



NORTH WEST (INNER) AREA COMMITTEE

**Meeting to be held in the James Graham Building, Jubilee Room,
Headingley Campus, Church Wood Avenue, Leeds 6 on
Thursday, 2nd April, 2009 at 7.00 pm**

MEMBERSHIP

Councillors

M Hamilton	-	Headingley;
J Matthews	-	Headingley;
J Monaghan (Chair)	-	Headingley;
P Ewens	-	Hyde Park and Woodhouse;
K Hussain	-	Hyde Park and Woodhouse;
L Rhodes-Clayton	-	Hyde Park and Woodhouse;
B Atha	-	Kirkstall;
J Illingworth	-	Kirkstall;
L Yeadon	-	Kirkstall;
S Bentley	-	Weetwood;
J Chapman	-	Weetwood;
B Chastney	-	Weetwood;

**Agenda compiled by:
Governance Services Unit
Civic Hall
LEEDS LS1 1UR**

**Stuart Robinson
247 4360**

**W N W Area Manager: Steve Crocker
Tel: 395 0966**

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> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p>No exempt items or information have been identified on this agenda</p>	

Item No	Ward	Item Not Open		Page No
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>DECLARATIONS OF INTEREST</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>	
6			<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>	
7			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To receive and approve the minutes of the previous meeting held on 5th February 2009.</p>	1 - 10
8			<p>SUSTAINABLE COMMUNITIES ACT (COUNCIL FUNCTION)</p> <p>To consider a report of the Head of Planning, Policy and Improvement providing background information on the Sustainable Communities Act and it's implications for Leeds.</p>	11 - 14

Item No	Ward	Item Not Open		Page No
9			<p data-bbox="676 181 1294 248">REVIEW OF PRIVATE RENTED SECTOR HOUSING (EXECUTIVE FUNCTION)</p> <p data-bbox="676 293 1398 439">To consider a report of the Director of City Development advising Members of the contents of the Private Rented Sector review that has been commissioned by the Minister of Housing.</p>	15 - 24
10			<p data-bbox="676 506 1227 573">WELL-BEING REPORT (EXECUTIVE FUNCTION)</p> <p data-bbox="676 618 1406 685">To consider a report of the Director of Environment and Neighbourhoods on the Well-being budget.</p>	25 - 30
11			<p data-bbox="676 752 1310 864">NORTH WEST INNER WARD MEMBERS FEEDBACK REGARDING STREETSCENE ISSUES (COUNCIL FUNCTION)</p> <p data-bbox="676 909 1406 1043">To consider a report of the Director of Environment and Neighbourhoods on feedback received from North West Inner Ward Members regarding Streetscene issues.</p>	31 - 40
12			<p data-bbox="676 1122 1366 1223">RELATIONSHIP AND REPORTING BETWEEN STREETSCENE SERVICES AND AREA COMMITTEES (COUNCIL FUNCTION)</p> <p data-bbox="676 1267 1406 1447">To consider a report of the Director of Environment and Neighbourhoods outlining the current Streetscene Services arrangements, links with area management and elected members and current reporting mechanisms.</p>	41 - 58
13			<p data-bbox="676 1514 1347 1659">RESIDUAL WASTE TREATMENT PROJECT: UPDATE AND COMMUNICATION AND COMMUNITY ENGAGEMENT STRATEGY (COUNCIL FUNCTION)</p> <p data-bbox="676 1704 1386 1984">To consider a report of the Executive Project Manager/Head of Performance and Communications (Environmental Services) on the current status of the Residual Waste Treatment PFI project, together with seeking Members feedback on the proposed strategy for communication and community engagement for the Residual Waste Treatment PFI project.</p>	59 - 64

Item No	Ward	Item Not Open		Page No
14			<p>AREA MANAGER'S REPORT (EXECUTIVE FUNCTION)</p> <p>To consider a report of the Director of Environment and Neighbourhoods on a number of projects and issues in Inner North West Leeds that are not addressed elsewhere on the agenda.</p>	65 - 70
15			<p>PRICING AND LETTINGS POLICY FOR COMMUNITY CENTRES (EXECUTIVE FUNCTION)</p> <p>To consider a report of the Director of Environment and Neighbourhoods requesting Members to endorse and implement a revised Pricing and Lettings Policy across Inner North West Leeds.</p>	71 - 76
16			<p>FORUM AND SUB GROUP UPDATE REPORT (EXECUTIVE FUNCTION)</p> <p>To consider a report of the Director of Environment and Neighbourhoods providing Members with full minutes from Ward Forums and Sub Groups that have taken place since the last Area Committee, together further information of future meeting dates for the Committee's Forums and Sub Groups.</p>	77 - 102
17			<p>DATES, TIMES AND VENUES OF AREA COMMITTEE MEETINGS 2009/10 (COUNCIL FUNCTION)</p> <p>To consider a report the Chief Democratic Services Officer requesting Members to give consideration to agreeing the dates, times and venues of their meetings for the 2009/10 municipal year which commences in May 2009.</p> <p>MAP OF TODAY'S MEETING</p> <p>James Graham Building, Jubilee Room, Headingley Campus, Church Wood Avenue, Leeds LS6 3QS</p>	103 - 108

Agenda Item 7

NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 5TH FEBRUARY, 2009

PRESENT: Councillor J Monaghan in the Chair

Councillors B Atha, S Bentley, J Chapman,
B Chastney, M Hamilton, K Hussain,
J Illingworth, J Matthews and L Yeadon

OFFICERS: Steve Crocker, West North West Area Manager
Jason Singh, Deputy Area Manager
Chris Dickinson, North West Area Management
Jade Corcoran, City Development Department
Steve Smith, Environment and Neighbourhoods
Keith Gibson, Environment and Neighbourhoods
Mike Earle, Chief Executive's Department
Inspector Ian Croft, West Yorkshire Police
Inspector Fran Naughton, West Yorkshire Police

**MEMBERS OF
THE PUBLIC:**

Ted Winter, Royal Park Community Consortium
Rob Damiao, University of Leeds Students Union
D Pedder, University of Leeds Students Union
Hazel Firth, University of Leeds Students Union
Zolton Toth,
Scott Blakeway, Unipol Student Homes
Amanda Jackson, University of Leeds
Sue Buckle, South Headingley Community Association/
Friends of Woodhouse Moor
Marian Smith, North Hyde Park Neighbourhood
Association
Penny Bainbridge, Cardigan Centre
Peter Owen, Spen Hill Residents Association
Lee Mawson,
Toby Werhun
S Sayers
Stephen Rennie, Hawksworth Wood Community
Association
Barbara Salter, Hawksworth Wood Community
Association
Ken Salter, Hawksworth Wood Community Association
Evelyn Roberts, Hawksworth Wood Community
Association
Mary Rennie, Kirkstall Valley Community
Association
Chris Lovell
Ben McDougal, Leeds Met Students Union

73 Chair's Opening Remarks

The Chair welcomed everyone to the February meeting of the North West (Inner) Area Committee held at Hawksworth Wood Primary School, Cragside Walk, Leeds 5.

He welcomed Chris Dickinson to his first meeting following his appointment to succeed Sheila Fletcher to the position of Area Management Officer.

74 Declarations of Interest

The following personal interests were declared:-

Agenda Items 12 and 13 (Minute Nos 83 and 84 refer) – Area Manager's Report and Leeds Housing Strategy – Councillor J Chapman in her capacity as a Director of Leeds West North West Homes ALMO.

Agenda Item 12 (Minute No 83 refers) – Area Manager's Report – Councillor J Illingworth in his capacity as a Director and Company Secretary of Kirkstall Valley Park.

In addition, Councillor B Chastney, on behalf of himself and Councillors J Matthews and L Yeadon, in their capacities as members of the Plans Panel West, made a statement to the effect that during recent discussions at the Area Committee regarding planning applications in respect of the Leeds Girls High School site, none of them had expressed any opinion on this matter, and they all remained neutral on this issue.

75 Apologies for Absence

Apologies for absence were received on behalf of Councillors P Ewens and L Rhodes-Clayton. A number of apologies received from members of the public were reported.

76 Deputation regarding Royal Park School

The Committee received a deputation from Sue Buckle and Ted Winter on behalf of the Royal Park Community Consortium. The deputation made specific reference to the former Royal Park School building and requested the Area Committee to support the renewed 'Community Bid' following the withdrawal of Rushbond PLC from the scheme to redevelop the building.

It was reported that the Executive Board of the Council would be considering this subject at its meeting on 13th February 2009, and the recommendation in the officers report was that the former school should be demolished and the site marketed for redevelopment, possibly for low-cost housing. Reference was also made to a late proposal which had been received, for the site to be used as a faith school.

RESOLVED –

- (a) That the deputation be received and noted.
- (b) That the Area Committee supports the efforts of the Royal Park Community Consortium to save the building, requests the Executive Board to give the Consortium six months to come up with a business plan for its redevelopment and in the meantime takes immediate steps to secure the building from any further deterioration.

77 Open Forum

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

- (a) Play Area – West Park / Butcher Hill / Spens Area
Stephen Rennie, Hawksworth Wood Community Association, made reference to £1m which the City Council had received to improve/ upgrade/repair play areas in the City. There was an ideal opportunity, as part of the proposed designation of Butcher Hill playing fields as a village green, to develop a state of the art play area, but this was dependent on full and meaningful consultation with local residents regarding what was required.

It was agreed that Chris Dickinson would liaise with Stephen Rennie on this matter, including the possibility of a Wellbeing Fund application.

- (b) Open Air Shakespeare Festival, Kirkstall Valley Park
Mary Rennie, Kirkstall Valley Community Association, expressed disappointment that last year's Festival had been cancelled for some reason, and expressed the hope that this year's Festival would go ahead.

It was agreed that the Committee should make representations in this regard, and that local residents, especially young people, should be actively encouraged to participate in the Festival.

RESOLVED - That on behalf of the Committee, the Area Manager write to Councillor John Procter, the Executive Member (Leisure), expressing the Committee's strong support for the Open Air Shakespeare Festival at Kirkstall Valley Park, and that Chris Dickinson also liaise with the Kirkstall Ward Members regarding a possible Wellbeing Fund application in respect of the Festival.

- (c) BMX Track (Minute No 61(b) 18.12.08 refers)
Further to Minute No 61(b), 18th December 2008, in response to local enthusiasts present at the meeting, Members stated that they shared

the sense of frustration that proposals for a replacement BMX track in the area were taking so long to emerge, and instructed that some urgency be introduced into the process. Councillors Chastney, Matthews and Yeadon also asked to be involved in any proposed meetings.

78 Minutes of the Previous Meeting

RESOLVED –

- (a) That the minutes of the meeting held on 18th December 2008 be approved as a correct record.
- (b) That the update on matters arising from the previous minutes be noted.

79 Matters Arising from the Minutes

- (a) Butcher Hill Playing Fields – Village Green Status (Minute No 59(a) refers)
Further to Minute No 59(a), 18th December 2008, it was noted that this was due to be considered again at the next Area Committee Planning Group meeting.
- (b) Waste Disposal Site, Evanston Avenue / Kirkstall Road (Minute Nos 44(e) and 61(c) refer)
Further to consideration of this issue at previous meetings, Members sympathised with representations made by a local resident regarding the suitability or otherwise of this possible waste disposal site, and the potential problems it might create for local residents.

Reference was made to the update included in the Area Manager's report at Agenda Item 12, and it was noted that this subject was due to be considered again at the next Area Committee meeting on 2nd April 2009, when the appropriate officers would be present.

- (c) West Park Centre (Minute No 59(b) refers)
Further to Minute No 59(b), 18th December 2008, the Area Manager understood that the options for the future of the West Park Centre was due to be considered by the Executive Board on 1st April.

The Committee reiterated its view expressed at the last meeting that it fully supported the request for dialogue between the Council and relevant local community groups regarding the future of the West Park Centre.

80 Relationship and reporting between Health and Environmental Action Service, including the Environmental Action Teams, and Area Committees

The Director of Environment and Neighbourhoods submitted a report on the operation of Health and Environmental Action Services, with a particular focus on the Environmental Action Teams and on the options of how Area Committees can help influence the work carried out by the Environmental Action Teams in their areas.

The following officers were in attendance and responded to Members' queries and comments:-

Graham Wilson, Head of Environmental Action and Parking
Keith Gibson, Environment and Neighbourhoods

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

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

- The need for partnership working with the local Universities and local voluntary and community groups in respect of the local issues identified within the report;
- The need to be proactive as well as reactive, and the role which Neighbourhood Wardens might play in this respect;
- The ongoing problems with bin yards, efforts being made to tackle the issue and the City-wide policy review currently being undertaken

RESOLVED –

- (a) That the report be noted.
- (b) That the report and the issues it highlights be referred for more detailed discussion by the Committee's Streetscene Sub-Group
- (c) That relevant officer attendance at Ward Member meetings from time to time would be useful
- (d) That the Area Committee receive 6 monthly update reports regarding the work of the local EAT.

81 Well-being Report

The Director of Environment and Neighbourhoods submitted a report on the Well-being Budget.

Jason Singh, Deputy Area Manager presented the report and responded to Members' queries and comments.

RESOLVED-

- (a) That the contents of the report and appendices be noted.
- (b) That approval be given to the following capital application:-

<u>Name of Project</u>	<u>Name of Organisation</u>	<u>Decision</u>
Streetlight for Sandy	SEC	Approved

Lane Footpath

£2,866

- (c) That this Committee notes the small grant applications as outlined in 4.2 of the report now submitted.

82 Little London and Woodhouse Intensive Neighbourhood Management

The Director of Environment and Neighbourhoods submitted a report outlining the 2009/10 budget for Intensive Neighbourhood Management in Little London and Woodhouse.

Jason Singh, Deputy Area Manager presented the report and responded to Members' queries and comments.

The report highlighted those projects which would be funded in 2009/10, and also those projects which would no longer be supported, due to the reductions in the amount available, as highlighted in Paragraph 3.1 of the report.

RESOLVED –

- (a) That the contents of the report be noted.
(b) That approval be given to the proposed 2009/10 Little London and Woodhouse Intensive Neighbourhood Management budget, subject to further Ward Member discussion of the projects listed in 3.4 and 3.7 of the report now submitted.

83 Area Manager's Report

The Director of Environment and Neighbourhoods submitted a report informing the meeting of progress on a number of projects and issues in Inner North Leeds not addressed elsewhere on the agenda.

Steve Crocker, West North West Area Manager presented the report and responded to Members' queries and comments.

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

- Employment and Skills training – The Area Manager confirmed that work continued in this area on a multi-agency basis, and a Jobs and Skills team was now based in the West North West area. This initiative included the use of Children's Centres and the Tinshill Learning Centre as part of the extended services approach.
- St Ann's Mills – Councillor Illingworth urged support for the campaign to list St Ann's Mills.
- Councillor Yeadon welcomed the initiative to establish a police base on the Hawksworth Wood estate, which would also be used by the ALMO and the Neighbourhood Wardens.

RESOLVED – That the contents of the report be noted.

84 Leeds Housing Strategy

Draft minutes to be approved at the meeting
to be held on Thursday, 2nd April, 2009

The Director of Environment and Neighbourhoods submitted a report on a draft Leeds Housing Strategy.

In the absence of a Housing Manager, the Area Manager presented the report and responded to Members' queries and comments.

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

- Concern was expressed that if the specific NW Inner housing strategy document was subsumed into a general City-wide policy statement, then the specific and unique issues facing the area were likely to be lost and not sufficiently addressed;
- However, it was accepted that some issues, such as a lettings policy, needed a co-ordinated and consistent policy;
- It was also acknowledged that housing was not an issue delegated to Area Committees, therefore the Area Committee would have to work to ensure that its concerns and the problems it faced were incorporated and addressed in the corporate strategy document. There was a danger that work would stop on the NW Inner document as a result of the above, and Members were keen that this should not happen;
- Members commented that the Council house lettings system should not become systematic to the extent that common sense no longer applied. Issues such as the age mix of residents and not placing children in the upper floors of blocks of flats were quoted as examples in this regard.

RESOLVED-

- (a) That a report on the final City-wide housing strategy be submitted to this Area Committee in summer 2009.
- (b) That the comments made in respect of the draft Housing Strategy for Inner North West Leeds, and Member support in respect of this document, be noted and that a final draft of this document be submitted to a future meeting of this Area Committee for consideration.

85 Houses in Multiple Occupation (HMOs)

RESOLVED – That consideration of this report be deferred to the next meeting on 2nd April 2009.

86 Forum and Sub Group Update Report

The Director of Environment and Neighbourhoods submitted a report providing Members with full minutes from Ward Forums and Sub Groups that have taken place since the last Area Committee, together with further information of future meeting dates for the Committee's Forums and Sub Groups.

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

87 Date and Time of Next Meeting

Thursday 2nd April 2009 at 7.00 pm, possibly at Little London Community Centre (venue to be confirmed)

(The meeting concluded at 8.57 pm)

Matters Arising from previous meeting

The following provides an update on issues from the last Area Committee meeting held on 5th February 2009 that do not appear on the agenda of this meeting.

76 Deputation Regarding Royal Park School

A series of meetings with Royal Park Community Consortium have been held to support the group to develop their aspirations for the future of the Royal Park School. Further details of these meetings are contained within the Area Managers Report.

77 (a) Play Area at Butcher Hill

Area Management met with Steve Rennie to discuss the consultation and design process for developing play facilities at Butcher Hill. Leeds Metropolitan University students are to be made available to aid in the design process. Discussions with local resident groups on the designs of a proposed play area are due to being in April.

77 (b) Shakespeare Festival

A letter was written to Cllr Proctor enquiring about the plans for the Shakespeare Festival for 2009. It has been confirmed that funding is in place for the festival and a request to the Area Committee for well-being funding will not be necessary. A date for the festival has yet to be confirmed.

77 (c) Dirt Jump Track (BMX Track)

Since the last area committee an options appraisal has been undertaken to investigate the feasibility of a dirt jump track in the area. A meeting with ward members and dirt jump track users will have been arranged by the date of this Area Committee meeting to discuss how to proceed.

79 (a) Butcher Hill Village Green Status

Legal advice has now been received regarding the comparative advantages and disadvantages of pursuing village green status. Details of this advice are contained within the appendices of the Area Managers report.

79 (b) Waste Strategy Update

Confirmation has been received that a report on the Waste Strategy will be presented to the 2nd April meeting.

80 Streetscene Action Plan

The Streetscene Action Plan was presented to the Streetscene Sub- Group (now referred to as the Environment Sub-group). Ruth Lees attended the meeting as requested. The Area Delivery Plan has been revised to take account of the key actions recommended.

84 Leeds Housing Strategy

A meeting with Rob McCartney and Area Management has been arranged to discuss the process by which links between the Inner North West Area Committee Strategy and The Leeds Housing Strategy can be developed.

85 Houses in Multiple Occupation

Following its deferral at the 5th February Area Committee meeting, a report will be presented to the 2nd April meeting.

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Originator: Dylan Griffiths

Tel: 39 50401

Report of the Head of Planning, Policy and Improvement

Report to Inner West Area Committee

Date: 2nd April 2009

Subject: Sustainable Communities Act

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 Sustainable Communities Act provides a channel for local authorities to submit proposals to improve the sustainability of their areas that require government action. Such action can include a change in legislation or the transfer of a function (and accompanying budget) from one organisation to another. The deadline for submission of proposals is 31 July 2009.

Leeds City Council has opted into the Act and is now consulting panels of citizen representatives including elected Members, parish and town councils, voluntary and community groups and partners through the Leeds Initiative to collect proposals for Leeds City Council to consider and from, which it can select one or more proposals to submit before 31 July 2009

1.0 Purpose

1.1 This report provides background information on the Sustainable Communities Act and the approach agreed by Leeds City Council for developing and preparing a submission by Leeds City Council to the Selector.

