



**EAST (OUTER) AREA COMMITTEE**

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**Meeting to be held in Civic Hall, Leeds on  
Tuesday, 8th September, 2009 at 4.00 pm**

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**MEMBERSHIP**

Councillors

S Armitage	-	Cross Gates and Whinmoor;
P Grahame	-	Cross Gates and Whinmoor;
P Gruen	-	Cross Gates and Whinmoor;
M Dobson	-	Garforth and Swillington;
A McKenna	-	Garforth and Swillington;
T Murray	-	Garforth and Swillington;
J Lewis	-	Kippax and Methley;
K Parker	-	Kippax and Methley;
K Wakefield	-	Kippax and Methley;
W Hyde	-	Temple Newsam;
M Lyons	-	Temple Newsam;
D Schofield	-	Temple Newsam;

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**Acting Area Manager:  
Keith Lander  
Tel: 224 3973**

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

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

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

# A G E N D A

Item No	Ward/	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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><b>No exempt items or information have been identified on this agenda.</b></p>	

Item No	Ward/	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF INTEREST</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p>	
6			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p><b>MINUTES</b></p> <p>To confirm as a correct record the attached minutes of the meeting held on 7<sup>th</sup> July 2009.</p>	1 - 12

Item No	Ward/	Item Not Open		Page No
8			<p><b>RESIDUAL WASTE TREATMENT PFI PROJECT UPDATE AND PRESENTATION</b></p> <p>To consider the attached report of the Head of Waste Management providing an update on the programme of communications activity supporting the Residual Waste Treatment PFI project and the opportunity to view the PowerPoint presentation and supporting materials to be distributed to the public.</p> <p><i>(Council Function)</i></p>	13 - 16
9			<p><b>FROM DAY CENTRES TO DAY SERVICES: RESPONDING TO THE NEEDS AND PREFERENCES OF OLDER PEOPLE</b></p> <p>To consider the attached report of the Director of Adult Social Care Services attaching the report to the Executive Board of 22<sup>nd</sup> July 2009 as part of the consultation concerning proposed changes to the day service base in the city.</p> <p><i>(Council Function)</i></p>	17 - 40
10			<p><b>OUTER EAST AREA COMMITTEE CAPITAL BUDGET 2009/10</b></p> <p>To consider the attached report of the South East Area Manager requesting support for several new projects in the Outer East Area and updating Members on breakdown of spend by Ward.</p> <p><i>(Executive Function)</i></p>	41 - 46
11			<p><b>AREA MANAGER'S UPDATE REPORT</b></p> <p>To consider the attached report of the South East Area Manager which provides an update on a range of activity which has been undertaken in recent months by the Area Management Team and/or in conjunction with others.</p> <p><i>(Executive Function)</i></p>	47 - 64

Item No	Ward/	Item Not Open		Page No
12			<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>To note the dates and times of future meetings as 27<sup>th</sup> October 2009, 8<sup>th</sup> December 2009, 9<sup>th</sup> February 2010 and 23<sup>rd</sup> March 2010. All at 4.00pm in the Civic Hall, Leeds.</p>	

## **EAST (OUTER) AREA COMMITTEE**

**TUESDAY, 7TH JULY, 2009**

**PRESENT:** Councillor K Parker in the Chair

Councillors S Armitage, M Dobson,  
P Grahame, P Gruen, W Hyde, J Lewis,  
M Lyons, A McKenna, T Murray,  
D Schofield and K Wakefield

### **1 Election of Chair**

The Chief Democratic Services Officer submitted a report explaining the arrangements for the annual election of the Chair for the East (Outer) Area Committee.

In accordance with Article 10 (paragraphs 10.7 and 10.8) of the Council's Constitution, it was reported that one nomination for the Chair had been received on behalf of Councillor Keith Parker.

Councillor Parker was elected Chair of the Area Committee and took the Chair.

Although it was recognised that a Deputy to the Chair would have no official status, Members proposed and agreed that Councillor Murray should be appointed as Deputy Chair.

