Ward rather than the whole of the Outer South.	City Services – SS	17 th January	

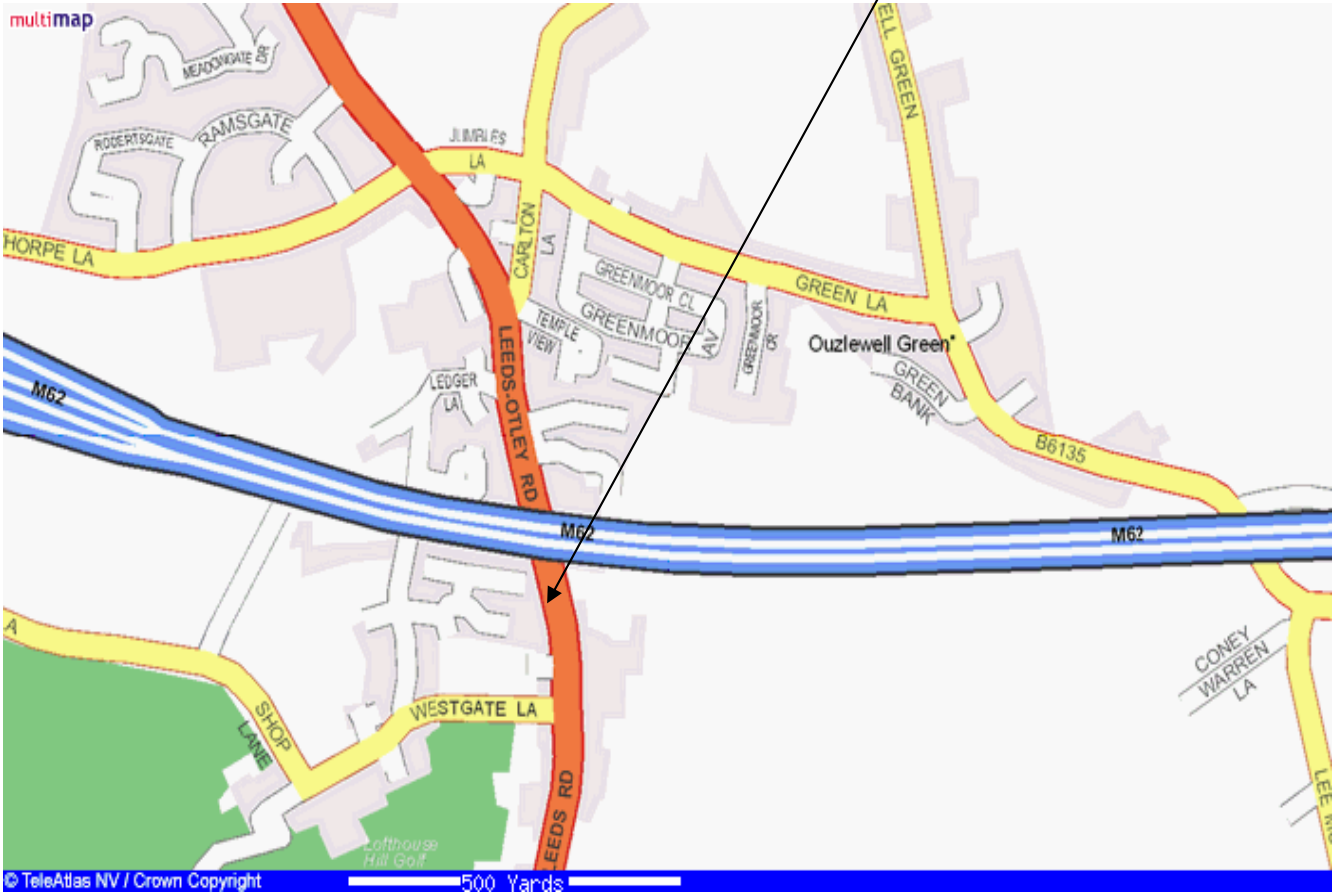
17/01/08

offenders and publicise results.	Update on initiative to be given at next sub group meeting.	City Services	17 th January	
CN5 Combat Graffiti Graffiti Team within City Service	Further update on initiative to be given at next sub group meeting.	City Services - SS	17 th January	
CN6 Recycling and Education Work Raise awareness of recycling issues in schools and in neighbourhoods where action is most needed	Further update on initiative to be given at next sub group meeting.	City Services – SS	17 th January	
Groundwork delivering ReCreate project funded by Area Committee.	Further update at next meeting on progress.	Area Management – SH on behalf of Groundwork.	17 th January	
CN8 Green bin participation/contamination initiative Customer surveys and door knocking to develop a true picture of participation and coordination of the green bin recycling scheme.	Update on initiative to be given at next sub group meeting.	City Services	17 th January	

17/01/08

<p>CN9 Improving Recycling Provision</p> <p>Improve/increase 'Bring Site' recycling facilities.</p>	<p>Update on initiative to be given at next sub group meeting.</p> <p>Aire Valley Homes to Contact David Bailey regarding setting a site up on Wood Lane.</p>	<p>City Services – SS</p> <p>Aire Valley Homes Area Management</p>	<p>17th January</p> <p>17th January</p>	
<p>CN10 Waste Strategy</p> <p>Promote the sustainable management of commercial and industrial waste.</p>	<p>Update on progress to be given at next meeting.</p>	<p>City Services – SS</p>	<p>17th January</p>	

**Lofthouse Methodist Church Hall
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