2.0 Background

Proposals to promote sustainability

- 2.1 The Secretary of State invited local authorities to submit proposals under the Sustainable Communities Act in October 2008. The deadline for submission of proposals is **31 July 2009**. The Sustainable Communities Act provides a channel for local authorities to submit proposals to improve the sustainability of their areas that require government action. Such action can include a change in legislation or the transfer of a function (and accompanying budget) from one organisation to another.
- 2.2 An example of a legislative change would be a request to change the Traffic Management Act 2004 so that the Council's Enforcement Officers can issue fixed penalty notices for offences like dangerous parking or causing an obstruction as well as offences like parking on double yellow lines where they already have the power to issue fixed penalty notices.
- 2.3 An example of a transfer of a function from one body to another could be a local authority taking over the running of post offices in parts of its area as Essex County Council has done. Other examples might include transferring responsibility for nature conservation and water quality from Natural England or the Environment Agency to a local authority.
- 2.4 The Act is deliberately broad in its scope and very little is ruled in or out in terms of what a local authority can propose beyond it must require government action and should be intended to promote sustainability and wellbeing in the area. Although sustainability is associated with the environment and green agenda, it is broader than this and measures to promote social or economic wellbeing can also be proposed under this Act.

Preparing and Considering Proposals

- 2.5 Before submitting proposals a local authority is required to establish or recognise one or more panels of representatives of local persons, consult with them and try to reach agreement with them about each proposal to be submitted. The Act does not prescribe which groups should be included in panels, how panels should be constituted or how many panels a local authority may choose to establish or recognise beyond saying that local authorities should involve groups that it considers to be 'under-represented' in civic and political activity. Guidance to the Act states that local authorities will wish to consult with parish councils in their area about proposals to be submitted.
- 2.6 Proposals may come from citizens or originate from the Council (or other body). Although the Council must consult with panels of local representatives there is no requirement for the panels to agree with the proposals to be submitted. Similarly, if the Council proposes the transfer of functions from one body to another, the Council must consult with those bodies but there is no requirement for the body whose function is being transferred from to agree to the proposal.

Submitting and Judging Proposals

- 2.7 Proposals are submitted to the Local Government Association who will act as 'Selector' and submit a shortlist of proposals to the Secretary of State who will publish her response

to each proposal and work with successful authorities to develop and implement their proposals. Detailed proposals that are specific about the changes required by Government are more likely to be successful.

3.0 Main Issues

3.1 Leeds City Council has decided to 'opt into' this Act and consult with representative bodies to develop proposals to submit to the selector. These panels include elected Member groups, Parish and Town Councils, Leeds Initiative groups and voluntary, community and faith groups.

3.2. The Corporate Policy Team is coordinating the Council's consultation of representative bodies and suggestions for groups to consult with or proposals for the Council to consider submitting to the selector should be sent to Dylan Griffiths (Dylan.griffiths@leeds.gov.uk tel. 0113 3950401).

4.0 Recommendations

4.1 Members are asked to note the contents of this report

Background Papers: None

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Originator:	Jade Corcoran
Tel:	24 78027

Report of the Director of City Development

Inner North West Area Committee

Date: 2nd April 2009

Subject: Review of Private Rented Sector Housing

Electoral Wards Affected: 	Specific Implications For: Ethnic minorities <input type="checkbox"/> Women <input type="checkbox"/> Disabled people <input type="checkbox"/>	
Council Function <input type="checkbox"/>	Delegated Executive Function available for Call In <input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/>

Executive Summary

The Private Rented Sector (PRS) is an important part of the housing market in England. The authors assess the sector by examining the composition of the PRS, supply and demand, improving the quality of the associated properties, management and maintenance, and what are the views and priorities of landlords within the sector. From this the review suggest several avenues in which policy should travel, and draws a conclusion.

The over arching conclusion of the authors is that the flexibility of the PRS ought to be protected, and that legislation should not seek to change its characteristics but flow with the market. In other words, legislation should encourage the growth of the PRS and not put measures in place that may hinder this. With regard to local policy associated with Leeds, this would have an implication on how the area of housing mix is managed and lobbying CLG for changes to the Use Classes Order.

From recent research (the ECOTEC report) and the Glassworks Inquiry, it is evident that large concentrations of Houses in Multiple Occupation (HMOs) can have a negative impact upon the balance of the population and service provision. Therefore, if legislation is to be adopted to actively encourage the growth of the PRS (as is suggested by the review) it is important to have mechanism in place to control this spacially to avoid fragmented communities. For this reason, the local planning authority should continue to carefully assess planning applications and lobby for tighter planning controls.

1.0 Purpose Of This Report

- 1.1 This report is intended to advise Ward Members of the contents of the Private Rented Sector Review that has been commissioned by the Minister of Housing. The research was conducted by Julie Rugg and David Rhodes from the Centre for Housing Policy based at York University. For information, a full copy of the final report can be viewed by following the web link: <http://www.york.ac.uk/inst/chp/Projects/PRSreview.htm>
- 1.2 The purpose of the review was to consider the contribution and potential of the Private Rented Sector (PRS) in the context of change within the housing market. When discussing the implications of PRS it is necessary to be aware of the function that this element of the housing market provides, and that in some quarters the potential of the PRS to meet a range of needs is being promoted. The report argues that private rented accommodation could be a flexible and well functioning part of the housing market. With this in mind, it is important to consider the inferences of the report in relation to Leeds and how this should be managed to maintain and promote community cohesion.

2.0 Background Information

- 2.1 The introduction of short hold tenancy in 1988 through the Housing Act has been attributed to the recent growth of the PRS. In addition to this, the recession in the early 1990s brought a slump in house prices that meant landlords had an opportunity purchase additional residential property. This growth was further supported by the offer of buy-to-let mortgages, which provided financial incentives to purchase property to let, that came online in 1996. Lastly, this expansion was also encouraged by an increase in the percentage of the population requiring private rental.
- 2.2 Leeds has a diverse demand for private rented accommodation that ranges from luxury apartments to houses in multiple occupation (HMOs). Within the inner north west area of Leeds the majority of the provision afforded by PRS tends to be shared housing that would have originally been a part of the traditional housing stock. However, there are a small number of properties that have been built for the purpose of being privately let.
- 2.3 The ECOTEC report and the Glassworks Inquiry have demonstrated that high concentrations of shared housing leads to a loss of family housing stock, demographic imbalance, transient communities, and difficulties experienced in delivering local services. There are planning policies in place to manage the concentrations of development for privately rented accommodation in Leeds, which is associated with the Area of Housing Mix (AHM). However, this can be undermined by the vast majority of shared housing in this area not requiring planning permission. Use Class C3 groups together uses as a dwelling house by a single person, any number of persons living together as a family, or by no more than 6 persons living together as a single household. Planning legislation does not imply that any excess of 6 people constitutes a breach of planning control. Therefore, Planning Inspectors have not been particularly supportive in the past of the Local Planning Authority refusing proposals containing 7 or 8 people in one dwelling if they are living as a single household.

3.0 Main Issues

The Research & Content

- 3.1 The research that frames the conclusions of this report did not incorporate any quantitative data that was specifically compiled for this review. The research techniques that have been employed are stakeholder meetings and an 'analysis...of large scale datasets including the Surveys of English Housing (SEH), the English House Condition Surveys (EHCS) and the Census to understand in more detail the demand and supply side characteristics of the PRS.' [Rugg & Rhodes: 2008]. The data analysis has identified the complex nature of PRS, and the stakeholder meetings have apparently clarified a number of concerns regarding the efficiency of policy that impacts upon the PRS. From the analysis of the secondary data,

Rugg and Rhodes conclude that there are gaps in the research of the PRS to date that has led to policy being 'fragmented and contradictory'.

- 3.2 The contribution of the PRS to the housing market is examined first off. The review then moves on to consider the potential of the sector in number of areas that have been previously criticized for under-performance. This element of the report also discusses legislation that is relevant to the PRS. Finally, the review makes several recommendations in relation to policy direction and draws a conclusion.

Contribution

- 3.3 The Council of Mortgage Lenders (CML) indicated towards the end of 2007 that there were 1,024,300 buy-to-let mortgages. From this there is a common assumption that there has been a large increase in buy-to-let landlords. Analysis of the data suggests that a large proportion (46 per cent of gross advances) of the take up of buy-to-let mortgages in 2007 were re-mortgages to allow existing landlords the opportunity to refinance their existing portfolios. The number of smaller landlords has increased as has the degree of investment.
- 3.4 The trend in the type of private landlord has altered over recent years. The period between 1993 and 2006 showed that the proportion of individual landlords has increased, and there has been a drop in the number of companies and organizations/partnerships. Individual landlords tend to have a small holding of properties, which was quantified in 2006 with 44 per cent owning one property and 27 per cent renting out two to four properties. In addition, to an individual viewing buying-to-let as investment there are also social factors that lead to being a landlord if only for a short term. For example, those that can not sell their property may consider renting it in the interim. However, it is clear from studies that there are clearly investment motives in small scale 'landlordism'. As the perception of a property as an investment has become more wide spread, and the means to buy property for renting has become easier, there has been an increase in the number of new landlords. Due to the informal nature of some residential lettings it is difficult to quantify the number of landlords. From the 2006 EHCS an estimate of 1.2m private landlords has been made.
- 3.5 The PRS can be divided into several sub-markets. The tenants of each sub-market tend to have an expectation, and so landlords will supply what is necessary to meet the demand of the niche market they are aiming at. Landlords with a larger number of properties who manage their business more strategically are more likely to target a number of different groups (students and professional for example). An increase in the growth of supply to one sub-market may equate to a decrease in another. The growth of the PRS is usually the consequence of a tenure shift and not due to purpose built property.
- 3.6 The proportion of each of the sub-markets within a particular area will vary from one to another. Between the 1991 and 2001 census Leeds had the highest number of housing in multiple occupation out of the five unitary authorities in West Yorkshire. A number of other variations within the PRS sub-markets were identified within the region, which indicates that dissimilarities can be localized even amongst neighbouring authorities.
- 3.7 The sub-markets that the review details are; young professional; students; housing benefit; slum rental; tied market; high income, high renters; middle aged, middle market renters; immigrants; asylum seekers; temporary accommodation; and, older tenants and regulated tenancies.
- 3.7.1 The proportion of young professional (20 – 34 years old) choosing to rent a property has increased between 1993/94 and 2006/07. However, this transition within the 20-24 year bracket has not risen smoothly. In other words, in some years between 1993/94 and 2006/07 there has been a fall in numbers.
- 3.7.2 The sub-market associated with students has varied over time. Education policy aimed at promoting further education has increased the amount of students on fulltime courses from approximately 1.4m to approximately 1.9m over a ten year period. An outcome of this is that the PRS has expanded to accommodate the increase to the student population. Along

side the traditional shared housing form of accommodation, corporate landlords have emerged and have developed large purpose built properties with luxury bed spaces.

- 3.7.3 A proportion of those accessing the PRS have their rent fully or partially paid by housing benefit. This sub-market has declined from 34 per cent to 19 per cent between 1993/94 and 2005/06. It is difficult for those on benefit to find private rented accommodation, as landlords tend to be unwilling to wait for benefit applications to be processed, do not appreciate rent being paid in arrears, and rent is paid every four weeks instead of a calendar month. The advantage that tenants receiving housing benefit have to landlords is that they tend to stay at the same property for longer than 5 years.
- 3.7.4 At the bottom end of the spectrum slum rental exits for those that are extreme needs, and is characterized by short term lets. Tenancies are often deserted for reason of feeling unsafe; health and safety; theft; and, so on. In some cases landlords evict their tenants with little or no notice. Housing benefit is paid regardless of the quality of the property, and tenants who access this sub-market feel they have no other choices. An assessment on how the 2004 Housing Act has impacted upon this market is currently underway.
- 3.7.5 The tied market is where a property is associated with the entitlement of someone's employment. The 2001 census indicates that this type of accommodation applied to 5.3 per cent of private renting. The majority of this element of the PRS is found in rural areas, and with this, as you would expect, there has been a decline since the 1991 census.
- 3.7.6 A high proportion of high income renters are housed in corporate lets. This particular type of arrangement between the tenant and landlord and are found in specific areas, such as inner London. Research suggests that this type of sub-market can be susceptible to financial market fluctuations due to high rents and long periods without tenants.
- 3.7.7 Middle age, middle market renters are usually in the PRS temporarily owing to a life change (a new job, and so on). For this reason those that fall into this group are likely to stay within the sector temporarily. Between 1993/94 and 2006/07 the SHE notes a marginal increase in the numbers of 35 to 44 year olds and 45 to 54 year olds falling into this group.
- 3.7.8 The PRS tends to be utilized by immigrant populations as social housing and owner occupation are not instantly available. This statement is supported by the 2001 census, which indicates that 53 per cent of those that had arrived in the UK within a year of the census were living in privately rented accommodation. Demand for rental property in London by immigrants is high and this is also true for rural areas. Immigrant groups differ from one another considerably, and so do their housing needs. Researchers have noted that rents have not increased, which could be explained by there being is a large supply of properties. Alternatively, or as well, this group is displacing others in the PRS or/and these dwellings are being used more intensively.
- 3.7.9 The demand for property from those within the asylum seekers sub market tends to organize spatially. Research focusing on Leeds in 2005 found that 1,879 asylum seekers were located within four post codes. The monitoring of property standards has not been done extensively. One small study found that 26 out of 154 dwellings were deemed unfit for habitation by environmental health officers.
- 3.7.10 The temporary accommodation sub-market has been created as a consequence of a Local Authorities duty to house a particular household. Local Authorities often use the PRS for this, which are generally leased from a landlord or registered social landlord. Grants are available to support the use of temporary accommodation, so rents are inflated.
- 3.7.11 Older tenants (aged sixty and over) tend to be associated with regulated tenancies. In recent years there has been a decline in the proportion of older tenants. As the population continues to age it is possible this sub-market group will increase in numbers. Housing specifically designed for this group is generally low maintenance, with securities and amenities on site. Girlings is one corporate landlord that has targeted this market. They buy a home and offer the occupier an assured tenancy, which provides them with a higher income and security of staying in their own home.

Potential

- 3.8 The main advantage of the PRS is its flexibility '...in terms of high level of supply responsiveness to diversity of demand...' [Rugg & Rhodes: 2008]. Currently there are many negative views of the sector, and is not being considered as valid option by many of

those looking for a home. Many commentators consider that the PRS could accommodate a higher proportion of households that are on a low income and those that can not afford to own a property. The review assessed whether the sector can comprise a framework to deliver new and affordable housing; how to secure an increase to institutional development; the necessity to improve professional in housing management; improving property quality; providing sustainable tenancies; homelessness prevention; and, managing problems of private renting.

- 3.9 The review concludes that, with regards to affordability, the PRS has been relatively successful in meeting the needs of those that can not afford owner occupation but earn too much to be considered for social housing. In terms of contribution to supply, the evidence base linking buy to let mortgages with new build property is limited. However, the authors do feel confident in suggesting that the PRS tends to generate new property within niche markets where a high density of units is appropriate. The obvious example of this purpose built student accommodation. To increase supply and the amount of “affordable” housing, those working in the sector have proposed alterations to the planning regulations that would require a certain proportion of a new development to be let. Furthermore, central government should offer concessions to the developer that builds for the purpose of letting the accommodation. However, while considering this it is worth noting the US example. There are policies in place ‘where rental yields can be offset against tax liability if properties are let’ [Rugg & Rhodes: 2008] at a cost that is affordable. These arrangements have a time limit, and once this has expired the properties are withdrawn from the affordable market.
- 3.10 A criticism of the PRS is the industry’s failure to secure high levels of institutional investment. The reason for this has been attributed to the lack of large corporate professional landlords, and that the majority of the sector is considered to be managed by “amateur” small scale operators. Commentators argue that taxation vehicles are required to encourage large scale landlords, and to move the sector away from business arrangements that are tied to mortgages. The review concludes that small scale landlords do not necessarily equate to financial instability. Small businesses tend not to account for management cost within their rents, and even when taking into account economies of scale, larger landlords will generally have higher management cost. The authors also conclude that policies should be introduced to assist professional landlords of all sizes to enlarge their portfolios. The suggestions include alterations to stamp duty and capital gains tax.
- 3.11 Discussion of the PRS is often dominated by the concept of the “rogue” landlord, and so legislation has been written to prevent exploitation by them. As previously outlined, there is a demand for privately rented property at the bottom of the sector. For this reason market forces are not adequate to “police” the management quality of landlords. Increasing the number of corporate landlords or encouraging the use of managing agents is often suggested as ways of improving management standards. Research indicates that levels of satisfaction are not higher among larger landlords. Currently, managing agents are not licensed and do not necessarily have a high standard of professionalism. For this reason calls have been made for mandatory licensing. In Scotland, such a system has been met with dissatisfaction due to time delays, software problems, and the necessity for multiple applications if the landlord operates in more than one authority. Management practices of landlords can be improved through accreditation schemes, and the expansion of this practice could lead to a market advantage. However, such schemes would not impact upon those operating at the bottom of the market. The review concludes that a patchwork of policy is suitable considering the nature of the supply, but the current legislation is not effective at tackling the minority of bad landlords.
- 3.12 The PRS has the worst standard of property when compared with social housing and owner occupation according to the EHCS. If a property has a category 1 hazard they fail the decent home standard. EHCS indicates that 50 per cent of properties within the PRS fail this standard. This survey also shows that gross rental yields were higher on properties that were below par. However, research has shown that voids and bad debts reduce the net return. What is unclear is a landlord’s awareness to these differences and how they

formulate their management on maintenance. In addition, the survey also suggests that landlords are not necessarily knowledgeable about legislative requirements.

A principle factor with regards to the condition of the housing stock within the PRS is that the properties tend to be considerably older. Therefore, the cost of bringing the units up to a modern standard is higher than the other sectors within the housing market. A resolution to this problem is immediate tax relief. Others suggest that standards will only be improved if the regulatory framework is altered. It is argued that this approach would place an extra burden on Local Authorities. An accreditation scheme could take on the burden of inspection and enforcement, which has been successful with some sub-markets of the sector. Alternatively, an enhanced role for managing agents is an option provided they are regulated. This could aid with policing the wider market, if legislation dictated that agents were only permitted to manage properties that meet the decent home standard. A method of improving the dwellings at the bottom of the sector would be to introduce competition, by altering the benefit system to allow those receiving housing benefit greater choices.

- 3.13 The issue of tenancy sustainability is discussed in the review, as a number of commenters consider that the PRS only provides insecure, short term housing. The common form of tenancy is an assured shorthold tenancies (ASTs), which is initially involves a fixed term of six months. This form of tenancy is favoured by landlords as the recovery of possession is relatively uncomplicated, so the turn over of tenants is high. Once written notice giving two months notice has been served there is little a tenant can do, which places them in an insecure position. Data on this matter is distorted by the fact that those utilizing the sector are there on a short term basis. The stability of the sub-markets of the sectors vary from one to the other. Those in the lowest income quartile are more likely to stay at the same address for five years or more.

Evidence shows that over half of ASTs last a year, and a fifth last at least three years. Therefore, the image that tenancies are short term and tenants have to relocate every six months is not quite accurate. A number of changes have been suggested to the existing legislation to avoid landlords evicting tenants due to them complaining about maintenance. The Law Commission has posed simplifying the existing arrangements, and others support the idea of remodeling the current regime to develop into more consumer contracts where terms are agreed between the parties from the outset. However, concern has been expressed regarding the proposal to remove the six month fixed term that accompanies this.