#### **RESOLVED –**

- (a) That Councillor Parker be elected Chair of the East (Outer) Area Committee for the 2009/10 municipal year.
- (b) That Councillor Murray be agreed as Deputy Chair of the East (Outer) Area Committee.

### **2 Declarations of Interest**

In respect of Agenda Item 11 'Well Being Budget 2009/10' (Minute No. 8 refers), the following declarations of personal interest were made:

- Councillor Parker - as a Governor of Brigshaw High School.
- Councillor Armitage - as a committee member of the Swarcliffe Good Neighbours Scheme.
- Councillor Wakefield - as a Governor of Brigshaw High School.
- Councillor Grahame – as a member of Cross Gates Good Neighbours.
- Councillor W Hyde – as Chair of Cross Gates Good Neighbours.

In respect of Agenda Item 12 'Outer East Area Committee Capital Budget 2009/10' (Minute No. 9 refers), the following declarations of personal and prejudicial interest were made:

- Councillor Gruen – in respect of a funding request for improvements to Fieldhead Carr Community Centre – as Chair of Fieldhead Carr Community Centre Management Committee. Councillor Gruen left the room during the consideration and voting on this particular funding request.
- Councillor Murray – in respect of funding requests to Garforth Jubilee Brass Band and Swillington Parochial Hall – as President of Garforth Jubilee Band and as a Trustee of Swillington Educational Charity. Councillor Murray left the room during the consideration and voting on these two particular funding requests.
- Councillor McKenna – in respect of a funding request from Swillington Parochial Hall - as a Trustee of Swillington Educational Charity. Councillor McKenna left the room during the consideration and voting on this particular funding request.
- Councillor Armitage – in respect of a funding request from Swarcliffe Good Neighbours Scheme – as a committee member of the Scheme. Councillor Armitage left the room during the consideration and voting on this particular funding request.

In respect of Agenda Item 19 'Area Manager's Update Report' (Minute No. 16 refers), the following declarations of personal interest were made:

- Councillor Lyons - as a member of the Inner East Area Panel of East North East Homes.
- Councillor Gruen – as Chair of Aire Valley Homes.
- Councillor Murray – as a member of the Outer South East Area Panel of Aire Valley Homes.
- Councillor Parker – as a member of Yorkshire County Cricket School and of the Outer South East Area Panel of Aire Valley Homes.

In respect of Agenda Item 20 'CCTV (2008/2009) Annual Report for LCC Community Safety CCTV Service in Outer East Area' (Minute No. 17 refers), the following declarations of personal interest were made:

- Councillor Lyons - as a member of the Inner East Area Panel of East North East Homes.
- Councillor Gruen – as Chair of Aire Valley Homes.
- Councillor Murray – as a member of the Outer South East Area Panel of Aire Valley Homes.
- Councillor Lewis – as a member of the WYPTE Passenger Transport Consultative Committee.
- Councillor Parker - as a member of the Outer South East Area Panel of Aire Valley Homes.

(Note: Councillor Grahame joined the meeting at 4.05pm during the consideration of this item.)

### **3 Open Forum**

The Chair referred to the provision in the Area Committee Procedure Rules for an 'Open Forum' period at each ordinary meeting of an Area Committee,



during which members of the public could ask questions or make representations on any matter within the terms of reference of the Area Committee. As there were no members of the public present, no issues were raised.

#### **4 Minutes**

**RESOLVED** – That the minutes of the meeting held on 24<sup>th</sup> March 2009 be confirmed as a correct record.

#### **5 Matters Arising**

##### Minute No. 7 Matters Arising – Cross Gates Roundabout Feature

Members discussed issues around the Cross Gates Roundabout Feature. It was noted that there would be a chance to determine public opinion at the Cross Gates Forum to be held the following day.

##### Minute No. 83 Well Being Budget 2008/09 and Proposals for 2009/10

Members expressed their concerns regarding advice from LeedsWatch for future provision of CCTV and the new legal requirements which seemed to render the use of certain systems prohibitive. This did not include the LeedsWatch system.