ASTs are attractive to landlords due to the flexibility of the arrangement to remove a tenancy if they fail to pay the rent or do not maintain the property. From the tenants view, this arrangement can be desirable as many only intend to stay in a particular property for a short amount of time. Tenancies are ended by the tenant in the majority of cases. Problems are occurring for the households that are seeking a home in the tenure long term. It is assumed that tenancies generally end against the wishes of the tenant. The review explores if this assumption is true, and why tenancies may end. From the authors research it appears that tenancies tend to fail for particular reasons, such as rent appears and anti-social behavior. Considering this, maybe intervention should be focused on these aspects rather than on the tenancy framework that in the most part is working.

- 3.14 The PRS is often considered to have the potential to play a greater role in resolving homelessness. There have been a number of policies since the 1980s that aim to prevent homelessness by aiding their access to the PRS. Recently local authorities have been using the PRS to house people under homelessness legislation.

Landlords can be unwilling to deal with those in receipt of housing benefit, and so there can be a large demand in the low income sub markets due to under supplied. There are a range of incentives available for existing housing benefits landlords to enlarge their portfolios and encourage others into the sector, which the authors conclude that the demand is being under supplied. An increase in the use of the sector for those that a local

authority has a legal responsibility can reduce the supply for those that don't fall into this category; for example, single people, and couples without children. This introduces a further level of competition for those at the bottom end of the sector. Furthermore, there are concerns about those within the lower income sub markets being able to afford the rents in the sector and not be able to compete with those on a higher income.

- 3.15 Local authorities have several tools available to aid in managing problems that occur when there are large concentrations of demand for rented accommodation in a particular area. Student rentals are an example of this as they tend to be orientated in close proximity to higher education institutions. Many permanent residents in these locations argue that the high concentration of student rentals in a relatively small location undermines the local community, increases house prices, and subjects them to anti social behavior. The authors of the report argue that this phenomena is not common, as census data demonstrates that 59 out 8000 wards in England had densities 'where a student household reference person comprised ten per cent or more of all household reference persons in the ward.' [Rugg & Rhodes: 2008] Regardless of this, there are calls to alter the Use Class Order so local planning authorities could have greater control over HMO numbers within a particular area. It is argued within the review that this is unnecessary and that many of the problems that are described are in fact policing concerns. Furthermore, it is argued that the environmental anti-social behaviours are covered by existing environmental health regulations.

Concentrations of low quality rentals produce a high turnover of tenancies in an area. Other local authorities have properties overcrowded with migrant workers. This can have severe implications on public health matters. Forming appropriate policies to resolve these problems can be difficult as there are many factors and variations that can be present with each case. For example, a particular group of people may only be present for seasonal work and the workers may chose to live with a large group to keep costs down.

The way in which local authorities manage the PRS is a large proportion of this discussion. The authors conclude that there was general agreement that the appropriate mechanisms were available but their execution depended on whether they were able to resource them.

Policy Direction of Travel

- 3.16 The last section of the review focuses on how policy should be developed, which relate to the trends identified in the others parts of the report.
- There is a need for a 'sound evidence base', as policy is currently founded on a lack of understanding of the PRS and poor quality data sets.
 - Policy should be developed to prompt landlords, letting agents, and local authorities to have 'a better understanding of managing rented housing. Mandatory regulations could be introduced that would have the effect of guaranteeing high standards of management.
 - Initiatives should be develop to encourage smaller landlords, good landlords, to expand and 'grow' so they can move into letting as a full time vocation. In addition to this, policy to help larger corporate landlords grow would attract more institutional investment.
 - Policy objectives should seek to equalize the rental choice so the PRS can be viewed as equal to the social sector for long term accommodation. To avoid "incentive inflation" social letting agencies could be developed to handle the private renting necessary for the local authority to fulfill its statutory obligation.
 - 'Light touch licensing and effective redress' would allow local authorities to focus their resources on the worst landlords, and allowing them the opportunity to ensure the appropriate sanctions are in place. Every landlord would be required to have a license that could be revoked if statutory requirements are not complied with.
 - There is a presumption that 'tenancy frameworks are problematic', which is there is little evidence to support. The previously suggestion measures will promote private renting for both tenants and landlords.

4.0 Implications For Council Policy And Governance

4.1 The implications of the conclusions reached by this review with regards to council policy are that the local authority should not refuse planning applications on the basis that the development may further alter the balance of the population, or pursue alterations to the Use Classes Order in relation to HMOs. The other inferences of the review would be pitched at a national level, and so are not relevant for the bounds of this report. Before recommending that the present policy stance should be abandoned, it may be worth considering the following:

- Is it appropriate to change policy direction on the basis of one review that builds its conclusions on mature datasets? In addition, the review states that there is a distinct lack of detailed information regarding the PRS so it would be premature to alter our course at the present time.
- Planning Policy Statement One (PPS1) requires that when a local planning authority is assessing a development the impact of that proposal on 'the social fabric of communities...is taken into account.' Therefore, this is a material consideration and ignoring it would be contrary to policy. In addition, PPS1 states that 'Planning decisions should be taken in accordance with the development plan...' and so at the present time Unitary Development Plan (UDP) policy H15 (Area of Housing Mix policy) is relevant and must be taken into account.
- Alterations to the Use Classes Order are unlikely to be onerous to Local Planning Authorities or landlords; particularly as this alteration would not apply to existing rented accommodation. Through the consultation process Planning Authorities could link up with associated environmental health departments, which may assist with their responsibilities.
- The review discusses that anti-social behavior can be resolved through legislation that applies to the police service and environmental health. However, large concentrations of one particular population can have a self-perpetuating effect that introduces an intensity of problems that these services can not cope with. Considering this, is it appropriate to actively encourage the growth of a sector that is not managed spatially?
- The review concludes that regulations should be relaxed to release the burden on local environmental health teams, and to allow them more time to handle the 'bad landlords'. It is questionable whether the burden is due to legislation or poorly funded departments. If it is the latter, the answer is surely not to relax legislation but to lobby for more funding. Other regulations will have different burdens.

4.2 Considering the above, I would suggest continuing to lobby Communities and Local Government (CLG) to further investigate changes to the Use Classes Order in terms of examining Northern Ireland's experience, and designing and testing of legislative change at this time. In addition, development within the area of housing mix should continue to be stringently assessed against policy H15. During the summer the Core Strategy will be available for public consultation. This is a broad strategic document that will contain statements relating to the development of the city, and I would suggest that it is important to ensure that this strategy addresses the key issues associated with the Inner North West Area.

5.0 Legal And Resource Implications

5.1 The resource implications are associated with officers working in conjunction with community organizations to continue lobbying CLG for changes to the Use Classes Order, and looking closely at large applications for cluster flats. In addition, it is important to continue developing on and sharing good practice.

6.0 Conclusions

- 6.1 The role of the PRS in providing convenient accommodation to a range of sub-markets is important. However, the growth of the PRS should not be at the cost of local communities. It is an established fact that for a community to function sustainably they need to be a demographic balance. Therefore, while encouraging the PRS to grow this growth must be managed effectively so it does not put adverse pressure on communities and services.

7.0 Recommendations

- 7.1 Members are asked to note the contents of the report and comment as they feel appropriate. It is recommended that the pursuit of legislative change is continued, and that local planning policy is reviewed in relation to HMOs through the Local Development Framework (LDF) process. However, it is also suggested that this approach is assessed as and when new research is released.

Background papers: None

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Originator:
Chris Dickinson
Tel: 0113 395 2835

Report of the Director of Neighborhoods & Housing Department

Inner North West Area Committee

Date: 2nd April 2009

Subject: Well-being Budget Report 2009/10

Electoral Wards Affected:

ALL

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:

At the Inner North West Area Committee of the 5^h February 2009 Members requested a workshop to agree a framework for the allocation of the well-being budget and to consider requests for well-being funding. There is £135,961 capital and £219,400 revenue available for allocation.

This report outlines the well-being proposals and identifies what the remaining well-being funds are available for allocation in 2009/10.

1.0 Purpose

1.1 The purpose of this report is to provide Members with an overview of well-being budget allocation for 2009/10; to outline a framework within which the Committee could decide allocation of remaining resources; and to confirm the total value of any unspent well-being funding from previous financial years.

2.0 Well-being Capital Budget 2009/10

2.1 **Capital Budget £135,961**

- 2.2 It was proposed at the well-being workshop on the 12th of March 2009 that the capital budget would be split so that each ward received £20,000 and that the remaining £32,627 be allocated to projects benefiting the Inner North West area as a whole.
- 2.3 The total capital budget of **£135,961** 2009/10 includes a carry forward of **£23,334** unallocated well-being funding from the 2008/09 budget for the Kirkstall Ward. There is no carry forward of capital from 2009/10 for the other three wards in the area.
- 2.4 The following table shows the capital available per ward and in the central budget for allocating in **2009/10, including any carry forward from 2008/09.**

Ward/ Area	Funding Available
Hyde Park and Woodhouse	£20,000
Headingley	£20,000
Kirkstall	£43,334 (£23,334 carry forward)
Weetwood	£20,000
Central Budget	£32,627

- 2.5 Appendix 1 lists the projects that have requested 2009/10 well-being **capital** funding and the remaining budget available for allocation.

3.0 Well-being Revenue Budget 2009/10

3.1 **Revenue Budget £219,400**

- 3.2 It was agreed at the well-being meeting on the 12th of March 2009 that the revenue budget would be used as a central budget for the Inner North West as a whole and that it would not be split into allocations for each ward.

- 3.3 Appendix 2 lists the projects that have requested 2009/10 well-being **revenue** funding and the remaining budget available for allocation.

4.0 Recommendations

- 4.1 The Inner North West Area Committee is requested to:

- a) Note the well-being budgets available for revenue and capital and agree the formula for splitting capital between wards as set out in section 2.2
- b) Agree the well-being funding allocations to capital projects as set out in appendix 1 and revenue projects as set out in appendix 2

Background Papers: None

Wellbeing Capital Proposals 2009/10

Inner North West Allocation *(budget available £32,627)*

Project Name	Delivery Organisation	Amount Requested
Capture Car	West Yorkshire Police	£ 5,000
Capture House	West Yorkshire Police	£ 8,000
Off Road Motorbikes	West Yorkshire Police	£ 1,500
Environmental Action Van	Environmental Action Team	£ 3,000
Hyde Park Corner Improvements	LCC Area Management to Action	£ 5,000
	TOTAL REQUESTS	£ 22,500
	BUDGET REMAINING	£ 10,127

Consider allocating the remaining £10,127 evenly between the four Inner North West Ward. £2,531 each.

Headingley Ward Allocation *(budget available £20,000)*

Project Name	Delivery Organisation	Amount Requested (£)
Town and District Centre Improvements	LCC Area Management to Action	£ 20,000
	TOTAL REQUESTS	£ 20,000
	BUDGET REMAINING	£ 0

Hyde Park and Wood House Ward Allocation *(budget available £20,000)*

Project Name	Delivery Organisation	Amount Requested (£)
Woodsley Road Improvements	LCC Area Management to Action	£ 40,000
Woodhouse Masterplan Projects	LCC Area Management to Action	£ 40,000
Burley Willows Estate Improvements	Groundwork	£ 13,000
Binyards to Gardens	Hyde Park Source	£ 14,152
	TOTAL REQUESTS	£107,152
	BUDGET REMAINING	£ 0

Kirkstall Ward Allocation *(budget available £43,334)*

Project Name	Delivery Organisation	Amount Requested (£)
Cragside Recreation Ground	LCC Parks and Countryside	£ 40,000
Sandford Road Play Area	Groundwork	£ 19,000
Butcher Hill Play Area	LCC Parks and Countryside	£ 10,000
	TOTAL REQUESTS	£ 69,000
	BUDGET REMAINING	£ 0

Weetwood Ward Allocation (*budget available £20,000*)

Project Name	Delivery Organisation	Amount Requested (£)
	TOTAL REQUESTS	£ 0
	BUDGET REMAINING	£20,000

Wellbeing Revenue Proposals 2009/10

Project Name	Delivery Organisation	Amount Requested (£)
Woodhouse Ridge Maintenance	Woodhouse Ridge Action Group	£ 7,500
Small Grants Pot	LCC Area Management	£ 10,000
Festivals	LCC Area Management	£ 12,000
Festive Lights	LCC Area Management	£ 11,000
Skips	LCC Area Management	£ 5,000
Community Planning Officer	LCC Planning	£ 46,350
Environmental Action Officer	Environmental Action Team	£ 35,000
Funding Officer	Voluntary Action Leeds	£ 51,000
Mobile Youth Provision	LCC Youth Services	£ 7,800
Design Statement and Conservation Area Budget	LCC Area Management	£ 15,000
Transport Survey	LCC Area Management	£ 5,000
Merry Go Round	Older Active People	£ 25,000
Community Repaint	Seagulls	£ 5,000
Green Streets	Green Streets	£ 18,432
Student Changeover	Streetscene	£ 20,000
Hawksworth Wood Film Project	Interplay	£11,000
Woodhouse Moor Community Day	To be confirmed	£ 5,000
DPPO	West Yorkshire Police	£ 5,000
Graffiti Database	LCC Environmental Enforcement	£ 2,600
Fuel Savers	Fuelsavers	£ 3,000
Participatory Creative Programme	Little London Arts	£11,940
Hyde Park Cricket Club	Hyde Park Cricket Club	£ 2,300
	TOTAL REQUESTS	£314,922

(budget available £219,400)

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Originator: S Smith
Tel:2474249

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: North West Inner Area Committee

Date: 02 April 2009

Subject: North West Inner Ward Members Feedback Regarding Streetscene Issues

Electoral Wards Affected:
Kirkstall, Weetwood, Hyde Park & Woodhouse and Headingley

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

At its meeting on 25th September 2009 the North West Inner Committee requested that Streetscene Services hold one to one meetings with the Ward Members in Kirkstall, Weetwood, Hyde Park & Woodhouse and Headingley Wards to identify any particular Streetscene issues. The meetings took place between October and December 2008 and the main issues were identified, the details of which are summarised in Appendix 1.

1.0 BACKGROUND

- 1.1 On the 25th September 2008 Streetscene Services presented a report to the North West Inner Committee outlining the range of services it provided within the area and details of how these services are delivered.
- 1.2 Whilst the report highlighted the main issues affecting Streetscene Services, such as the summer tenancy changeover period in Headingley, the Committee felt that other ward issues were not highlighted.
- 1.3 The Chair of the Committee requested that Streetscene Services carry out individual meetings with all of the North West Inner Area Ward Members to identify specific Streetscene issues within their Wards.
- 1.4 The meetings took place on the following dates and Appendix 1 is a summary of the issues and the actions taken to date to address them.

Weetwood	14 October 2008
Headingley	23 October 2008
Little London & Hyde Park	07 November 2008
Kirkstall	12 November 2008

2.0 NORTH WEST INNER SUB-GROUP

- 2.1 The action plan (appendix 1) was presented to the North West Inner Sub-Group on 12 February 2009. The Sub-Group approved the action plan and agreed that the main points should be included in the North West Inner Area Delivery Plan.

3.0 Recommendations

- 3.1 That Members note the contents of the report and the action plan.

Background Papers: None

North West Inner Member Issues

WARD	ISSUE	ACTION	PROGRESS
<p>Weetwood</p> <p>Date: 14/10/08</p> <p>Present: Cllrs J Chapman, S Bentley, B Chastney.</p> <p>Officers: A Mason, S Smith, R Lees</p>	<ul style="list-style-type: none"> Recycling at flats on Tinshill Lane 	<p>Introduction of communal green bins</p>	<p>Initial discussions taken place with WNW Homes regarding the introduction of green communal bins. Some work will be required to ensure adequate communal storage facilities. ALMO support scheme in principle, more work required to progress scheme.</p>
	<ul style="list-style-type: none"> Litter bins – request for additional litter bins across the ward 	<p>Identify funding for additional litter bins and resources to empty</p>	<p>Streetscene has a list of sites where new litter bins have been requested. Bins will be provided as and when available. Members may want to prioritise sites.</p>
	<ul style="list-style-type: none"> Escalation of complaints. Needs to ensure that complaints/service requests are dealt with first time. 	<p>Ensure that Streetscene managers respond to service requests and complaints promptly to avoid complainants resorting to contacting ward members</p>	<p>Measures in place to ensure that this happens. Work is currently being carried out with the call centre to try and improve the escalation process which should reduce the amount of avoidable contacts with the Council</p>

	<ul style="list-style-type: none"> Leaf clearing – ensure that leaf fall is removed as quickly as possible and that hot spot areas are identified and attended to promptly 	Review 2008/09 performance to decide what additional resources if any may be required.	The leafing hotspot list will be circulated to members for review. Any missing or new sites to be added prior to autumn.
<p>Headingley</p> <p>Date: 23/10/08</p> <p>Present: Cllrs J Monaghan, J Matthews, M Hamilton.</p> <p>Officers: A Mason, S Smith, S Fletcher</p>	<ul style="list-style-type: none"> Consider Communal recycling bins on streets. <p>Areas identified</p> <p>(i) Harolds (ii) Manors (iii) Langdales</p> <ul style="list-style-type: none"> Increase Education & Awareness How? What? When? Where? Possibility of using recycling credit scheme to fund voluntary sector organisations during exodus to help with removing recyclable, re-usable waste material. 	<p>Streetscene to research the available options and report back with costed schemes</p> <p>Suggested one additional officer for the wedge to carry out awareness/education and enforcement work. Streetscene to work with HEATS and provide cost.</p>	<p>Trial started in the Beamsley's using commercial size containers for SORT and residual waste. Supported by education team.</p> <p>HEATs have provided cost and proposals for an additional officer for the NW Inner area. Ruth Lees lead officer.</p> <p>Discussions have taken place with a voluntary organisation, Green Streets, that operates in the Headingley area redirecting re-useable and recyclable materials. They collect about 8 tonnes of</p>

	<ul style="list-style-type: none"> • Identify and replace missing litter bins. • More street cleansing Saturday / Sunday / Weekends/ Christmas and New Year bank holidays 	<p>Streetscene/Area Management to develop a robust system to ensure that externally funded litter bins are purchased and delivered to agreed sites. Also ensure that an accurate database of locations and installation details is kept.</p> <p>Streetscene to look at options and present costed proposals</p>	<p>material per year of which approximately 1.5 tonnes would qualify for recycling credits. Green Streets have been registered for recycling credits. They have also been put in touch with merchants who will buy some materials for example textiles which will provide another income stream.</p> <p>Streetscene will produce an updated map of all litter bin sites. Meeting to be arranged with Area Management Officers</p> <p>Streetscene propose one additional crew (Driver + loader + vehicle) each Sunday to target main commercial areas and the heavily littered areas.</p>
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	<ul style="list-style-type: none"> • Use of green bags instead of bins where i.e. bins do not work 	<p>Where feasible and operationally achievable green bags will be introduced as a short term alternative to kerbside wheeled bins</p>	<p>Priority areas to be agreed with ward members. Examples Arndale Centre, Otley Road, North Lane, O/S Cricket/Rugby stadium, Hyde Park Corner, Burley Road, West Park Shop fronts etc.</p>

<p>Kirkstall</p> <p>Date: 12/11/08</p> <p>Present:</p> <p>Cllrs B Atha, L Yeadon</p> <p>Officers:</p> <p>A Mason, S Smith</p>	<ul style="list-style-type: none"> Bin yards – Vespers, Vicarages etc. The current SORT recycling scheme is not working. Changes need to be made to ensure that the back to back properties receive a regular and reliable recycling service. Stanmore’s – use of bags instead of bins. Increased enforcement. 	<p>Identify key problem areas and make the appropriate changes to the service.</p> <p>Streetscene are currently considering the options to improve the collection of recyclable material from this area including the use of green bags.</p> <p>Streetscene to provide costed details of providing one additional officer to the NW Inner are through HEATS</p>	<p>The operational problems with this service have been resolved and a revised collection arrangements were introduced 8/12/08 to ensure that the back to back properties in these areas receive a regular and reliable recycling service.</p> <p>R Lees has provided costs and detailed proposals of an additional officer for the NW Inner area.</p>
<p>Little London & Hyde Park</p> <p>Date: 7/11/08</p> <p>Present:</p>	<ul style="list-style-type: none"> Bin Yards 	<p>Bin yard clearance still an issue. Bin yards still being used to illegally dump rubbish in. Need to consider refurbishment of bin yards to encourage more ownership</p>	<p>Area management to pursue the issue of bin yard refurbishment and security.</p>

<p>Cllr P Ewens.</p> <p>Officers:</p> <p>S Smith, G Hollings, R Lees</p>		<p>and secure them</p>	
	<ul style="list-style-type: none"> • Bins on Street • Explore issue of Street Wardens – voluntary basis. How do we recruit etc • Commercial recycling facilities 	<p>Enforcement & Education. HEATS to look at improving education and enforcement to encourage householders to return bins to their properties after collection</p> <p>Streetscene to research the idea of street wardens and how they might work and be of benefit to the community.</p> <p>.</p>	<p>HEATs to cost for one additional enforcement officer for wedge area.</p> <p>Area Management to research the issue of voluntary Street Wardens</p>
	<ul style="list-style-type: none"> • Bin Labels 	<p>Produce simple labels to be fixed to bins stating clearly</p> <p>Black Bins “Landfill”</p> <p>Green Bins “Recycle”</p>	<p>Streetscene to have labels designed and produced and arrange for them to be placed on bins in trial area.</p>

Common Themes	Bin Yards	Clearance of bin yards and enforcement. Includes recycling collections from bin yards (Cllr Yeadon)	
	More Education and Enforcement	Education / Awareness / Enforcement - the Education Awareness roll is essential to ensure that residents understand and abide by rules. Enforcement seem as last stage in terms of changing behaviour.	
	More flexible approach to providing kerbside recycling . Litter Bins	i.e. green bags where wheeled bins do not work. Commercial recycling points. Litter bins provision and emptying	Would area committee consider an annual allocation to the whole NW Inner area on an agreed priority list of sites and areas

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Originator: S Smith

Tel:2474249

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: Inner North West Area Committee

Date: 2 April 2009

Subject: Relationship and Reporting between Streetscene Services and Area Committees

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

To outline the Streetscene Services function schedule and propose arrangements that will improve the working relationship between Area Committees, Area Management and Streetscene Services. The report will briefly cover the current Streetscene Services arrangements, links with area management and elected members and current reporting mechanisms. The report will also propose changes that will allow Area Committees to have more influence over the localised delivery of Streetscene Services.

1.0 Introduction & Purpose of report

The Area Management Review report presented to Executive Board in July 2008 proposed extending and enhancing the roles of Area Committees. The aim is to develop the roles of Area Committees in terms of the number of services that they will have increased influencing, developmental and consultative responsibilities for.

2.0 Background

2.1 Service Description

2.1.1 In terms of Streetscene Services the proposed additional enhanced roles for Area Committees for 2009/10 are, Street Cleansing and Grounds Maintenance.

2.1.2 For the purpose of this report the new enhanced roles relate to those services currently provided by Streetscene that have a direct impact on environmental quality and the visual appearance of the built environment. This briefly includes mechanical sweeping (carriageway and footpaths), manual sweeping and litter picking, litter bin emptying, provision and maintenance, fly tipping removal, graffiti and fly-poster removal and leaf clearing.

A more detailed description of the services is provided in section 3

2.1.3 Intensive Neighbourhood Management

The Intensive Neighbourhood Initiative was launched in April 2006 aimed specifically at the most deprived areas within the inner city. Supported by the Neighbourhood Renewal Fund (NRF) and the Safer, Stronger, Communities Fund (SSCF), the improvements have been significant. Cuts in the NRF and SSCF budgets in 2007/08 have made it difficult to maintain service standards in the INM areas in the future. Key to the success of INM has been the introduction of the Community Pride Teams and the co-ordination of services and outside agencies in dealing with specific issues.

2.1.4 Grounds Maintenance

In 2005 the citywide grounds maintenance contract was awarded to Glendale Services with the contract administration function being given to the City Services Department on behalf of the ALMOs and Highway Services. This function has now passed to Environmental Services. The initial contract term was three years with an option to extend by a further three years in one year extensions. The contract is currently in year 4 with

approval to extend into years 5 and 6. In terms of service delivery this is clearly defined within the contract documents and service specification although facilities do exist to vary work in and out of the contract. The current contractual arrangements provide little scope for Area Committees to significantly influence the way in which grounds maintenance services are delivered, certainly within the life of this contract.

However, work has begun on the procurement of a new contract to commence March 2011 which will include contract packaging options and specifications.

In 2007 a decision was made to take out of the main contract the Britain in Bloom routes grass verges and rough cut and sight line grass and deliver this through a separate contract. The new work of motorway junction grass was also added to this contract. This contract was awarded to ATM Ltd on an initial one year contract starting March 2008 with the option to extend by two years. Environmental Services also have the contract administration responsibility for this contract on behalf of the ALMOs and Highways Services.

2.1.5 Current Streetscene Structure

Currently Streetscene Services works on an area wedge basis. There are 5 wedges in Leeds excluding the City Centre. Each Wedge has specific management and frontline staff to deal with arising issues as well as day to day service provision. Recently, the division of the city has been discussed and new working arrangements have been proposed, to match the three new Area Committee wedges.

The current Streetscene management structure reflects the old five Area Committee wedges,

- Each wedge is allocated –
 - 1 x Principal Area Manager
 - 1 x Senior Area Manager
 - 1 x Assistant Area Manager (2 staff in post working a 4x3 shift to provide 7 days cover)
- All managers are multi-disciplined and responsible for the day to day operational delivery of all Streetscene services within their respective areas.
- The following services are delivered city wide due to logistical or operational problems associated with delivery on an area basis
 1. Car Park/Ginnels cleaning
 2. Removal of discarded hypodermic needles and syringes

3. Public Convenience Cleaning

2.2 Description of Delegated Function/Enhanced role

- 2.2.1 For the purpose of this report the new enhanced roles relate to those services currently provided by Streetscene Services that have a direct impact on environmental quality and the visual appearance of the built environment. This briefly includes mechanical sweeping (carriageway and footpath), manual sweeping and litter picking, litter bin emptying, provision and maintenance, fly tip removal, graffiti removal, fly-poster removal and leaf clearing. A more detailed description is given in section 3.
- 2.2.2 In terms of the report that went to the Executive Board in November 2007 it highlighted the following enhanced roles for Area Committees,

Street Cleansing	This covers teams of staff and specialist equipment to provide mechanical sweeping of adopted carriageways and footpaths, manual litter picking and litter bin emptying. 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. This would be primarily based on ward level discussions with Elected Members.
Grounds Maintenance	This covers various elements of maintenance work including grass cutting, shrub and rose bed maintenance and hedge maintenance. The current Ground Maintenance Contract runs to February 2011. Environmental Services currently has the contract administration function for this contract which it carries out on behalf of the three ALMO's and Highways Services. An annual Service Improvement Plan is produced and ways to engage local members in this will be considered over the course of 2008/09. A procurement timetable is in place for a new Grounds Maintenance Contract from March 2011. Work on this will include details on the contract package, contract administration and opportunities for the involvement of local Members in service planning, prioritisation and monitoring. There is currently, therefore, no detailed information prepared for this role at present.

2.3 Role and Responsibilities of the Area Committee

2.3.1 Current Arrangements - As the roles of Area Committees have developed so have the arrangements that allow them to influence the way that Streetscene delivers its services at a local level. The following are not all consistently applied across all Area Committees.

- Sub Groups – some Area Committees have established Environmental sub-groups to allow more detailed discussions about localised issues and develop deliverable actions. The work of the sub group is fed back to the full Area Committee either for information or where appropriate for decisions to be authorised. This process has been successful in the areas where it is used allows a more open debate and understanding about the specific issues
- Site Visits and face to face meetings with Ward Members – these tend to be ad-hoc and usually in response to a specific issue. They tend to be very focused on dealing with specific issues but usually successful in terms of resolving problems in the short term.
- Area Delivery Plans – Streetscene Services officers and ward members contribute towards the development of Area Delivery Plans. However, the approach across each area appears to be inconsistent and from a service point of view tends to reflect service priorities rather than localised priorities
- Reports to Area Committees – the provision exist for this to happen but the frequency of reporting tends to fluctuate, reports being requested or provided in response to issues rather than reporting on overall performance.
- Tasking Groups – tasking groups are established in all of the area committee areas although their success and effectiveness varies in terms of Streetscene Services.

2.3.2 Current arrangements allow the area committees to influence and develop the following services,

- (i) Community Action Services Team (CAST). In the outer wedges ward members have direct access to the CAST teams. Referrals are made through area management officers and passed to Streetscene for action. Ward members in the inner city have the same facility through the Community Pride Teams.
- (ii) INM – in particular those resources funded through SSCF is administered through area management and ward members. This process allows influence over where and how the resources are deployed.

- (iii) Public Conveniences – this is a responsibility delegated to Area Management and the provision of the PCs is determined by area committees, advised by Streetscene Services.
- (iv) Street Sweeping – in response to local needs , Streetscene managers do have some flexibility to vary the delivery of services. Area Committees have in the past supplemented street sweeping in some areas by funding additional resources.
- (v) Litter Bin Provision – the provision of litter bins is an issue for Streetscene Services as budget provision falls short of meeting demand. In the past most area committees have funded additional litter bins in priority areas
- (vi) Customer Satisfaction Surveys – area management have organised and funded customer satisfaction surveys that have included issues relating to environmental quality.

2.3.2 Proposed Improvements.

- In view of the changing priorities in the individual area an option would be for the Principal Streetscene Manager for a wedge to meet with ward members on an agreed frequency. These discussions could include the changing area priorities and any immediate response that could be made by Streetscene, successes in the ward, new initiatives and any specific issues that need attention.
- Increased Use of District Local Environment Quality Survey (DLEQs) – DLEQs is a nationally recognised environmental quality survey methodology that assesses an area in terms of litter and detritus, graffiti, fly-posting, fly-tipping, staining, weed growth, litter bin condition (degree of fill, cleanliness etc) and the condition of landscaped areas. The information provided by these surveys can be used to identify area specific problems and how to utilise resources efficiently. The surveys are time consuming and resource intensive and currently have only been applied in selected areas by streetscene. To provide frequent data would require more surveying capacity.
- Develop the principle of Area Committee Service Champions – the principle would be to have a ward member from the AC to take the lead responsibility for Streetscene Services and work closely with the service. This would allow a more thorough understanding of the service and how it is delivered which in turn should help in terms of influencing how Streetscene services are delivered.
- Environmental Sub Groups – Environmental sub groups across all area committees could improve the working relationship between the ACs and Streetscene Services. The sub group environment allows a more detailed discussion and understanding of issues often not achieved at a full Area

Committee. Often localised issues can be resolved and those requiring wider discussion or approval are referred up to the full area committee.

- Adopt the 'probability and impact' framework to help prioritise service delivery. This approach has been adopted by some service areas and allows a risk based approach to prioritising issues. The benefit of using this principle is that it could also be used in the Area Delivery planning process and Streetscene Service Planning. The approach would take time to introduce but would allow a more structured approach to prioritisation and influencing service delivery. The probability is a measure of the volume of the work experienced and the potential for escalation if the response does not meet customer expectation. The impact considers the impact on the community, how it influences the strategic outcomes and the effect on statutory responsibility.

2.4 Contributing to Delivery of the Leeds Strategic Plan Targets and Outcomes

The strategic priorities that are outlined in this section are the main drivers that shape and influence the delivery of Streetscene Services.

2.4.1 Strategic Outcome for the Service

'To create a cleaner, greener and more attractive city through effective environmental management and changed behaviours. Within the strategic outcome are two very clear improvement priorities that influence the prioritisation of work within Streetscene services,

2. Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.
3. Reduce the amount of waste going to landfill

2.4.2 Integrated Waste Strategy

Environmental Services has developed and produced an Integrated Waste Strategy for the Council that outlines how it will effectively deal with the municipal waste produced in the city over the next 25 years. Within the strategy are clear targets some statutory and others interim and set locally to meet the longer term targets. The two main targets that have a major impact on streetscene service delivery are landfill diversion and recycling targets.

Clearly the main emphasis is on dealing with the domestic waste streams however the implications extend to all municipal waste including that picked up by the street cleaning services. For example, in terms of waste definition street arisings are classed as household waste and therefore can be included in the domestic recycling figures. Consequently we have arrangements in place to divert most of the street arisings away from landfill.

2.4.3 Closing the Gap

A key objective of the Vision for Leeds is to close the gap between the most disadvantaged areas of the city and the most prosperous. In terms of achieving this objective streetscene has a major role to play in ensuring that all neighbourhoods are safe, clean green and well maintained. This will be achieved by tackling environmental problems and getting people and businesses involved in their own environment. Reference Britain in Bloom.

2.4.4 Legal Responsibilities

Under the Environmental Protection Act 1990 (EPA) the Council has a duty placed upon it to ensure that all of the land that it controls is kept clear of litter and refuse as far as is practicable. Accompanying the EPA is a Code of Practice that provides practical guidance on the discharge of duties under the EPA and identifies acceptable standards of cleanliness. Streetscene Services is responsible for delivering the Council's obligations on all adopted highways. The need to deliver the Council's responsibilities under the EPA clearly is a major driver in terms of how street cleaning services are organised and delivered.

3.0 The Service at Area Committee Level

3.1 Area Profile of the Service

3.1.1 Streetscene Services are currently delivered city wide and do not reflect ward or Area Committee boundaries. Consequently resource allocation is not done on an area committee basis. Streetscene aims to provide the same outcome across all areas in terms of service standards. To achieve this resource allocation within local areas will vary depending on need.

3.1.2 Below is a list of the services that are included in the enhanced role for Area Committees

Streetscene Services

Litter bins (on programmed frequency) - To collect and dispose of waste from litterbins and the mainten of litter bins and liners, where appropriate. Currently there are over 4500 litter bins across the city.

Street Sweeping - the street cleansing service is completed by a mechanical and manual sweep of both carriageways and footways. The service operates around a schedule covering all areas of the city. Sweeping removes litter, detritus and dead weeds The schedule is used as a guideline with the emphasis now on output rather than input.

Manual Litter Picking is used across the city in appropriate situations to supplement the mechanical street sweeping function.(for example, where a mechanical sweeper is insufficient or too cumbersome to operate efficiently).

Fly tipping removal – Fly tipping on the public highway is reported by the public or discovered by crews and removed accordingly or passed on to relevant agencies. Enforcement action is taken where evidence is available.

Gully Cleaning - To carry out routine servicing of gullies in order to make sure that the surface water drainage system is maintained in a working condition. Current provision allows gullies to be emptied and cleansed every 8 months to remove the build up of leaf and blossom fall, silt and detritus. Wetspot gullies, ie those in areas that are prone to flooding or ponding, are done every three months. Damaged gullies are reported to Highways Services for further inspection and remedial action.

Grounds Maintenance – Streetscene Services has the contract administration responsibility for the grounds maintenance contract on behalf of the three ALMOs and Highways services. There are currently two contractors responsible for delivering the service, ATM Ltd and Glendale Services. The current contracts cover,

- Maintenance of highway grass verges
- Maintenance of ALMO grassed areas
- Shrub and rose bed maintenance
- Hedge maintenance

Graffiti Removal – six teams are deployed across the city to remove graffiti primarily from Council property but also provide a service to private property especially in response to the removal of racist and offensive graffiti (this is removed within 24 hours and other within 10 days.)

Needle Picking – Streetscene Services has one dedicated team responsible for the removal and disposal of discarded hypodermic needles and syringes. The work closely with Community Safety and West Yorkshire Police.

Public Convenience Cleaning – Streetscene Services clean and maintain the Council's street located public conveniences across the city. This involves providing a scheduled cleaning service and opening and closing those pc that have that facility. The strategic responsibility for public conveniences has been delegated to the Area Committees.

Leaf Clearing – additional resources are employed to remove leaf fall from the highway as quickly as possible. The leaf clearing programme usually spans a twelve week period between September and December the start and finish dates being determined by weather conditions. All leaf fall collected is sent for composting.

CAST – cast teams operate in the outer area committee areas and deal with referrals from elected members. Where there are not sufficient referrals the streetscene area manager allocates work clearing known hotspot sites or problem areas. Referrals in the inner wedges are dealt with through the INM teams.

INTENSIVE NEIGHBOURHOOD MANAGEMENT (INM)

The INM programme helps focus on the improvement of existing public services in the most deprived communities in the city. It also helps provide new services that will address needs that have been identified in these areas.

Between April and June 2006, Environmental Pride Teams were recruited, trained and deployed in each of the five wedges within the city. These teams have received a detailed seven week training programme to equip them with relevant skills and techniques to deliver high quality visible improvements in the communities in which they work. The teams undertake tasks such as graffiti removal, minor construction works, horticultural works and intensive cleaning; leaving each street at a grade 'A' level of cleanliness

3.2 Area based Service Priorities and contributions to the Area Committee's Area Delivery Plan for 2009/10

3.2.1 Within the North West Inner Area Committee Area below are a sample of some of the key issues to be addressed or contributed to by Streetscene Services. Clearly the full range of issues is much greater and could be the subject of a more detailed report.

- Reducing the impact of the annual tenancy changeover and freshers week. This is a particular problem in the Headingley ward but spreading to other areas of the wedge.
- Increase the response time for the removal of graffiti. The NW Inner area has some particularly difficult areas in terms of graffiti that require almost constant attention.
- Increasing the number of on street litter bins to cope with the litter generated in the vibrant commercial areas such as Headingley.

3.2.2 These are the key actions/priorities which would assist Streetscene Services to address the major issues identified in 3.2.1

- Undertake a review in the way services are currently delivered to achieve the localised delivery of Streetscene Services to meet the localisation of services agenda
- Continue to deliver the INM programme in each of the inner wedges
- Support and encourage community groups to adopt the 'In Bloom' principles
- Ensure that NI 195 targets are achieved both locally and city wide
- Increase the stock of litter bins across the city and ensure adequate resources are in place to service them
- Ensure that all ALMO and Highways grassed areas, shrub beds and hedges are maintained to an acceptable standard
- Work with the ALMOs to agree how all land can be maintained to meet the EPA Code of Practice standards

3.2.3 Delivering the LSP Service Priorities is a major driver for Streetscene Services and at a local level this will be achieved through its Service Plan and the Local Area Delivery Plans. To date Streetscene Services has achieved success in some areas by working closely with colleagues in the development and delivery of the plans. However this approach is inconsistent and more robust processes are required if it is to be consistently applied across the city.