**RESOLVED** – That officers from the LCC Community Safety CCTV service be invited to a future meeting of the East (Outer) Area Committee to present a report on the future arrangements for CCTV provision.

#### **6 Local Authority Appointments to Outside Bodies**

The Chief Democratic Services Officer submitted a report and appendices outlining the procedures for Council appointments to outside bodies and requesting the Committee to agree appointments to those organisations falling into the remit of the East (Outer) Area Committee.

The Governance Officer advised that this year there were 13 appointments to be made, and if these reflected the proportion of members from each political group on the Area Committee, 11 appointments should be made from the Labour group and two from the Conservative group. Members were referred to Appendix 2 of the report which listed the appointments to be made.

Members were advised that there were two new organisations to appoint to: Cross Gates & District Good Neighbours Scheme and HOPE (Halton Moor & Osmondthorpe Project for Elders). Although there were three appointments to be made to HOPE, Members were advised that, as these were to be restricted to Members in the Temple Newsam Ward, this could be problematical if HOPE applied for grant aid, as all three Ward Members would have to declare prejudicial interests and the meeting would be inquorate. Councillors Lyons and Hyde were already members of the management committee in their personal capacity.

Members were also requested to note that the Council's Member Management Committee had also agreed that Area Committees should make annual appointments to District and Area based partnerships. Members were advised by the Area Management Officer that Councillor Armitage was the only Member to express an interest in becoming Health and Well Being Champion and thus filling the Area Health and Social Care Partnership vacancy. Councillor Armitage's appointment would be confirmed later in the meeting in the report on the Area Delivery Plan 2008-11 Annual Refresh (Minute No. 15 refers).

Members discussed the issues highlighted by the Governance Officer and agreed that just two Members should be elected to serve on HOPE and these were agreed as Councillors W Hyde and Lyons. The Committee was also advised by Councillor Grahame that she was already a committee member of Cross Gates and District Good Neighbours and it was agreed to formalise this appointment. It was also agreed that Councillor J Lewis would be nominated to the Neighbourhood Elders' Team.

It was agreed to re-elect appointees to the remaining organisations en bloc.

#### **RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That in respect of the Outside Bodies schedule, approval be given to the following appointments being made for the 2009/10 municipal year:-
  - Cross Gates & District Good Neighbours Scheme – Councillor Grahame.
  - HOPE – Councillors W Hyde and Lyons
  - Neighbourhood Elders' Team – Councillor J Lewis
  - Swarcliffe Good Neighbours Scheme – Councillor Armitage
  - Outer East Area Panel of East North East Homes ALMO – Councillor Lyons
  - Outer South East Area Panel of Aire Valley Homes ALMO – Councillors Parker and Murray
  - North East Divisional Community Safety Partnership – Councillor Dobson
  - Area Children's Partnership – Councillor Murray
  - Area Health and Social Care Partnership – Councillor Armitage (subject to being confirmed as strategic champion for Health and Well Being later in the meeting under Agenda Item 18 (Minute No. 15 refers)).
  - Area Employment, Enterprise and Training Partnership – Councillor Murray

## **7 North East Divisional Community Safety Partnership Annual Report**

The East North East Divisional Community Safety Partnership (DCSP) submitted a report providing Members with an overview of the performance of the North East Divisional Community Safety Partnership and Ward based Neighbourhood Policing Teams for the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March

Draft minutes to be approved at the meeting  
to be held on Tuesday, 8th September, 2009

2009. The report also included details of the initiatives that had been delivered in local communities to reduce crime and disorder.

The Chair welcomed to the meeting Beverley Yearwood, Area Community Safety Co-ordinator (East Leeds) and Chief Inspector Matthew Davison of North East Leeds Police Division, to present the report and respond to Members' queries and comments.

The Chair congratulated the Chief Inspector on his appointment to the North East area.

The following issues were discussed and comments made:

- The impressive statistics that indicated that crime was decreasing overall.
- The nature and location of assaults in Kippax and Methley Ward which had seen an increase in the figures for this crime.
- The need to use the existing structure of community meetings when timing Police and Community Together (PACT) meetings.
- Whether there were any statistics to indicate the promptness of answering telephone calls from members of the public.
- Whether there was an Elected Member representative on the Domestic violence sub group.
- The future of the Professional Witness initiative.
- Members' appreciation that the motorcycle teams were being used again.

#### **RESOLVED –**

- (a) That the report be noted.
- (b) That the rising trend for burglaries be noted and the prioritisation of actions to tackle this through partnership working at DCSP and neighbourhood level be supported.

## **8 Well Being Budget 2009/10**

The South East Area Manager submitted a report which provided Members with information on the budget allocation and commitments it had for 2009/10 and provided an update on projects funded from this year's budget.

The Area Management Officer, Martin Hackett, presented the report and advised that, due to the carry over from the previous year, the Well Being budget would be slightly more than anticipated at £244,127.

The Area Management Officer also drew Members' attention, in brief summary, to the following information:

- The gardening scheme - so far 203 gardens had been completed in 11 weeks.
- The 1.5 Neighbourhood Warden posts – these would continue to be funded by the Area Committee until the wider issues of the service had been resolved. The wider issues would be discussed under a separate report on the agenda (Agenda Item 16 – Minute No. 14 refers).

- CCTV – confirmed that the Area Committee would be paying half the cost of the monitoring and maintenance of the cameras but as the Committee would still be responsible for the full BT and YEDL costs, CCTV costs were likely to be higher than reported at the March meeting, at approximately £38,500. The Area Management Officer also reminded Members of the decision taken at the February 2008 meeting that the Area Committee would only consider funding future CCTV projects where match funding was provided for the capital costs and revenue costs were met from a source other than the Well Being Budget.

Members sought clarification on various issues. The Area Management Officer confirmed that Members would be requested at each future meeting of the East (Outer) Area Committee to continue to fund the 1.5 Neighbourhood Warden posts until the review into that service had been completed.

**RESOLVED –**

- That the report and appendices be noted.
- That the Well Being Budget allocation for 2009/10 be noted as £244,127.
- That the posts of 1.5 Neighbourhood Wardens continue to be funded by the East (Outer) Area Committee until the review into that service has been completed. And on completion of this review, that these post be considered further by this Area Committee.
- That it be noted that CCTV costs for 2009/10 will be higher than previously reported at a figure now likely to be nearer to £38,500.
- That the commitments for 2009/10 be noted at a total cost of £235,500.

**9 Outer East Area Committee Capital Budget 2009/10**

The South East Area Manager submitted a report which requested support for several new projects and provided details of the capital budget available for 2009/10.

The Area Management Officer, Martin Hackett, presented the report and advised that, with regard to the request for funding by the Neighbourhood Policing Team for 4 bikes for Cross Gates and Whinmoor Ward, as the West Yorkshire Police had not agreed to fund 50% of the cost, this request would be deferred. The application for funding for the full cost of 4 bikes for Temple Newsam Ward however, was still being requested.

Members expressed their concerns about requests for funding for bikes and sought assurances that their use would be properly monitored.

**RESOLVED –**

- That the report and appendix be noted.
- That the capital budget allocation for 2009/10 for the East Outer Area Committee be noted as £160,200.
- That the following requests for funding be approved:
  - To St Mary's Church, Kippax for roof repairs - £750