3.2.4 To date, success has been achieved through the following,

- Tasking Groups
- Area Committee Sub Groups
- Direct contact with Ward members
- Attendance at community forums, Tenants and Residents Groups, Community Group meetings
- Working with groups through the Streetscene Services Community and City Pride Scheme

- Working in partnership with VFS organisations such as Groundwork e.g recycling festival in South Leeds
- Working in partnership with other external bodies such as Fire and Rescue teams
- Providing the Contract administration function for the grounds maintenance contract on behalf of the three ALMOs and Highways Services

3.3 Customer and community engagement

3.3.1 Customer engagement and consultation are important for any service but difficult to achieve considering the wide range of services delivered by Streetscene Services. There is a customer satisfaction Best Value Performance Indicator that is carried out every three years and measures through surveys, levels of satisfaction with cleanliness standards i.e. keeping land clear of litter and refuse.

3.3.2 The last survey results done in 2006/07 showed that 63% of the residents of Leeds were satisfied with the standard of cleanliness. This compares to a metropolitan authority average of 60.9%.

3.3.3 Clearly these are authority wide statistics and sometimes hide local issues. In addition to this survey Streetscene Service gathers information from several other sources to help to influence service delivery. For example,

- Attending area committee meetings where customers have the opportunity to raise their concerns and issues/ Area committee sub-groups, both of which allow the area committee to influence service delivery through feedback from community engagement..
- Attending tenants and resident group meetings.
- Attending community forum group meetings.
- Localised surveys either carried out by the service or area management
- Contact with local ward members
- Responding to service complaints and identifying trends and problem areas.
- Working closely with voluntary groups such as groundwork who work with local communities.
- Close working with a number of 'In Bloom' groups across the city who provide valuable feedback

3.3.4 In terms of grounds maintenance the ALMOs have detailed communications plans through which tenant views are obtained about service delivery and improvements. In 07/08 a customer consultation exercise was carried out with a particular emphasis on grounds maintenance. The results of this survey will be used to shape the package and specification of future contracts.

- 3.3.5 In terms of the future, Streetscene Services see area management as having a major role in terms of carrying out local area customer satisfaction surveys. This would be an ideal opportunity to utilise fully the Area Committee Community Engagement Plan.

4.0 Performance Management and Reporting

4.1 Baseline Position and key targets for the Service

- 4.1.1 Streetscene Services is proposing that the DLEQS methodology is introduced across all areas to measure performance and identify environmental quality issues at a district level. This information would allow target setting and performance could then be monitored against them. The DLEQS methodology produces a wide range of information relating to environmental quality including the current NI195 score that is reported on an annual basis to central government but on a city wide basis. In terms of the enhanced services the only performance measure currently reported against is NI195. As this performance indicator has recently been changed from BV199 2008/09 is currently being used to establish the city wide baseline performance from which improving targets can be derived. Unfortunately the NI195 is only done on an authority wide basis but with additional surveying resources it could be done at a local level.
- 4.1.2 SERVICE PLANNING – Streetscene Services has a service planning timetable that will ensure that the agreed service plan is in place by the first quarter of the year. The Service Plan will in future be linked more closely to the ADPs and input into the ADPs will be offered by Streetscene Services when they are updated. This process is not established and to date input across the areas has been inconsistent but we now have an opportunity to develop this . Practically there may be some resource issues trying to influence 10 ADP

4.2 Other Outcomes for the Area Committee area

4.2.1 Working with Area Committees across the city will vary from area to area as each will have their own specific issues and challenges. However in terms of Streetscene Services there are other outcomes that it wishes to achieve,

- Improving the general level of environmental quality across each area which ultimately will make Leeds one of the cleanest cities in the UK.
- Implement Localised Streetscene Services that meet the governments localisation agenda.
- Improve service delivery and in the process assist the pay and gradings issues
- Continue to deliver Intensive Neighbourhood Management through the Community Pride Teams and use the experiences to improve service delivery city wide.
- Support and encourage the existing 'In Bloom' groups across all areas and where possible help to introduce new groups into the process.
- Continue to provide high standards of grounds maintenance service across the authority.
- A key outcome for Streetscene Service that would benefit the local area is to encourage communities to judge the outcomes achieved by the service rather than concentrate on inputs into the area

4.3 Reporting Arrangements

4.3.1 It is proposed that Streetscene Services reports to the Area Committee on a six monthly frequency in September and March. However, the timing may need to be discussed to ensure that it satisfies Area Committee requirements. The proposal is that the reports are presented by the Principal Streetscene manager and if agreed the service champion. The contents of the report and format will need to be agreed. Clearly there needs to be performance data to demonstrate how the service is performing but also needs to report on service delivery against agreed priority areas. Streetscene does not currently have performance statistics that can be reported on a six monthly frequency, however work is being carried out to develop a suite of indicators for the Vitality Index that could also be used for Area Committee reports.

4.3.2 Suggested performance data.

- NI 195
- DLEQs
- Number of complaints/compliments
- Perception surveys

5.0 Programme of Activities 2009/10

5.1 The programmed activities will be finalised when the Streetscene Service Plan has been agreed.

5.2 In terms of Grounds Maintenance the work will begin in 2009/10 to start the procurement process to package and specify a new service and have a new contract in place to start March 2011.

6.0 Implications for Council Policy and Governance

6.1 The governance arrangements for Streetscene Services will remain within Environmental Services and the Environment and Neighbourhoods Directorate.

6.2 In terms of policy development this will continue to be done in a city wide context to ensure that consistency of service is delivered across every area and that the Council's obligations are delivered in terms of the EPA. However, by developing closer links with local areas specific issues can be reflected in the policies to ensure that service delivery meets local area needs.

6.3 In terms of moving forward, the enhanced roles will provide an opportunity for area committees to influence policy development to reflect area needs

7.0 Legal and Resource Implications

7.1 Streetscene Services has a responsibility for delivering services on behalf of the Council and is outlined in section 2.4.4. Although Streetscene Services is committed to delivering localised services there is a risk that resources are diverted to deal with localised issues at the expense of achieving city wide outcomes. With a limited resource working at optimum efficiency service prioritisation will have to be a key issue and a shared responsibility between Streetscene Services and Area Committees.

7.2 Streetscene Services resources are limited and with no prospect of increasing these it provides an opportunity for improved joined up working on imaginative and innovative ways to deliver services.

7.3 The delivery of some aspects of Streetscene Services, such as INM, graffiti removal, do depend solely on NRF and SSCF funding. Withdrawal of these funding streams will have significant implications in terms of service delivery and maintenance and improvement of service standards. Unfortunately, in all cases the funding is used to support salaries of front line staff in the most deprived areas of the city. Working with area committees may allow longer term planning and opportunities to maintain staff over longer periods of time

8.0 Equality Considerations

8.1 Streetscene Services is currently undertaking Equality impact assessments of all aspects of the service to ensure that they deliver equality in terms of service delivery and accessibility. However, we recognise that Leeds is an extremely diverse city with each area having its own unique requirements. Streetscene views the enhanced relationship with area committees as an opportunity to use their experience and the detailed knowledge of area management officer to identify ways in which equality issues can be tackled.

9.0 Any Other Considerations

9.1 Streetcene Service is facing a number of issues that will have an impact on its ability to deliver the outlined enhanced services. They include,

9.2 NRF/SSCF Withdrawal

In 2008/09 the NRF funding for the INM programme was reduced by £829K resulting in some of the INM services being reduced or removed altogether. Similar reductions in funding are planned for 2009/10 and Streetscene Services is currently developing an exit strategy to try and minimise the impact on service delivery. Clearly a funding reduction in this area will undoubtedly have an impact on environmental quality in he INM areas.

9.3 Budget Pressures

In terms of the base budget, as with most services across the Council. Streetscene Services will be under pressure to deliver improved services with the same resources or in some areas less. In recent years the impact on core services has been minimised due to short term funding arrangements such as the INM programme. Increased customer expectation and the need for continuous improvements will put the core service under pressure. Streetscene is constantly looking at ways to improve service delivery and maximise the use of its resources.

9.4 Street Cleaning – Inputs vs Outcomes

The current Streetscene resources and method of working are based on a very rigid input approach to service delivery i.e. rigid streets sweeping schedules. However in terms of the Council's responsibilities under the EPA and associated Code of Practice environmental quality is measured by outcomes (how clean a street is) rather than how much resource has been allocated to the task.

The current approach taken by Streetscene Services is to use the schedules as a guideline but use its resources to best effect. The principle is that if a street does not require sweeping on its scheduled day the resource is deployed to an area where the service is required.

NI 195 is the national measure of environmental cleaning at a point in time with no regard for the resource input. The challenge for Streetscene is to meet customer expectations and environmental quality standards.

9.5 Areas of Responsibility

This issue relates mainly to the confusion about the demarcation between the adopted highways, for which Streetscene has responsibility, and other areas of land. This is a particular problem in ALMO estates where many of the inter-connecting footpaths and hard surfaced areas (garage fore courts etc) are maintained by the ALMOs. Most people who complain expect a one Council approach to resolving the issue and are not really interested in which service has the responsibility. Streetscene Services spend a lot of officer time dealing with complaints that are not related to cleaning the adopted highways.

10.0 Conclusions

- 10.1 2009/10 and the enhanced roles for Area Committees provides an opportunity for a new relationship to be developed with Streetscene Services that will ultimately lead to service improvements and better a cleaner environment for the residents of Leeds. Within the report are a number of proposals in terms of the way forward and the expectation from Streetscene is that this relationship will be a developing one

11.0 Recommendations

- 11.1 Members are asked to consider and note the contents of this report and consider the following issues,

- (i) Consider the area committee reporting process in terms of timetable, format and contents of the reports (see particularly 4.3).
- (ii) Consider the use of DLEQs surveying and measuring methodology at a local level (see 4.1.1). This will have surveying resource implications that need to be identified and agreed.
- (iii) How area committees and area management can assist Streetscene Services with customer/community engagement. (See particularly 3.3.)
- (iv) Consider whether individual ward member meetings with Streetscene officers will be desirable and what the arrangements would be. (see 2.3.2).
- (v) Consider the use of the 'probability/impact' approach to service prioritisation. (See 2.3.2 – 5th bullet point).

Background report

Executive Board Report 16 July 2008 – Area Committee Roles 2008/09



Originator: Andrew Tate
Tom Smith
Tel: 271746

**Report of the Executive Project Manager /
Head of Performance & Communications (Environmental Services)**

Inner North West Area Committee

Date: 2nd April 2009

**Subject: Residual Waste Treatment Project:
Update and Communication and Community Engagement Strategy**

<p>Electoral Wards Affected:</p> <p>All</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>Council Function <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input type="checkbox"/></p>
	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

Members of the Area Committee are requested to note the current status of the Residual Waste Treatment PFI project. Members of the Area Committee are asked to feedback on the proposed strategy for communication and community engagement for the Residual Waste Treatment PFI project.

1.0 Purpose of this report

1.1 This report describes the current status of the residual waste project. Its purpose is to update Area Committees about the project and to consult with Area Committees on the proposed communication and community engagement strategy for the Residual Waste Treatment PFI project.

2.0 Background information

2.1 The Residual Waste Treatment project progressed to procurement in July 2008 following the issue of an OJEU Notice, approved by the Executive Board, in June 2008. In November 2008 a further report to the Executive Board was submitted and the evaluation methodology for the project was approved. The competitive dialogue procedure commenced in November 2008 with the issue of the first detailed bidding stage, ISOS (Invitation to Submit Outline Solutions). Ten bidders were involved in this stage, the bidder numbers having been reduced from the original list of thirteen bidders who responded to the OJEU notice.

3.0 Main issues

3.1 Current status

- 3.1.1 The ISOS bidding stage asked 69 detailed questions to each bidder so that their proposal could be fully defined within the bid response. The questions included the technology they proposed, their proposed site, the level of diversion from landfill they anticipated and a range of environmental and other factors.
- 3.1.2 ISOS bids were received from 9 bidders on 21st January 2009, the 10th bidder having withdrawn from the bidding process. These bids are now in the process of being evaluated by the project team.
- 3.1.3 The council undertook a programme of formal consultation to find out what stakeholders thought were the most important things to take into account when deciding on the Residual Waste Treatment Solution for Leeds. This consultation has directly influenced the criteria by which we will decide on the technology and site for a Residual Waste Treatment facility.
- 3.1.4 The outcome of the evaluation will be reported to the project Board in mid April 2009 and a decision to proceed to the next bid stage with either 3 or 4 bidders will be sought.

3.2 Overview of bids received

- 3.2.1 The bidders have responded well to the invitation with good quality submissions being received from all 9 bidders. The bidders are all substantial businesses well known in the waste sector and a number are international companies.
- 3.2.2 This bid stage will consider the price of the overall contract, however the complexities of the project have resulted in the need to restrict the amount of detailed price information at this stage. Nevertheless, the bidders have supplied sufficient detail to give a good indication of price and to allow the evaluation to reflect price within the overall assessment. A fully worked up price submission will be evaluated at the next stage of the process.
- 3.2.3 A range of sites have been suggested for the location of the final treatment facility, including the councils reference site, the former wholesale markets site on Pontefract Lane. The final location of any facility will be dependent on the adoption of relevant Development Plan Documents and final planning applications. The majority of bidders propose to take advantage of the Council's reference site for a waste transfer station being the site of the existing Council waste transfer station at Evanston Avenue, Kirkstall.
- 3.2.4 The bidders are proposing varying mixes of technologies that are being considered under the approved evaluation criteria. The evaluation process has been tested to ensure that it does not favour any particular technology proposal.

3.3 Future Timetable

3.3.1 The future timetable for the Residual Waste Treatment Project decision is as follows:

Decision/milestone	Date
Complete ISOS bid evaluation – reduce from 9 bidders to 3 or 4 bidders	Mid April 2009
Complete Invitation to Submit Detailed Specifications (ISDS) bid evaluation – reduce from 3 or 4 bidders to 2 bidders	November 2009
Announce preferred bidder	Spring/early Summer 2010
Preferred bidder submits planning application	Autumn 2010
Contract signature	Autumn 2010
Planning permission obtained – commence construction	Mid 2011
Service commencement – plant operational	April 2014

3.4 Communication and Community Engagement Planning

3.4.1 There has been extensive public communications and consultation on the Waste Strategy for Leeds over the last two and half years; the most recent exercise being a programme of consultation to find out what stakeholders thought were the most important things to take into account when deciding on the Residual Waste Treatment Solution for Leeds.

3.4.2 We now want to build on this work in order to communicate and engage with our stakeholders to support the delivery of the Residual Waste Treatment solution for the city. A communications and community engagement plan has been developed which consists of five distinct elements:

1. Consultation with officers and Elected Members to agree the delivery plan (February to April 2009);

Our communication and community engagement plan needs to be consulted on with Elected Members for it to be delivered effectively and meet its aims. This report is therefore being presented to Area Committees during the March/April cycle for feedback.

In addition to the report, there will also be attendance from Waste Management Officers at the Inner East, Outer East, Inner South and Inner North-west committees, reflecting the likelihood of greater impact of the Residual Waste Treatment Project in these areas.

2. Communications and education about the Residual Waste Treatment Project (April to November 2009);

If we are to successfully deliver project we need to further educate the public about the process we have gone through and the reasons for it, so that they can make informed

decisions about how to react when a preferred bidder is chosen. At this stage therefore we will seek to communicate with, and educate stakeholders about:

- the environmental and financial need to reduce landfill and why we need a Residual Waste Treatment Facility to do so;
- the process by which we have come to a shortlist of four bidders;
- the likely technologies and sites, and what this means for stakeholders;
- the future process and how and about what stakeholders can be involved.

The nature of the project means that there will be citywide interest, but that there will also be localised, more intensive, interest in areas near to the proposed sites for the residual waste treatment facility and transfer station. This means that we need to cover the Leeds area, but target engagement to those areas most affected.

The approach will therefore involve communication covering all wards, but more focussed and intensive communications activities in the wards most affected. We need to ensure that all information will be accessible to all stakeholders, relevant, accurate and timely.

Residents and businesses in the proximity of any proposed sites for the Residual Waste Treatment Solution will be invited to register for the chance to attend a briefing session in their local area, to receive information updates (electronically or by post), or to 'opt-out' of receiving any information. We will use a wide variety of methods to get this invitation to the communities, including the use of local community spaces, newsletters and leaflets to households and 'local' access points.

We are also aware of the need to engage with community advocates in these areas. We propose to contact the chairs of residents committees and other community organisations directly, to invite them to be involved in a programme of communications and education events. This could also include visits to Residual Waste Treatment facilities in other areas of the country.

We will also communicate with the wider Leeds public, through the local press and our website, again inviting them to register to receive further information and updates about the process.

3. *Community engagement on the proposals from the final two bidders (November 2009 to Spring/Summer 2010);*

Once the number of bidders is reduced to two we will begin a further round of communications, but also seek to engage stakeholders local to the identified sites in a dialogue about the proposed solutions, this is expected to directly involve the remaining bidders. At this stage we need to provide genuine opportunities for key stakeholders to contribute, and to have their voices heard, to enable proper account to be taken of their views.

The intention of this stage is to further communicate with stakeholders about the final two proposed solutions and enable stakeholders to feed back on issues with particular bids and sites, to allow scope to address any issues prior to the formal planning process. We would also seek to use this stage to identify any opportunities for stakeholder benefits arising from the Residual Waste Treatment Facility, such as amenity value.

We propose taking a similar approach to Stage 2 above, inviting residents to be involved in facilitated sessions in the local areas most affected by proposals. Because of the nature of the project, and the timescales involved this is, in practice, the pre-planning consultation process for the Residual Waste Treatment Facility and will be managed as such, engaging with all statutory stakeholders.

**4. Community engagement on Evanston Avenue proposals
(date to be determined.)**

Given that the Evanston Avenue/Kirkstall Road site will be an integral part of the council's waste infrastructure, there is a need to progress community engagement in this area differently to the areas near to possible residual waste treatment sites and to Leeds as a whole.

Historically, the Evanston Road site has contained both a waste transfer station with accompanying waste recovery operations and an adjacent Household Waste Recycling Centre (HWRC). Prior to the fire in September 2002, this facility was receiving over 250,000 tonnes of residual waste per annum.

The Council has undertaken a city wide site survey, and this has failed to identify any obvious alternative location. A feasibility study has also concluded that there are no major constraints for this site to act as a transfer station. If the current considerations are progressed, then the site would house a modern facility and transfer waste tonnages estimated around 80,000 tonnes per annum, significantly less than previously.

Under existing permissions and environmental licenses, the Evanston road site has continued to receive, bulk and then arrange for haulage of smaller quantities of waste alongside an operational HWRC.

Any redevelopment of the Evanston Road site would be to a very modern and high specification that would far surpass the previous facility. Modern transfer stations are designed to be harmonious with local environs, operating with controls to ensure that there would be no odorous emissions or nuisance to local residents. A key consideration would be vehicle access/ egress and a traffic impact assessment would need to be commissioned at an appropriate time.

Consideration for the future use of the site would obviously mean the removal of fire-damaged structures and likely also involve the refurbishment of the existing HWRC.

Managing any potential impacts on local communities is of paramount importance to the Council. We will deliver a pre-planning process to enable local stakeholders, including Elected Members, local business and residents to feedback on issues around our proposals for the site in order to address any concerns prior to a formal planning application on this site.

**5. Statutory consultation process for planning permission for a Residual Waste Treatment Facility
(Spring/Summer 2010 onwards.)**

At this stage the council will undertake a formal consultation, in line with the statutory planning process, on the council's preferred technology and site.

4.0 Recommendations

- 4.1 Members of the Area Committee are requested to note the current status of the Residual Waste PFI project and the bids recently received.
- 4.2 Members of the Area Committee are requested to feedback on the proposals for communication and community engagement for the Residual Waste Treatment Project, i.e. that:
- No specific community engagement activity will be targeted in the Inner North West wedge with regard to the Residual Waste Treatment Facility, but there will be general opportunities for residents to access more information about the project and to feedback to the council as it progresses.
 - Targeted consultation and engagement around the Evanston Avenue site will take place with residents in the area local to the site as part of a pre-planning process, the timescale of which is still to be determined.