- (ii) To Woodrow Allotments, Methley to replace the existing fence - £7,000
  - (iii) To Garforth Jubilee Brass Band to replace old stand banners and purchase 30 waistcoats - £1,000
  - (iv) To Swillington Educational Trust for refurbishment to Swillington Parochial Hall - £13,500
  - (v) For environmental improvement work to highway at Hollyshaw Lane/Selby Road junction at Halton - £4,230
  - (vi) To Kippax Parish Council for a Ball Wall close to the Youth Shelter close to Kippax Leisure Centre - £2,000
  - (vii) To Garforth Residents Association for a Wicksteed Revolve roundabout in the children's playground at Glebelands, Garforth - £5,000
  - (viii) For highway improvement works at Cross Hills, Kippax - £3,000
  - (ix) To Garforth Guides to improve the environment surrounding the Guide HQ at Barley Hill Road - £6,000
  - (x) To the Neighbourhood Policing Team for the purchase of 4 bikes for PCSOs in Temple Newsam Ward - £2,480
  - (xi) To Kippax North Community Cycling Group for a storage container - £1,350
  - (xii) To Fieldhead Carr Community Centre Management Committee to assist with improvements to the centre - £3,197.33
  - (xiii) To Swarcliffe Good Neighbours Scheme to create a Computer Café - £2,425.41
- (d) That the request of £1,240 from the Neighbourhood Policing Team for 50% of the cost of purchasing 4 bikes for PCSOs in Cross Gates and Whinmoor Ward be deferred.

## 10 EASEL Action Plan

The Director of City Development submitted a report advising Members of the public consultation and information sharing which was taking place on major changes to the EASEL Area Action Plan (AAP) and advising of the next steps in the progression of the Plan, which involved publication of the AAP, submission to the Secretary of State and Public Examination.

The Chair welcomed to the meeting Sue Speak, Team Leader Local Plans (East), to present the report and respond to Members' queries and comments.

Members raised concerns regarding the length of the consultation and the uncertainty this was causing amongst residents. In reply to Members' particular concerns regarding the failure of DB Shenker to put forward firm proposals, Officers advised that if this company did not come forward with proposals soon, there was the possibility that this area might be reallocated from mixed use to housing.

Members also welcomed the information from Officers that one of the benefits of regeneration was the possibility of identifying a need for another school in the area, as the population would be increasing again.

**RESOLVED** – That the consultation process and next steps in the process of preparation of the EASEL Area Action Plan be noted.

## **11 Area Committee Roles for 2009/10**

The Director of Neighbourhoods and Housing submitted a report which presented the Area Committee with details of their area function schedules and roles for 2009/10 which had been agreed by the Executive Board on 17<sup>th</sup> June 2009 and included details of further enhanced roles of Area Committee responsibilities from this year onwards.

The Acting Area Manager, Keith Lander, presented the report and responded to Members' queries and comments.

Members expressed their concern about the future presentation of information to Area Committees on their Roles. They requested that the information should be detailed and broken down per Ward where possible and that it should be considered on a systematic basis within a work programme. The Area Management Team agreed to take these comments on board and consider how to bring the information to future meetings of the Area Committee.

Members also raised in particular the issue of the Area Committee's enhanced role in relation to Ground Maintenance and the awarding of an extension to the current contractor.

**RESOLVED** – That the agreed Area Functions and Other Roles for 2009/10 as detailed in Appendices 1 and 2 of the report be noted.

## **12 Annual Report for Parks and Countryside Service in East Outer Area Committee**

The Director of City Development submitted a report which examined the opportunities to develop the relationship between the Parks and Countryside service and the East Outer Area Committee.

The Chair welcomed Kris Nenadic, Principal Parks Area Manager, to the meeting to present the report and respond to Members' queries and comments. He was accompanied by Vicky Nunns, Business Development Manager.

The Principal Parks Area Manager reported that due to the current work at Glebelands, this park would now be added to the list of community parks as listed in Para 3.10 to the report.

In brief summary, the main points of discussion were:

- Glebelands consultation – the omission of disabled facilities and the need to embed the needs of the disabled in consultations. Officers agreed to provide Ward Members with the results of the consultation.
- Grove Road consultation – concern about the lengthy consultation period.

- The £19million programme to improve playing pitches and facilities – Officers advised that this referred to the amount of funding that was being applied for from central Government.
- Thorpe Park – there was concern that the infrastructure was not yet in place. Members were advised that the new developers were disputing that the required square footage had been reached, which would necessitate them to build playing pitches and changing rooms.

**RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That the results of the Glebelands consultation be provided to Ward Members.

(Note: Councillor Wakefield left the meeting at 6.05pm during the consideration of this item and Councillor McKenna left the meeting at 6.07pm at the conclusion of this item.)

**13 Community Engagement - Forum Schedule and Election of Chairs 2009/10**

The South East Area Manager presented a report proposing a schedule of dates for Community Forums for 2009/10 and requesting Members elect Forum Chairs.

The Area Management Officer, Martin Hackett, presented the report.

Lengthy discussion ensued on who should Chair the Halton Forum. Officers clarified issues that arose, referring Members to the Forum Terms of Reference as outlined in Appendix 1 to the report. The Governance Officer also confirmed that, as the appointments were not covered by the Appointments to Outside Bodies Procedure Rules, there was no requirement for political proportionality.

A vote was taken and Councillor Lyons was elected by a majority vote to the Chair of Halton Forum. Other Chairs were appointed en bloc as proposed in the report.

Members also requested that individual forum Chairs decide whether there should be themed meetings and the dates for Forum meetings.

**RESOLVED –**

- (a) That the schedule of dates be agreed as detailed in section 3.1.1 of this report.
- (b) Forum Chairs be agreed as:  
 Cross Gates – Councillor Grahame  
 Whinmoor – Councillor Gruen  
 Swarcliffe – Councillor Armitage  
 Garforth & Swillington – Councillor Murray  
 Kippax & Methley – Councillor Parker  
 Halton Moor & East Osmondthorpe – Councillor Lyons

- (c) That the Forum Chair for Halton Forum be agreed by a majority vote as Councillor Lyons.
- (d) That the Forum Terms of Reference be ratified.

(Note: Councillors Dobson and J Lewis left the meeting at 6.20pm at the conclusion of this item.)

#### **14 Neighbourhood Wardens - Restructure Proposals**

The Chief Officer for Regeneration and Health and Environmental Action Services submitted a report which provided Members with information regarding the restructuring proposals for the Neighbourhood Warden service.

The Acting Area Manager, Keith Lander, presented the report and summarised the key changes. He advised that the proposal was to create Community Environment Officers (CEOs) and there was currently consultation with Unions and staff.

Graham Wilson, Head of Environmental Action and Parking and Paul Spandler, Service Manager, South Environmental Action Team, were in attendance to respond to Members' queries and comments.

Members voiced their serious concerns about the proposals. In brief summary, the following specific concerns were raised:

- That the CEO appointments would be made to the city rather than to particular localities.
- That the link would be lost between community, Councillors and other services.
- That CEOs should not look like Police Community Support Officers.
- That it was an anxious period for the present Wardens and when the proposals for change had been finalised, funding should be considered to keep the present Wardens in work.

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

#### **15 Area Delivery Plan 2008-11 - Annual Refresh**

The South East Area Manager submitted a report presenting a refresh of the Area Delivery Plan 2008-11 to ensure that priorities and actions met with current local needs.

**RESOLVED** –

- (a) That the annual refresh of the Area Delivery Plan 2008-11 be approved.
- (b) That the following strategic 'champions' for 2009/10 be agreed:
  - Culture – Councillor W Hyde
  - Enterprise & Economy – Councillor Murray
  - Learning – Councillor Murray
  - Transport – Councillor Lyons
  - Environment – Councillor Wakefield



Health & Well Being – Councillor Armitage

Thriving Places: –

Housing – Councillor Gruen

Community Safety – Councillor Dobson

Harmonious Communities – Councillor Grahame

- (c) That the continued connectivity with the cycle of community forums and Ward based engagement events be noted.
- (d) That the intention to provide a review of performance against the agreed Area Delivery Plan priorities at the February 2010 meeting be noted.
- (e) That it be agreed to develop a charter as the public facing, resident friendly version of the Area Delivery Plan.

## **16 Area Manager's Update Report**

The South East Area Manager submitted a report updating Members on a range of activity which had been undertaken in recent months by the Area Management Team and/or in conjunction with others.