Background Papers

Residual Waste Treatment Project: Update and Communication and Community Engagement Strategy - Residual Waste Treatment PFI Project Board - 15th January 2009

Residual Waste Treatment Project: Update and Communication and Community Engagement Strategy - CLT - 3rd February 2009

Residual Waste Treatment Project: Update and Communication and Community Engagement Strategy - LMT - 5th February 2009

Residual Waste Treatment Project: Communication and Community Engagement Strategy - Residual Waste Treatment PFI Project Board - 11th February 2009



Originator: Steve Crocker

Tel: 395 0966

Report of the Director of Environment and Neighbourhoods

To: Inner North West Area Committee

Date: 2nd April 2009

Subject: Area Managers Report

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

Executive Summary

The purpose of this report is to update members on progress on a number of projects and initiatives in Inner North West. The report is formatted under the themes of the Area Committee's area delivery plan for 2008 – 2011.

1.0 Purpose of This Report

The purpose of this report is to update members on progress on a number of projects and initiatives in Inner North West. The report is formatted under the themes of the Area Committee's area delivery plan for 2008 – 2011.

2.0 Main Issues

2.1 ENVIRONMENT

2.1.1 Butcher Hill Village Green Status - Legal advice has now been received regarding the comparative advantages and disadvantages of pursuing village green status. Correspondence to this affect is included as appendix 1.

2.1.2 Dirt Jump Track - Since the last area committee an options appraisal has been undertaken to investigate the feasibility of a dirt jump track in the area. Sites considered include Dobby Row, Cragside Recreation Ground and the laser centre in Armley. Parks and Countryside's preferred site is Cragside Recreation Ground and they have advised that any site should developed in accordance with planning laws to help ensure user safety and the protection of the environment. A meeting with ward members and dirt jump track users will have been arranged by the date of this Area Committee meeting.

2.2 THRIVING COMMUNITIES

2.2.1 Royal Park School - a report on next steps in relation to the school is due to be considered by the Councils Executive Board on 1st April 2009. There have been three formal expressions of interest to develop the school. Headingley and Hyde Park and Woodhouse ward members met with the Royal park Community Consortium (RPCC) on 10 March to discuss their aspirations for the site. Further meetings have taken place between the RPCC and one of the other bidders about potential joint working. Both the RPCC and one of the other bidders have also met with Cllrs Brett and A Carter to discuss their proposals for the site. More information will be provided verbally at the Area Committee meeting following Executive Boards consideration of the matter.

2.2.2 Community Safety - since the last area committee meeting there has been 1 Operation Champion event in Inner North West. The event focussed on tackling specific problems in 2 geographical areas. Little Woodhouse has had extra attention focusing on anti social behaviour and enforcing the new DPPO, whilst burglary awareness has been the focus of attention in the Becketts in far Headingley. Further action days and Champions are planned throughout the year.

West Yorkshire Police and the Area Community Safety Co-ordinator have worked together to develop project proposals to tackle community safety priorities in Inner North West. These proposals addressed burglary, car crime, ASB and focused on additionally. All the proposals have been submitted to the area committee for consideration.

Burglary and car crime are the North West Inner Police priorities at present with additional resources deployed to burglary hotspots. The Police have also launched their Police and the Community (PACT) meetings across the area, which provide local communities an opportunity to put forward their 3 local policing priorities. The Police have promised to address these priorities and report back to the next PACT meeting outlining the action taken and seeking new priorities if previous ones have been resolved. The first round of these new PACT meetings have been held successfully and this new way of working with communities will continue. The NPT website <http://www.westyorkshire.police.uk/npt/> can provide details of when the next PACT meetings will be held.

2.3 STRONGER COMMUNITIES

2.3.1 Community Engagement – Two of the four ‘Your Community Your Priorities’ community engagement events took place in Hyde Park and Woodhouse on 16th March 2009 and Kirkstall on the 23rd March. The remaining events are planned for:

- Headingley Ward 6th April, 3.30 to 6.30 PM, Headingley Community Centre
- Weetwood Ward 30th April, 3.30 to 7.30 PM, Iveson Primary School

The events are key part of the Area Committees approach to consulting on the Area Delivery Plan.

2.4 HEALTH AND WELLBEING

2.4.1 North West Health and Wellbeing Partnership - the first meeting of this group took place on March 19th. It is hoped the Partnership will provide a forum for agencies to work together to improve the health and wellbeing of local communities, ensure that high quality health and social care services are available when and where they are needed, and that inequalities in health are tackled. The meeting was held in a workshop format and looked at existing partnership structures and issues/ concerns from partners in relation to health and wellbeing. The area committee is represented on the Partnership by Cllr Chapman who is the committee’s thematic champion for health and wellbeing matters. A full report on the outcomes of the event will be provided at a future meeting

2.5 ENTERPRISE AND ECONOMY

2.5.1 Headingley Primary School - The Executive Board considered a report detailing Headingley Development Trust's (HDT) proposal for the former school site at its meeting on 4th March 2009. The board agreed (with certain conditions) the request from HDT for the transfer of the former school to HDT and that Council funding in the amount of £500,000 be made available to support the scheme. Further meetings between officers and HDT are arranged for April 2009.

2.6 CULTURE

2.6.1 Find your talent - Find Your Talent is a national programme aiming to discover how all children and young people can be helped to identify and develop their creative talents through access to regular, high quality cultural opportunities.

Leeds is one of ten Find Your Talent pathfinder areas in England and was selected by the government from over 140 initial applications. It aims to develop new partnerships between the arts, education, heritage, voluntary and youth sectors and to provide opportunities for young people aged 0-19 across the city.

New ways of working will be trialled in three target localities while issues such as training, quality assurance, information provision and communication will be addressed citywide. The programme is being managed jointly by Education Leeds and Leeds City Council.

Young people will be at the heart of Find Your Talent, advising and influencing the cultural offer. The project challenges providers to meet children's needs in more imaginative and better co-ordinated ways, connecting in- and out- of school activities, and making new achievements possible for individuals of all ages and abilities. The pathfinder will build on the city's existing cultural strengths to develop:

The team is based at the West Park Centre and can be reached on 0113 230 4074. For more information about the national FYT pathfinder programme take a look at www.findyourtalent.org

3.0 Recommendations

Inner North West Area Committee members are asked to:

- 3.1 Note the contents of the report and comment on any aspect of the matters raised, and,
- 3.2 Suggest items for inclusion on future agendas.

Background papers: None

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Chris Bramham/CED/LCC
17/03/2009 10:59 To
Jade Corcoran/DVD/LCC@Leeds_City_Council
cc
Chris Dickinson/NHD/LCC@Leeds_City_Council, James
Monaghan/MEM/LCC@Leeds_City_Council, Steve
Crocker/NHD/LCC@Leeds_City_Council
bcc

Subject: Village Green Status - Butcher Hill

Jade,

As indicated previously if the intention is to create play areas and similar facilities it would seem to me more appropriate to make use of the powers relating to the provision of POS.

To undertake any development on land that is registered as a Town or Village Green that would have the effect of precluding certain members of the public from exercising their general rights to use the Town or Village Green may be considered as a disturbance or interference with the better enjoyment by the public of the area so designated and could therefore be deemed to be a public nuisance.

An essential consideration in relation to any development on a Town or Village green must therefore be the overall effect it would have in relation to the general activities undertaken by members of the public. The general public and in particular the local inhabitants would in such circumstances be granted the general right to use the land for lawful sports and pastimes of whatever description they choose and not solely for purposes that someone else determines on their behalf. The public must in my opinion be therefore able to undertake general activities associated with the use of a Town or Village Green although some of the land may be set aside for certain sporting activities it should not be of such an extent to preclude the use of the land by the general public.

This would not be a park or public open space with byelaws precluding certain activities or where the land owner had overall responsibility for determining whether the area should be closed for a particular event, this would be an area of land where the public could choose what they wanted to do and if they determined to hold a communal bonfire for example or organised other activities or events the land owner could not preclude them from so doing and they would not require the land owners consent.

Chris Bramham.
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Jade Corcoran/DVD/LCC
12/03/2009 10:33
To

Chris Bramham/CED/LCC@Leeds_City_Council
CC
Steve Crocker/NHD/LCC@Leeds_City_Council, Chris
Dickinson/NHD/LCC@Leeds_City_Council, James
Monaghan/MEM/LCC@Leeds_City_Council
Subject: Village Green Status - Butcher Hill

Further to our recent conversations regarding the above, could you please provide Area Management with advice relating to whether or not Village Green Status would prevent development? When considering the term development, please incorporate the installation of play equipment, other structures that would aid in facilitating the current use of Butcher Hill, and significant alterations with the aim of maintaining the site.
Thank you for your time.

Kind Regards

Jade Corcoran
Community Planner
North West Area Management Team
Tel: 0113 247 8027

Leeds City Council
Leonardo Building
2 Rossington Street
Leeds, LS2 8HD



Report of: Director of Environment & Neighbourhoods

Report to: Inner North West Area Committee

Date: 2nd April 2009

Subject: Pricing and Lettings Policy for Community Centres

Electoral Wards Affected:
 Headingley
 Hyde Park & Woodhouse

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 asks the Area Committee to endorse and implement a revised Pricing and Lettings Policy. A draft version of this policy was presented to the Area Committee in November 2008 and following this a three month consultation exercise undertaken.

The report also provides information regarding the work underway to implement the revised policy, policy by the Lettings unit to ensure a smooth transition from the existing policy to the revised one.

1.0 Purpose Of This Report

- 1.1 This report outlines a revised Pricing and Lettings Policy that is to be implemented across Inner North West Leeds on behalf of the Area Committee. The policy gives details of how much groups will be charged for the use of the community facilities managed by the Inner Area Committee. In addition, the policy outlines a schedule of discounts which will be applied to some community organisations when hiring community centre facilities.
- 1.2 Implementing this policy will ensure that the Area Committee is effectively managing these resources in line with departmental and City Council priorities and ensure a policy that is consistent.

2.0 Background information

- 2.1 Previous reports to the Council's Executive Board and the Area Committee have covered the community centres review and the agreement of proposals to transfer responsibilities for community centres to Area Committees. The Area Committee now has responsibility for the following portfolio of centres; Headingley, Little London, Meanwood and Woodhouse.
- 2.2 In line with this new responsibility, the Area Committee is asked to agree the introduction of a consistent charging policy for all centres under its portfolio to be complemented by a discount policy which ensures that local community groups and organisations are best served by the facilities and are able to use them at a free or discounted rate depending on the activities being held and their benefit to the community.
- 2.3 As outlined in previous reports to the Area Committee, a number of responsibilities will be transferred to the Area Management Team to carry out on behalf of the Area Committee. These are:
- Liaising with users, user groups, local members and management committees on issues 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 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.
- 2.4 In November 2008, a draft Pricing and Lettings Policy was presented to the Area Committee. The Area Committee will recall that this draft was based on previous work which had been undertaken on the development of a city-wide pricing and lettings schedule.
- 2.5 Following approval by the Area Committee for the development of the proposed Pricing and Lettings Policy a 3 month consultation was undertaken by the Area Management Team.
- 2.6 Information was sent to all registered users on the Lettings Unit database and details were displayed in all four community centres. Between December and February 2009 7 responses were received. Most of these responses were groups seeking confirmation of their discount.
- 2.7 There were 2 comments received from Political Groups who felt that they should not be charged. However there does not appear to be any rationale to approving a discount for these groups therefore it is recommended that the proposed standard charge is applied.

3.0 A revised pricing structure for community centres in Inner North West Leeds

- 3.1 The Area Committee are asked to endorse the implementation of the following standard charges as outlined in the draft Pricing and Lettings Policy submitted to the Area Committee in November 2008.

Room Band	Standard Charge for Leeds City Council directly managed community centres in
-----------	--

	Outer North West Leeds
Band A – Large, typically up to 40ft x 40ft (1600 sq ft)	£25.00
Band B – Medium, typically up to 30ft x 30ft (900 sq ft)	£18.00
Band C – small, typically up to 20ft x 20ft (40 sq 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.
- 3.4 It is important to note that these proposed charges are exclusive of any discount scheme that the Area Committee would want to introduce.
- 3.5 As mentioned in previous reports, it is 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.
- 3.6 If venues are to be used for parties, the hire rates will be the proposed standard lettings charge for any user, plus the costs of caretaking, cleaning and security provided for the function.
- 3.7 In relation to charges for FE colleges and Adult Learning, corporate level discussions have been undertaken with colleges and adult learning institutions. Charges have been agreed based on £2.50 per hour, Monday to Friday for small and medium rooms and £10.00 per hour for large rooms and weekend / council holiday use. For lettings that exceed 2000 hours per year an annual service charge will be calculated. The charge will be 25% of the total cost.
- 3.8 It has been agreed corporately that for a smooth transitional period and for the lettings Unit to be able to manage the lettings process, that these standard charges are applied across the city.
- 3.9 The main aim of the revised lettings policy is to create a standardised charging system of all council community facilities in the area and create opportunities to generate increased income for the centres to address a high level of backlog maintenance costs. This has arisen largely due to inadequacies in the current system underpinned by a policy that has not been reviewed for 10 years. The income will assist with the running costs associated with the buildings and where possible go towards enhancements to the facilities.

4.0 A revised discount policy for community centres in Inner North West Leeds

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

discounted or free use. The discount policy is outlined in Appendix 1. Corporate discussions suggest that further work needs to be undertaken to make the criteria of the user group more specific and prescriptive to ensure that the discount policy is not open to abuse by groups who may have the ability to pay lettings charges.

- 4.4 The Area Committee will recall that it was agreed at the November meeting, that if groups are unable to pay the letting charge they can request a subsidy from the Area Committee. Criteria for the subsidy would be based on the relevance of the group's activity to the Area Delivery Plan. It is proposed that initially the Area Committee considers covering the cost of the subsidy through the operational budget for the facility taking into account its budget parameters. In the event of ongoing pressures on the operational budget, due to variations in caretaking, energy costs and varying levels of income from lettings, it is further proposed that the Area Committee consider approval for expenditure through its well-being budget.

5.0 Charging for office space

- 5.1 There are some organisations using space in community centres as an office base. These range from Council Departments to voluntary or community groups. It was agreed by Executive Board that an annual service charge is calculated based on the total cost to operate each square metre of the facility. Currently, Corporate Property Management is in the process of confirming all room sizes. Current office space arrangements within community centres in the Inner North West are as follows;

Centre	Organisation
Little London	Youth Service
Meanwood	Meanwood Valley Baptist Church and Youth Service Meanwood Elders
Woodhouse	Caring Together in Woodhouse & Little London and Youth Service

- 5.2 The exact charges for each organisation using community centres as an office base will be calculated on a case basis following the receipt of information from the Corporate Property Management. The proposal would be for a lease agreement to be entered into with all relevant organisations, with discounts linked to clear community benefits that would be delivered as a result of the activities undertaken. A report will be submitted to a future Area Committee providing further details of how this will effect individual organisations.

6.0 Implementation Process

- 6.1 Work is underway to ensure the implementation of the revised Lettings and Pricing Policies across the city are efficient and effective. Area Management Teams are working with the Lettings Unit to develop a database which will automatically calculate the level of discount based upon the type of user group. This is to ensure that the policy is relatively simple to apply for the benefit of the customer and with no additional administration burden for the Area Management Teams.

- 6.2 To further ensure that the policy is easy to understand from a customer perspective it is suggested that posters outlining the charges are displayed in each facility so users are fully aware how much they would be expected to pay for room hire.
- 6.3 It is anticipated that the new system will go live for new community referrals from October 2009. Existing bookings will be transferred over to the revised policy at the same time which coincides with the renewal of their lettings granted in April 2009.
- 6.4 If there are any disputes arising from the revised policy, these will be dealt with through the Council's 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 database.

7.0 Implications for Council Policy and Governance

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

8.0 Legal and resource implications

- 8.1 There are no legal implications arising from the contents of this report.
- 8.2 There could be some budgetary impact in terms of increased or reduced income for community facilities. Any increased income should be re-invested into the facilities to make them of a higher standard for all users. If the income levels were to fall, efficiency saving measures would have to be explored to see how these costs could be recovered.
- 8.3 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 continue to be responsible for the management of lettings for all directly managed community facilities across the city.
- 8.4 Caretaking, cleaning and facilities management services will continue to be provided by Corporate Property Management.

9.0 Recommendations

- 9.1 The Area Committee is asked to:
- Note the content of this report
 - Endorse the revised Pricing and Lettings Policy to be implemented in the inner north west community centres.
 - Agree the indicative implementation date of 1st October 2009. If this date cannot be achieved, the policy will be implemented as soon as operationally possible.

Background reports:

- Executive Board March 2006
- Inner North West Area Committee June 2007

- Inner North West Area Committee December 2007
- Inner North West Area Committee November 2008

Report of the West North West Area Manager

Inner North West Area Committee

Date: 2nd April 2009

Subject: Forum and Sub Group Update Report

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

Executive Summary

This report provides Members with full minutes from ward forums and sub groups that have taken place since the last Area Committee. It also provides information on future meeting dates for the Committee's forums and sub groups.

1.0 Background Information

1.1 The following forums and sub groups are covered by this report, with minutes of the meetings appended as shown:

- Hyde Park and Woodhouse Forum – 18th February 2009 (Appendix 1)
- Kirkstall Burley Forum – 17th February 2009 (Appendix 2)
- Environment sub group (Appendix 3)
- Planning sub group – 11th February 2009 (Appendix 4)
- Students and the Community – 2nd February 2009 (*Appendix 5*)
- Transport sub group - 29th January 2009 (Appendix 6)
- WNW Worklessness partnership - 5th March 2009 (Appendix 7)

2.0 Future meeting dates

2.1 The following provides details, where they have been set, of future dates and venues of the Committee's forums and sub groups and other meetings ward members attended as representatives of the area committee:-

Inner North West Groups

- Headingley Forum – no date set
- Hyde Park and Woodhouse Forum – next date to be confirmed
- Kirkstall Burley Forum – Tuesday 19th May 2009
- Central Headingley Strategy Group –next date to be confirmed
- Children and Young People’s sub group – next date to be confirmed
- Community Safety sub group – next date to be confirmed
- Environment sub group - next date to be confirmed
- Planning sub group – Wednesday 1st April 2009
- Students and the Community – next date to be confirmed
- Shared Housing Group – next date to be confirmed
- Transport sub group - next date to be confirmed

West North West Groups

- WNW District Community Safety Partnership - 30th April 2.30-4pm at Weetwood Police Station. Community Safety Champion for Inner North West - Cllr Bentley
- WNW Children's Partnership North West - next date to be confirmed. Children and Young People Champion for Inner North West - Cllr Ewens
- WNW Worklessness partnership: 3rd April 1.30-4pm at Armley One Stop Centre. Cllr Lucinda Yeadon is the Economy and Skills champion.
- WNW Health and Wellbeing partnership - next date to be confirmed.

3.0 Recommendations

- 3.1 The Area Committee is asked to note the contents of the minutes.

Background reports: None

Hyde Park & Woodhouse Forum

Minutes of the meeting held on Wednesday 18th February 2009, 7pm Woodhouse Community Centre

Present:	Cllr Penny Ewens	Chair, Ward Member
	Joe Ledger	Local resident
	Mercia Southon	NHPNA
	Mary Walsh	Willows Resident Association
	Isobel Sidebottom	NHPNA
	Jean Crowther	NHPNA
	Jenny Stead	Blenheim View resident
	Greta Parker	NHPNA
	Danny Slevin	The Cardigan Centre
	Martin Staniforth	NHPNA
	Ted Winters	Local resident
	Sue Buckle	Local resident
	Marian Smith	NHPNA
John Morris	NHPNA	

Officers in Attendance:

Nicola Price	West North West Area Management
PC Haxby	West Yorkshire Police
Acting Insp Tim Holland	West Yorkshire Police
Scott Blakeway	UNIPOL
Ben McDougall	Leeds Met Students' Union!

Apologies: Faye Fox, Freda Matthews, Councillor Hussain and Leeds Fed.

		Action
1.0	Welcome and Introductions	
1.1	Cllr Ewens welcomed all to the meeting.	
2.0	Minutes of last meeting and matters arising	
2.1	The minutes of 26 th November were agreed as a correct record of the meeting, but it should be noted that it is Greta Parker, Mr Munir and Leeds Met Students' Union.	Noted
3.0	Neighbourhood Policing Team	
3.1	Acting Insp Tim Holland reported that crime in the area remained fairly low and that four people had been arrested for robberies recently. TH reported that meetings were taking place with the two universities through the Leeds Universities Crime and Reduction Partnership to tackle issues that affect students and increased patrols have been funded specifically to tackle	

	drug issues in the area.	Noted
3.2	<p>Alnsp TH introduced the policing pledge, which is 10 promises the police will make on how individual areas will be policed. Hyde Park and Woodhouse ward is broken up into 4 neighbourhoods and below are the dates of the first meeting for each neighbourhood.</p> <ul style="list-style-type: none"> ▪ Hyde Park - 25th Feb, 7pm @ Brudenell Primary school ▪ University - 25th Feb, 2pm @ UNIPOL ▪ Woodhouse - 5th March, 7pm @ Quarry Mount primary school ▪ Little London - 10th March, 7pm @ Little London primary 	Noted
3.3	Alnsp TH reported that the DPPO on Woodhouse Moor has been agreed and will be reviewed in 12 months.	Noted
3.4	It was reported that extensive graffiti has been done on the back of the flower shop and other shops in Hyde park. NP to look at getting removed.	NP
4.0	Chestnut Avenue 10 years on	
4.1	SB gave a presentation on a survey UNIPOL had undertaken showing how Chestnut Avenue was no longer a crime hotspot. The forum agreed it would be good to do this on an annual basis.	Noted
4.2	An issue was raised with one of the houses being used as an illegal office - NP to investigate.	NP
4.3	SB reported that the road is in bad repair and that the area that has been alleygated is a mess. NP to look into.	NP
5.0	Consultation	
5.1	Councillor Ewens fed back on all the consultation going on in the area including parking, Woodsley Road improvements, area management priority review and Woodhouse Masterplan. All residents were encouraged to fill in the Woodsley Road consultation given out at the forum.	All
6.0	AOB and Key Messages for Area Committee	
6.1	A resident raised the problem they have with the parking restrictions on Blenheim View only being from 8.30-6.30pm and also the signs with the restrictions on have gone. NP to pick up.	NP
6.2	BMcD reported that the university is looking at doing some consultation with local residents, to send dates for sending out with minutes.	BMcD

	<p>Leeds Met SU are also adding another Executive Officer to look after the community side of Ben's role as capacity wise it is hard to devote enough time to both roles at the moment.</p> <p>Finally BMcD gave an update on the proposed changeover plans of LMSU, which will focus around the Bargain Hunt event and recycling, including Refloat glass collection.</p>	<p>Noted</p> <p>Noted</p>
6.3	Cllr E reported that there is a new vicar in All Saints, All Hallows and Blenheim Baptist Church, they are also progressing the use of the undercroft at All Saints for the community.	Noted
6.4	IS reported that the railings they had been trying to get removed have finally all but been removed due to Leeds City Council court action.	Noted
6.5	SB reported that in the latest edition of the Leeds Guide Student Guide they have again repeated the section about Hyde park being full of loud music, NP to contact Leeds Guide.	NP
6.6	NP to investigate the possibility of fines for people not putting their bins back in.	NP
6.7	BMcD/ScB reported that there is again going to be a student category in the In Bloom competition, which students will be encouraged to enter.	Noted
6.8	Key messages are around enforcement in the area including bins, parking and planning. Concerns were also raised for Woodhouse Moor as it was coming up to summer.	Noted
7.0	Date of Next Meeting and Suggestions for Agenda	
7.1	<p>There is to be a Hyde Park and Woodhouse forum consultation event on 18th March at Wrangthorne Church Hall, more details will be sent to all forum mailing list.</p> <p>The dates of the next meetings after that will be set after the council diary for 2009/10 has been agreed.</p> <p>A number of suggestions for speakers at the next meeting were given including parking, Streetscene and planning, NP to devise a schedule for future meetings.</p>	<p>NP</p> <p>NP</p> <p>NP</p>

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**Kirkstall Burley Forum
Minutes of the meeting held on 7th October 2008, 7.00pm
Milford Club**

Present:	Cllr John Illingworth	Chair, LCC Ward Councillor
	Cllr Lucinda Yeadon	LCC Kirkstall Ward Councillor
	Cllr Bernard Atha	LCC Kirkstall Ward Councillor
	Steve Rennie	Hawksworth Wood Community Association (HWCA)
	Steve Harris	Beecroft Primary/ Kirkstall Festival
	Peter Yates	Local Resident
	Rachel Simkin	Cardigan Road
	Mary Walsh	Willows Residents Association
	Bob Marriott	Gilbert & Sandfords Residents Association
	Keith Collridge	Gilbert & Sandfords Residents Association
	Ken Salter	Hawksworth Wood Community Association
Officers in Attendance:		
	Sarah Charlton	North West Area Management Team
	Carly Grimshaw	North West Area Management Team
	Jade Corcoran	Community Planner
	Chris Firth	Streetscene Manager

ACTION

1.0 INTRODUCTIONS AND APOLOGIES

1.1 Apologies were received from Anne Ambler.

Councillor Yeadon welcomed everyone to the meeting and agreed that as some Officers had to leave early, their items would be taken first.

2.0 STREETSCENE

2.1 Chris Firth introduced himself as the Streetscene manager for the area. The Streetscene Service principally covers the household waste collection and keeping the streets clean. Chris asked that any issues, queries or concerns should be sent to him at: chris.firth@leeds.gov.uk

2.2 Cllr Yeadon asked for an update on the green bag pilot in Headingley - **CF**
CF to provide.

2.3 It was suggested that there needs to be a litter bin outside the Sandford Road entrance to Beecroft Street Primary School. Area Management to work with Streetscene Services to identify funding.

2.4 Clarification was sought on whether it was possible for a green bag collection on the Gilbert & Sandfords. CF to look into. **CF**

2.5 It was acknowledged that houses of multiple occupation caused a particular problem if not all householders were clear about what items

could be put in the green bins. Information is distributed to students through the Universities and Unions and also directly from Leeds City Council on what can be recycled through the green bins.

2.6 It was suggested that enforcement action could be taken on landlords of houses with contaminated bins.

2.7 Concern was raised over litter in Hawksworth and on Queenswood Drive. It was requested that information from Streetscene was provided on litter picking routes and the frequency that these routes were covered. **CF**

2.8 **CF requested that members of the Kirkstall Burley Forum nominated two key problem areas or issues that required attention e.g a specific road with a litter problem.** **ALL**

Please can all nominations be sent to Carly Grimshaw carly.grimshaw@leeds.gov.uk or posted to 3rd Floor, Pudsey Town Hall, Low Town, Pudsey LS28 7BL.

3.0 MAJOR LOCAL DEVELOPMENTS

3.1 Kirkstall Forge – Work is still progressing at the Forge site but at a slower pace than originally planned to take account of current economic conditions. The developers are in ongoing discussions with Leeds City Council Planning Officers about progress on site and are currently focussing on key infrastructure issues.

The next meeting of the Kirkstall Forge Liaison Group is on the **11th March, 6.30pm at Hawksworth Wood Community Association.** All welcome.

3.2 Kirkstall District Centre – No formal pre-application has yet come forward for this site. JC confirmed that the Councillors would be contacted as soon as this did happen.

3.3 Joint Service Centre – It is envisaged that a planning application will be made for this site in late summer with work on site spring/ summer 2010.

3.4 BHS/ Alders – There has been no further progress on this site recently.

3.5 West Park Centre – This centre is on Leeds City Councils asset disposal register for 2010. The Kirkstall Councillors do not support the sale of this site and would like it to be removed from the disposal register.

3.6 BMX Site – Work is ongoing to establish the feasibility of developing a new BMX/ dirt jump site in the area.

Key Message – The Forum support the development of a BMX site in the area. **KEY MESSAGE**

3.7 Woodside Quarry – Questions were raised about what the S106 monies from this development will be used for and whether it would benefit the community in Kirkstall Ward .

- 3.8 S106 Monies - Members were keen to know the process for how this money is spent and who makes decisions about it. JC to set up a meeting with Members and Officers.

4.0 MATTERS ARISING

- 4.1 Kirkstall Waste Transfer Station – Officers will be attending the next Inner Area Committee on 2nd April, 7pm at ... to discuss the Leeds Waste Strategy.
- 4.2 20mph Zone – Highways have been alerted to the concerns of residents of Haddon Avenue.
- 4.3 Gulleys – those at the bottom of Haddon Avenue have been cleared.
- 4.4 Noise nuisance - to Note – Leeds City Councils out of hours Noise Nuisance line operates the following hours:
 Sunday – Thursday 8pm – 2am
 Friday and Saturday nights 8pm – 3am
 T: 242 5841
 Leeds Universities neighbourhood helpline (24 hour voicemail service) –
 T: 343 1064

5.0 KIRKSTALL VISION

- 5.1 Work is ongoing with the steering group on developing the Kirkstall Vision. A full forward plan of events and consultation is attached to these minutes.
- 5.2 The draft of the Kirkstall Vision document will be released for consultation on the 5th May 2009. You will be sent a copy of the document with a comments form, and details on how to return your feedback. We would be very grateful if you could allow some time between the 5th May and the 22nd June to look at it. Your response can be either as an individual or/and as a group/association, for we are anxious that as many people as possible have a chance to respond.
- 5.3 The next meeting of the Kirkstall Vision Steering Group is at the Milford Rugby Club, on Beecroft Street, on **25th March 2009 at 6.30pm**. If you would like to attend you will be very welcome.

6.0 ANY OTHER BUSINESS

- 6.1 A consultation event called ‘Your Community – Your Priorities’ is taking place on **Monday 23rd March 3.30pm – 7.30pm at Milford Sports Club** on Beecroft Street. The event will be attended by a range of partners including the Police, Youth Services and Jobs and Skills. Members of the community are encouraged to attend to speak to service providers and raise any issues or concerns.

6.0 DATE OF NEXT MEETING

- 6.1 Tuesday 19th May 2009, Haddon Road community room.

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**North West Inner Area Committee
Environment Group
12th February 2009, 2.00pm, Civic Hall**

Present:

Cllr Matthews Headingley ward member (Chair)
Nicola Price - WNW Area Management
Steve Smith – Environmental Services
Ruth Lees – Environmental Action Team
Phil Staniforth – Parks and Countryside
Keith Gibson – Health and Environmental Action Services
Richard Holdsworth – Highways
Chris Dickinson - WNW Area Management
Carly Grimshaw - WNW Area Management

Apologies:

Cllr Yeadon and Cllr Bentley

		Action
1.0	Introductions	
1.1	Cllr Matthews welcomed everyone to the meeting and apologised that one hadn't been held in a while.	
2.0	Minutes of the last meeting and matters arising	
2.1	The minutes were agreed.	Noted
3.0	Ward based member priority feedback – Steve Smith	
3.1	SS handed out a table of comments from the member meetings that had been held for each ward and went through the actions. It was agreed that where possible these priorities should be included in the Environment section of the area delivery plan. Cllr B has raised a problem with the wheeled bin service, to pass further details to SS.	NP Cllr B
4.0	Environmental action and Area Committees – Keith Gibson	
4.1	RL reported that the team are working at capacity and if the referrals continue to increase they are going to have to prioritise them in some way. It was agreed that the EAT would have one off ward member meetings like the ones held by Streetscene to ascertain priorities.	EAT
	It was agreed that CD, SS and Cllr Monaghan would have a discussion about the report before the next area committee.	CD/SS/ CllrM

Area Management Contact: Nicola Price - 395 0976 - nicola.price@leeds.gov.uk

- 5.0 North West Leeds Country Park & Green Gateway – Phil Staniforth**
- 5.1 PS explained the idea to the group, outlining its benefits and cost implications for information. **Noted**
- 6.0 Wellbeing Funds**
- Yorkstone paving
 - Grass verge and pavement improvements
- 7.0 Environment Area Delivery plan review**
- 7.1 It was agreed that the final revised plan would be brought back to the next meeting for discussion. **NP**
- 8.0 Any other business**
- 8.1 No other business was raised. **Noted**
- 9.0 Date and time of next meeting**
- 9.1 The provisional date for the next meeting is Wednesday 8th April @ 2pm, Civic Hall. NP to run by Councillors for approval. **NP**

PLANNING GROUP
11th February 2009 (9:00 – 10:00)
Leonardo Building

MINUTES

Present:

Cllr J Monaghan (Chair)	Headingley
Cllr Ewens	Hyde Park and Woodhouse
Cllr Illingworth	Kirkstall
Cllr S Bentley	Weetwood
Richard Tyler	Headingley Resident Rep.
Freda Matthews	Hyde Park and Woodhouse Resident Rep.
Ken Torode	Kirkstall Resident Representative
David Hall	Far Headingley Resident Representative

Officer(s) in Attendance Jade Corcoran Community Planner

Guest Speakers Louise Roberts (Architect) Broadway Malyan
 Robert Sladdin (Director of Estates) Leeds University

	Action
1. Apologies & Minutes (Including Matters Arising)	
1.1. Minutes noted and agreed.	
2. New law School Development at the Western Campus Site.	
2.1. Leeds University (LU) have reached an agreement with Marks and Spencer's that will see their archive being brought back to Leeds. The plan is that this purpose built building will be accommodated on the Western Campus, and situated adjacent to Woodsley road. The archive is currently proposed to have two storeys below ground and three above, which is intended to 'reinstate the boundary'.	
2.2. The proposed law school building is a joint venture between the Law School and the University, as the proposal will include an element of general use space for the University. The development is to be positioned on the corner with Belle Vue Road and Moorland Road, and is proposed to measure 5,000 sq m over three floors. The siting of the proposal maintains the courtyard approach, and a new route into the site is proposed to be introduced off Moorland Road.	
2.3. The south-western portion of the building is proposed to be glazed – the concept is to 'make what the law school does visible and accessible.'	
2.4. FM. The proposal will cause a large amount of traffic onto Belle Vue Road, which will have a negative impact upon local	

<p>residents. JI. This area is desperate for green space, and it is important health wise for those living in the inner city to have access to green space. This is vitally important in narrowing the gap. The previous master plan that was agreed has introduced fundamental harm, is there anyway this can be reversed?</p> <p>2.5. DH. The design of the proposal does not suggest that the site is actually in a Conservation Area. The proposal should be of a higher quality of design and reflect the existing locality. The road through the green space creates a quad effect.</p> <p>2.6. RS. The law school is proposed to be set on an existing car park, and it is critical that this is replaced for the business school. LR. Architecture is very subjective. There are two approaches that can be taken: replicate the existing, or create a design that complements.</p> <p>2.7. JM. Concern was expressed regarding the treatment of the elevation fronting Belle Vue Road – hard wall finish. LR. The proposal does incorporate a hard shell to the north and glass to the south. The elevation that fronts Belle Vue Road does pick up the rhythm that reflects the houses. In this corner location there is a mixture of local features (stone listed wall, brick houses, stone listed building), which can not all be incorporated into a sympathetic design.</p> <p>2.8. SB. What are the blocks to the side (south-west and north-west)? LR. This is a feature that has been used to act as a book end, and allows an opportunity to create formal space without invading the privacy of those that occupy the properties on Bell Vue Road. These are to be faced with high quality materials – cooper.</p> <p>2.9. RS. Currently a proposal to relocate the road from the middle of the green space to the side is being considered. It is necessary to retain the road in some form for the business school and storage. The University does support sustainable modes of travel (the University has a travel plan and encourages car sharing and use of public transport), however, the reality is that the car still needs to be accommodated. The proposal does not incorporate the same number of spaces that are present.</p> <p>2.10. FM. Anything that replaces the existing buildings has to be an improvement. However, the frontage adjacent to Belle Vue Road is plain, and does not respect the beautiful buildings in this road. The green space is currently a quad, so it is positive that the road maybe relocated.</p> <p>2.11. PE. Do not see how the law building fits – looks like a box. LR. The law building has been designed as a simple, polite gesture that will site comfortably on the site. RS. The archive building is at the preliminary stages of development.</p>	
<p>3. Neighbourhood Design Statements update</p> <p>3.1. RT. Tony ray and I are currently drafting.</p> <p>3.2. JI. Unfortunately, could not attend the last meeting due to being in full council. More should have been done with the web to</p>	<p>JC</p>

<p>encourage participation. JC. Informed the group that a time table of consultation, drafting, and producing of the document had been set for this year.</p> <p>3.3. FM. Continuing to piggyback onto other events – may try and display the draft at the public consultation for the Law School.</p> <p>3.4. SB. Is keen to secure some money for a Conservation Area appraisal for Weetwood. There are several sites currently missing that need protecting.</p>	
<p>4. Significant Applications/Appeals</p> <p>4.1. Leeds Girls High School Update The case officer has written and sent letters regarding each of sites – outlining the concerns and missing information.</p> <p>4.2. Tetley Hall Update The case officer is currently forming a decision on this proposal, and intends to take the application to Plans Panel in the spring. A further set of amended plans have been received addressing the design of the proposal. However, as these alterations do not alter the scale or massing the proposal has not been re-advertised.</p>	
<p>5. Butcher Hill – Village Green Status</p> <p>5.1. In order to become a new town or village green the land has to have been used and has to continue to be used by a significant number of local inhabitants for lawful sports and pastimes for twenty years as of right without hindrance. This should be viewed as a partnership, that is, the land owner may not interfere with the rights of the user and the user may not interfere with the right of the land owner to use their land as they always have.</p> <p>5.2. SB. Would Village Green Status restrict maintenance? JC. Considering that the rights of the user and landowner can not be interfered with, and that the 2006 Act allows those registering the land as Village Green to take on maintenance, this status would not prevent the up keep of the land.</p> <p>5.3. JI. The local community would like Village Green Status to prevent the site from being developed. JC. Concern was expressed that Village Green Status may not meet the aspirations of the whole community, as this would limit development that may benefit the community (playground, changing rooms, etc.).</p> <p>5.4. KT requested an electronic copy of the document.</p>	<p>JC</p>
<p>6. Vacant Sites</p> <p>6.1. A Completion Notice can be served. However, the site must have been abandoned for some time. This is usually taken to be after the time in which the commencement condition would have lapsed. There also has to be strong evidence to suggest that the site has been abandoned.</p> <p>6.2. There are power to prevent land being untidy (S215 Notice –</p>	

<p>Town and Country planning Act 1990), and become a health and safety risk (Building Standards legislation). There is an environment enforcement working group, which coordinates a response from various disciplines on problem sites. Membership is made up of a representative from each of the relevant services. Graham Wilson (Head of Environmental Action and Parking) is the chair of the group.</p>	
<p>7. Date & Time of Next Meeting 7.1. Wednesday 11th March 2009 – 9:00 (Civic Hall)</p>	

**North West Inner Area Committee
Students in the Community Group
2nd February 2009, 2.00pm, Civic Hall**

Present:

Cllr. Monaghan, Headingley ward member (Chair)
 Nicola Price, WNW Area Management
 Cllr. Ewens, Hyde Park and Woodhouse
 Cllr Matthews, Headingley ward member
 Rob Damiao, Leeds University Students' Union
 Amanda Jackson, University of Leeds
 Ben McDougall, Leeds Metropolitan Students' Union
 Carole Munsey, West Yorkshire Police
 Scott Blakeway, UNIPOL
 Isobel Swift, Leeds University Union
 Cllr. Chastney, Weetwood ward member
 Sarah Powell, Pickard Properties
 Sue Buckle, South Headingley Community Association
 Gill Niven, Leeds City Council Parking Services
 Siobhan Thew, Leeds Met UCR
 Adeel Abbas, Leeds Met Student Union
 James David Murphy, Leeds College of Art
 Fred Spencer, LCC Neighbourhood Warden

	Action
1.0 Welcome and Introductions	
1.1 Councillor Monaghan welcomed representatives to the meeting. Apologies were noted from David Collett, Zahid Butt, Ruth Lees, Barrie Payne, Anna Wallace, Cllr Bentley and P Stephenson.	Noted
2.0 Minutes of the last meeting and matters arising	
2.1 The minutes of the last meeting were agreed as an accurate record, apart from the below amendments.	
2.2 To note Sue Buckle's apologies should have been recorded as she was not aware of the meeting.	Noted
2.3 To note 3.5 should have read RC to contact Heather Sugden/Mike Leonard to facilitate getting literature into halls of residence.	Noted
3.0 Planning for 2009	
3.1 The group went through the plan and suggested amendments and additions/deletions of actions were noted.	Noted

Area Management Contact: Nicola Price - 395 0976 - nicola.price@leeds.gov.uk

- | | | |
|--|--|-----------------------------|
| 3.2 | It was agreed these amendments and additions/deletions would be carried out in the plan and that Cllr M, NP, RD and AJ would meet once the plan has been revised. A final draft copy would then be circulated for comment. | Cllr M/NP/
RD/AJ |
| 3.3 | Isobel went through the proposed Green Streets project for this year. NP to send out details with minutes. | NP |
| 4.0 Any Other Business | | |
| 4.1 | SB gave an update on house hunting so far this year. | Noted |
| 5.0 Date and time of next meeting | | |
| 5.1 | Date of next meeting to be confirmed. | |

**North West Inner Area Committee
Transport Group
29th January 2009
7.00pm, West Park Centre**

Present:

Councillor Ben Chastney (Chair), Cllr Penny Ewens, Nicola Price (Area Management), Nancy Ingham, Ross Chapman, Steve Taylor, Andrew Hall (LCC Transport Planning) and David Lloyd Hughes.