**RESOLVED** – That the report and appendices be noted.

## **17 CCTV (2008/2009) Annual Report - For LCC Community Safety CCTV Service in Outer East Area**

The Director of Environment and Neighbourhoods Directorate submitted the annual report of Leeds City Council's Community Safety CCTV service which highlighted the services provided to demonstrate the effectiveness of the service in reducing the fear of crime and facilitating the apprehension and detection of offenders in areas covered by both mobile and fixed CCTV cameras.

**RESOLVED** –

- (a) That the report and appendices be noted.
- (b) That the deployment of mobile CCTV to areas of concern via local Tasking Groups and Neighbourhood Policing Teams be requested.
- (c) That 6 monthly update reports be received.

## **18 Dates and Times of Future Meetings**

Noted as 8<sup>th</sup> September 2009, 27<sup>th</sup> October 2009, 8<sup>th</sup> December 2009, 9<sup>th</sup> February 2010 and 23<sup>rd</sup> March 2010 – all at 4.00pm in the Civic Hall, Leeds.

The meeting concluded at 6.50pm.

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**Report of the Head of Waste Management**

**East Outer Area Committee**

**Date: 8 September 2009**

**Subject: Residual Waste Treatment PFI Project Update and Presentation**

<p><b>Electoral Wards Affected:</b></p> <p><b>All wards</b></p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
<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 process to procure a facility to treat the waste that cannot be economically recycled and would otherwise be sent to landfill is progressing well.

The council is now embarking on a programme of communications with residents and other interested parties about the proposals and to describe the next stages of the process.

**1.0 Purpose of This Report**

1.1 This report provides an update to East Outer Area Committee on the programme of communications activity supporting the Residual Waste Treatment PFI project and the opportunity to view the Power point presentation and supporting materials to be distributed to the public.

**2.0 Background Information**

2.1 A report to Area Committees in March and April, described the approach to communication, education and engagement around the project over the coming year.

### **3.0 Residual Waste Treatment Facility – Communications update**

- Presentations were made to all political groups in June 2009.
- Following this a revised presentation has been produced with a complimentary leaflet – ‘What is Leeds doing with it’s waste’.
- A further two leaflets have been produced:
  - i. The City’s waste solution – your questions answered
  - ii. The City’s waste solution – technologies and bidders

3.1 Alongside attendance at all Area Committees the programme of communications attached at Appendix 1 will begin.

### **4.0 Recommendation**

4.1 That East Outer Area Committee:

- Note the contents of this report;
- Receive the presentation and note the supplementary leaflets.

### **5.0 Background Papers**

5.1 Residual Waste Treatment Project: Update and Communication and Community Engagement Strategy – East Outer Area Committee March 2009

## Appendix 1 - Communications about the Residual Waste Treatment Facility – August to December 2009

Who?	What?	When?
Residents close to either of the two proposed sites for a residual waste treatment facility.	A leaflet, explaining the background to the Residual Waste Treatment project and inviting them to find out more will be sent to each household within a 1 mile radius of either of the two proposed sites. Posters will also be distributed to community venues in the areas, e.g. leisure centres, community centres. The leaflet and posters will invite residents to find out more through one of the following options:	Distributed in September 2009
	1. Signposting to more detailed information on the council website;	
	2. Registering to receive a pack of information, either electronically, or in hard copy;	Distributed as requested.
	3. Registering for the chance to attend an information session briefing in a local community venue.  Each session will consist of the standard presentation and a chance for discussion about the proposals. Whilst we will try to make sure all people who request attendance can do so, it is possible we may have to limit numbers and if this is the case we will ask the third party organisation to choose attendees to ensure representation from across the community.	Delivered between September and November 2009
Local residents groups and/or community forums in the areas close to either of the two proposed sites for a residual waste treatment facility.	We will identify residents groups and community forums, in discussion with local ward Members and Area Management officers, and offer them the chance to receive the standard presentation from council officers and to feedback on our proposals.	Presentations between September and November 2009