Apologies:

John Dickinson, Lisa Brannan, Paul Joliffe and Doug Kemp.

Action

1.0 Welcome and Introductions

1.1 Cllr Chastney welcomed everyone to the meeting.

2.0 Terms of Reference for the group

2.1 The Terms of Reference for the group were agreed with a few slight amendments, attached for information.

Agreed

3.0 ADP review – Transport

3.1 A discussion was held on the transport section of the ADP, the main points were:

- D1 and D2 – it was agreed these should be standing agenda items for updates as they are high priority.
- D3 – to look at possibly doing a bus survey to complement the cycle study, to include identifying gaps in the service. To invite METRO and First to a subsequent meeting to answer groups questions.
- D4 – it was agreed to take this action out.
- D5 – to flag up areas before they become a statistical problem and to work with police to increase enforcement for obstructive parking. Also to cut down on rat running.
- D6 – to flag up action at student's meeting.
- D7 – agreed to support.
- D8 - it was agreed this should be standing agenda item for updates as it is a high priority. To invite police to future meeting to discuss enforcement for obstructive parking.
- D9 – to look now at implementation.
- D10 – it was agreed this item should still stay on but is of a lesser priority.

- D11 – It was agreed that this is being done and does not need to be in the adp.
- D12 – This should still be included and needs to be part of NGT scheme, also to include the sites of Horsforth Woodside, Boddington Hall and Kirkstall Forge Station. To have as an item on a future agenda.

Agreed

Other comments:

- To also keep in mind the effect on the A660 of the new arena.
- A Hall to bring forward programme inc 20 mph zones and road lengths for concern to a future meeting.

Noted

AH

4.0 Proposed Highways Maintenance Schedule

- 4.1 The schedule relating to the Inner North West wards was handed out for information. If there are any major issues please pass through to NP.

Noted

5.0 Key Messages

- 5.1 The Terms of Reference for the group have been slightly amended and agreed.

Noted

- 5.2 The ADP has been commented on by the group and these will be taken in consideration with other comments from partners and residents to form the new revised ADP for 2009/11. The transport group will then monitor its implementation.

Noted

6.0 Date and time of next meeting

- 6.1 The next meeting will be held on the 25th March, 7pm @ West Park Centre.

Noted

Transport Sub Group Terms of Reference

Representation

1. The Transport Sub Group is a sub group of the Inner North West Area Committee.
2. One elected member per ward will be represented on the Transport Sub Group.
3. Community, Residents and Interest groups may be represented on the Transport Sub Group.
4. The group may invite professionals from relevant departments and agencies, as appropriate.

Terms of Reference

1. To co-ordinate action by the North West Inner Area Committee on transport issues, provide regular updates to the North West Inner Area Committee on transport matters and conduct investigations on transport issues as directed by the Area Committee.
2. To share information on transport issues arising in the locality and on transport policies affecting the area and refer any related, but non-specific, transport issues to the relevant sub-group or other bodies.
3. To be proactive in influencing transport policy, through Leeds City Council, METRO and other relevant organisations.
4. To identify local areas of need such as highways improvements and public transport issues and to monitor any improvements through the area delivery plan.

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**West North West Social and Economic Strategy Group
MINUTES**

Thursday 5th March 2009. 1.30-4.00pm

Armley One Stop Centre
Stocks Hill
Leeds.

Attendance:

Diana Towler, Simon Betts (Job Centre Plus), Rebecca Boon, Carly Grimshaw (West North West Area Mgmt Team), Ann Crossland (BARCA-Leeds), Kevin Bradbury (WNW Homes Leeds), Shelley Riley (Leeds Ahead), Sarah Ager (BEST Ltd), Wesley Moran (Jobs and Skills), Penny Bainbridge (Youth Point, Cardigan Centre), Cllr Ted Hanley.

Apologies: Alison Shaffner (Leeds Ahead), Charlotte Orton (PCT), Cllr Penny Ewens, Cllr Lucinda Yeadon

1.0 Minutes of last meeting

1.1 Agreed as a true record

2.0 Matters arising

2.1 None

3.0 West North West Area Action Plans

3.1 DT updated the meeting on the purpose of the plans and how they fit with the Local Area Agreement and the Leeds Strategic Partnership. Specific targets have been drafted to focus on the worst 53 areas in Leeds which have been reduced to 16 area action plans. 6 in east north east, 5 in south east and 4 in west north west.

3.2 A Strategic Worklessness Group has been set up city wide to monitor success and respond to potential funding opportunities. This is chaired by Ian Hunter at Job Centre Plus. DT now chairs all 3 worklessness groups in Leeds. Success in delivering on the action plans will be through partnership working and facilitating better working across the areas.

3.3 Diana suggested that we review the membership of the WNW group to ensure full representation from relevant agencies especially childrens' services, as out of the 4 action plans in WNW at least 41% of children are living in workless households.

3.4 DT had met with Val Snowden from Jobs and Skills to determine a clear focus for their input. Penny Bainbridge stated that it was important to have the Voluntary, Community and Faith Sector formally acknowledged as partners to the plans due to their importance in accessing specific clients groups and working with other agencies.

4.0 Area Profiles

4.1 This is with reference to NI 153 which details the 'worst performing neighbourhoods' (this is defined as LSOAs with an out of work claim rate of 25% or more based on a 4 quarter average May 06-Feb 07) This involved collating and mapping data undertaken by Jackie Pruckner at Env't and Neighbourhoods. Unfortunately it is based on August 2007 data. It will be updated quarterly.

4.2 Area Profiles and reports were circulated detailing the situation in the action plans for the west north west neighbourhoods. It was noted that of the 4 area action plans, 3 plans recorded that ' the number of children in out of work households (2007) is 47%* (* rates calculated as percentage of working age population)

4.3 The important task for the group is to reduce the claim rate and to

sustain this reduction especially as children are particularly affected. Success in reducing and maintaining a reduction will be assessed after 3 years.

4.4 DT had met with Sally Threlfall from Early Years Service which has been nominated for a Beacon Award Service for work on Child Poverty. Childrens' Centres are key to addressing family worklessness and will deliver appropriate activity. The use of family out reach workers is important. Outreach workers and staff at Childrens Centres can signpost families to information and assistance. This is what has happened in Wakefield where key partnerships have been formed and have bought in to the worklessness agenda.

4.3 Kevin Bradbury asked about monitoring and measuring performance. Is it that targets have to be set for front line staff in signposting clients to services. DT stated that it was not always about doing something different but in co-ordinating action and activity. Performance monitoring would be discussed at a future meeting.

5.0 **£30K Inner West Wellbeing Funding for Worklessness.**

5.1 RB outlined the proposals for using the above funding approved by Inner West Area Committee. There were 2 options to use this resource either via the 4 Families (Worklessness Pilot) or via a proposal submitted by BARCA-Leeds. Discussions were ongoing regarding the proposals which would ensure the provision of an additional worker for the Fairfield and Wyther neighbourhoods. It was noted that the bids do contain funding to undertake activities with clients. PB discussed the need for local agencies to assist with this project and to access the activities funding so they could assist in delivering the service. This would be preferred to 'parachuting' services in which had no connection to the location.

5.2 In reply DT outlined funding that may be available from Yorkshire Forward and which can be used on a on a geographical basis. However first step engagement activities has been charged to Job Centre Plus and is therefore not available to other agencies/organisations. PB reiterated that it was important that the VCF sector were an acknowledged partner and for their work to be recognised even if they cannot lead on a project.

6.0 **ACTION PLANS**

6.1 The group discussed the action plans for the neighbourhoods of Little London, Armley/Kirkstall, Farnley/Wortley and Fairfields. Although some information had been inputted by agencies re their work and targets, there was a lot missing. **Can all agencies check the plans to ensure their work is described plus targets/outcomes they hope to achieve.** RB to re-send all action plans to be completed before next meeting. Following total completion the group will be able to determine where there are gaps in provision and how partners can work effectively together.

RB

6.2 Re championing of the plans and supporting partners to reach targets, DT stated that Jobs and Skills would be leading on this. Wesley Moran questioned if this was feasible as it would not be possible to instruct partners how to work etc., DT stated that it was not the role of the champion to tell partners how they should be working but to use their knowledge and experience to support partners to liaise with others and to find solutions to problems that may arise.

6.3 DT outlined the current statistics regarding worklessness in the city. JSA claimants have increased by 53% from 12 months ago. However vacancies were still being notified with the most popular being Nursery Nurses and Customer Care. There was still a mismatch though, regards what people were seeking which focused on goods and storage, sales and retail and office assistants. DT to forward Leeds Job Centre Bulletin to the group.

DT

6.4 Membership of the group was discussed and it was felt input from

- Action for Employment, and Childrens Centres was key.
- 6.5 The subject of setting targets and monitoring performance was discussed. It was suggested that targets need to be included but could sit 'underneath' the action plans. To be discussed at the next meeting.
- 7.0 Leeds City Council as a DATA Sharing Locality Pilot.**
- 7.1 LCC has been selected to be a DATA Sharing Locality. Here very specific information such as NI No, Address, DOB, Primary Health Condition will be divulged to relevant partners allowing for greater targeting of action. Pilot to take place from 1st April 2009 for 6 months to be led by Stephen Houghton. Memorandum of Understanding re the project to be signed shortly.
- 8.0 Name of the group**
- 8.1 The group voted to change the name of the group to match those of the JET and SLEET worklessness groups. The group decided to call the group WNWEET – West North West Employment Education and Training group.
- 9.0 A.O.B**
- 9.1 The group asked the question 'who will look after Little London Intensive Neighbourhood Management project once the SSCF funding finishes. The current role being undertaken by Kate Sibson. **CG**
- 10.00 Date of next meeting**
- 10.01 Friday 3rd April 2009. 1.30pm – 4.00pm Conference Room Armley One Stop Centre. Stocks Hill Armley.**

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Originator: Stuart Robinson

Tel: (0113) 247 4360

Report of the Chief Democratic Services Officer

North West (Inner) Area Committee

Date: 2nd April 2009

Subject: Dates, Times and Venues of Area Committee Meetings 2009/10

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

Executive Summary

The purpose of the report is to request Members to give consideration to agreeing the dates, times and venues of their meetings for the 2009/10 municipal year which commences in May 2009.

1.0 Background Information

- 1.1 The Area Committee Procedure Rules stipulate that there shall be at least six ordinary meetings of each Area Committee in each municipal year (May to April).
- 1.2 The Procedure Rules also state that each Committee will agree its schedule of meetings for the year either at the last meeting in the current municipal year (i.e. tonight) or at its first meeting in the new municipal year. In order to appear in the Council's official Diary and Yearbook for 2009/10, the dates and times of your meetings need to be approved tonight.

2.0 Options

2.1 The options are:-

- To approve the list of dates and times provisionally agreed with the WNW Area Manager based on the existing pattern;
- To consider other alternative dates;

- To continue to meet at 7.00 pm, or to consider alternative times;
- To continue to alternate between suitable venues within the four NW Inner wards or to seek some other venues.

3.0 Meeting Dates

3.1 The following provisional dates and venues have been agreed in consultation with the WNW Area Manager. They follow roughly the same pattern as last year, i.e. Thursday's in July, September, October/November, December, February and April :-

2nd July 2009 – Hawksworth Wood Primary School

17th September 2009 – West Park Centre

22nd October 2009 - Abbey Grange

10th December 2009 – Little London Community Centre

25th February 2010 – Unipol Conference Room

22nd April 2010 – Venue to be confirmed

3.2 A similar pattern of meetings is being suggested in respect of the other 9 Area Committees, so that for co-ordination purposes, all Area Committees are meeting in the same basic cycle and months. Whilst Members have discretion as to which actual dates they wish to meet, they are requested to take into consideration that any proposed substantial change to the cycle, e.g. changing months rather than dates within the suggested months, will cause disruption and lead to co-ordination problems between the Area Committees.

4.0 Meeting Days and Times

4.1 Currently the Committee meets on Thursday at 7.00 pm and the above suggested dates reflect this pattern.

4.2 Meeting on set days and times has the advantage of certainty and regularity, which assists people to plan their schedules. The downside might be that it could serve to exclude certain people, for instance, who have other regular commitments on that particular day or who might prefer either a morning or afternoon meeting or a meeting immediately after normal work hours.

4.3 For these reasons, some Area Committees have chosen to vary their meeting days and times, alternating between different weekdays and holding daytime and evening meetings alternately. Others, however, have chosen a regular pattern similar to this Committee's existing arrangements – it really is a matter for Members to decide.

5.0 Meeting Venues

5.1 Currently the Committee alternates venues between the four NW Inner Wards.

5.2 If the Committee were minded to request the officers to explore possible alternative venues, then the considerations Members and officers would have to taken into account are matters such as cost, accessibility – particularly for people with disabilities – and the facilities available at the venue, e.g. IT facilities for presentations etc.

5.3 From time to time, Members suggest moving meetings back to the Civic Hall, Leeds. The meeting facilities might arguably be better in some instances, and the venue possibly more convenient for Members, and possibly also the public, as Leeds is the hub of the public transport system. However, Members are reminded of the stated role of Area Committees, as set out in Paragraph 2.1 the Area Committee Procedure Rules :-

- Act as a focal point for community involvement;
- Take locally based decisions that deal with local issues;
- Provide for accountability at local level;
- Help Elected Members to listen to and represent their communities;
- Help Elected Members to understand the specific needs of the community in their area;
- Promote community engagement in the democratic process;
- Promote working relationships with District Partnerships and Parish and Town Councils.

These aims and this role is unlikely to be enhanced by holding meetings at the centre, and rather than move meetings to the Civic Hall, Members might wish to look again at other ways of publicising meetings and encouraging greater community engagement.

Another option might be to alternate meetings between the centre and local venues.

6.0 Recommendation

6.1 Members are requested to consider the options and to agree their meeting dates, times and venues for 2009/10 in order that they may be included in the Council's official diary for 2009/10.

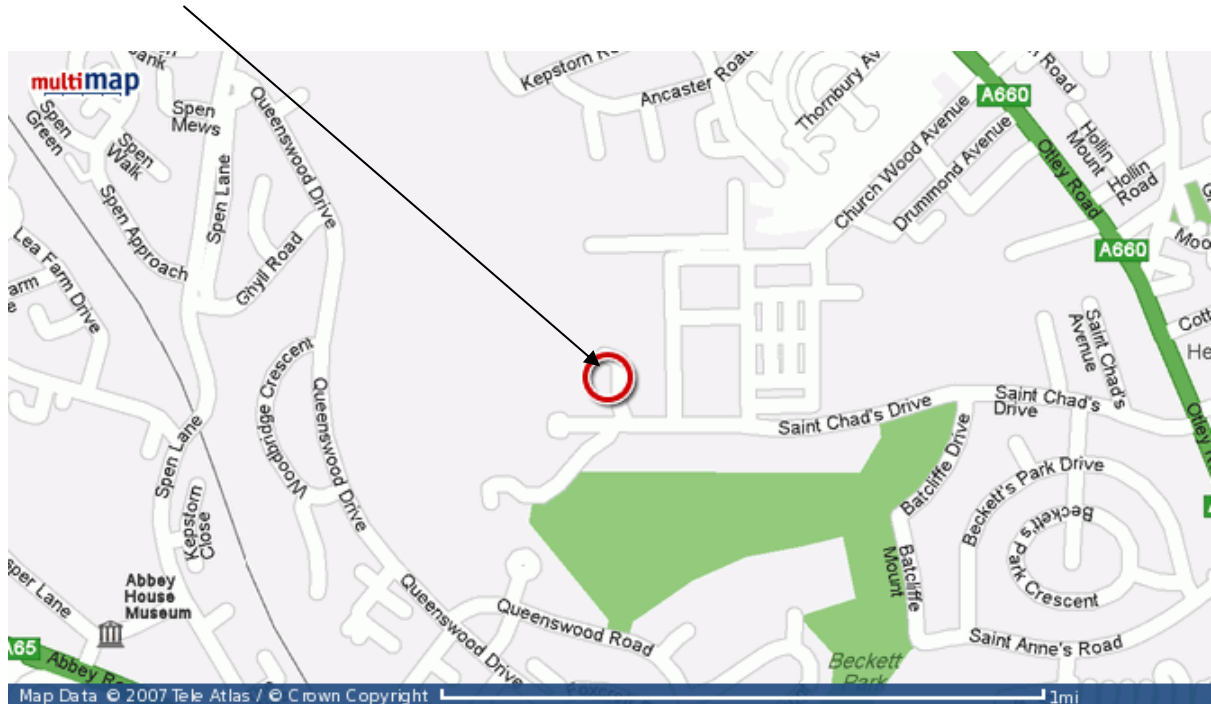
Background Papers

Area Committee Procedure Rules

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AGENDA ANNEX

James Graham Building
Jubilee Room
Headingley Campus
Church Wood Avenue
LS6 3QS



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