Who?	What?	When?
Local businesses in the areas close to either of the two proposed sites for a residual waste treatment facility.	Working with Aire Valley Leeds we have agreed various methods to communicate with local businesses and to invite them to a briefing with council officers at our Cross Green site.	Between August and October 2009
Leeds-wide public	<p>We will follow on from the first issue of Recycling and Waste Update, which was distributed to all households in February 2009.</p> <p>Issue two will focus on the Residual Waste Treatment Facility and the same presentation messages above. Residents will be invited to register to receive more information and updates via:</p> <ul style="list-style-type: none"> <li>• Signposting to more detailed information on the council's website;</li> <li>• Register to receive a pack of information or updates, electronically or in hard copy format;</li> </ul> <p>The newsletter will also give residents the chance to feed back on the information via email, in writing and by telephone.</p>	Distributed in December 2009
Elected Members	The presentation that forms the basis of the communications approach will be shown at Area Committees in September 2009. A pack of information on the Residual Waste Treatment Facility including the presentation, leaflets will be distributed to all ward members.	Distributed in September 2009



Originator: Lynda Bowen

Tel: 247 8545

**Report of the Director of Adult Social Care Services**

**Outer East Area Committee**

**Date: 8<sup>th</sup> of September 2009**

**Subject: From Day Centres to Day Services: Responding to the needs and preferences of older people**

**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**

On 22 July 2009, Executive Board considered the above report and approved the recommendations, including the proposed consultation concerning proposed changes to the day service base in the city.

As part of the consultation, Area Committee members are being given the opportunity to give their views.

The Executive Board report is attached for information.

**1 Recommendations**

1.1 That the Area Committee receives and notes the report.

**Background Papers**

From Day Centres to Day Services: Responding to the needs and preferences of older people – report to Executive Board 22 July 2009

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## Report of the Director of Adult Social Care Services

### Executive Board

Date: 22<sup>nd</sup> July 2009

**Subject: From Day Centres to Day Services: Responding to the needs and preferences of older people.**

**Electoral Wards Affected:**

ALL Ward Members consulted (referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In (Details contained in the report)

### 1.0 Executive Summary

- 1.1 Building on the reports to the Executive Board in July and November 2008, this report describes how the strategy for day services for older people is developing and sets out proposals for the implementation of the final phase of the strategy.
- 1.2 Whilst previous reports have set out in some detail the policy context and vision which underpin the strategy, there have been further developments since November which further strengthen the direction of travel already endorsed by the Executive Board. In particular the Executive Board received a report in December 2008 describing the conclusions of the Independence, Well-Being and Choice Inspection and approved the action plan in response to the recommendations made by CSCI. The Inspector concluded that there was an immediate need to modernize and transform traditional social care services in Leeds.
- 1.3 This report must be read together with the following report on the agenda in respect of the future vision and way forward for Neighbourhood Network schemes in the city. The proposals in this report make way for a strengthened position of Neighbourhood Networks to be the primary response to engage older citizens in social, community and well-being initiatives and identifies a more specialized role for Local Authority provision.
- 1.4 The proposals set out in this report provide the detail for the Councils response to that recommendation and describe a service strategy which builds on the specialist strengths and expertise within the current service, which are valued by people who use those services, carers and partner agencies.

- 1.5 The proposals provide an equivalent level of specialist service in each of the three Area Management areas, and complement the universal provision provided in the main by the voluntary, community and faith sector. The strategy for day services consist of:
- Universal Services
  - Specialist Dementia Care
  - Specialist Reablement
  - Day Respite Care
  - Minority Ethnic Elders Services
- 1.6 The report describes how these proposals have built on recent consultation, notably with carers whilst developing the Leeds Carers Strategy and through the evaluation of the successful Partnerships for Older People (POPPS) pilot, which demonstrated the effectiveness of new models of dementia care. Finally, the report describes how partnership working with City Development will provide the opportunity for both universal and reablement services to be delivered from a network of well-being / leisure centres, which opens the opportunity for further innovation in the future.
- 1.7 The report asks the Executive Board to endorse the strategy and proceed to implementation through an established process of group and individual consultation with current service users.

## **2.0 Background information**

- 2.1 In July 2008 Executive Board agreed a strategy for reshaping older people's day services to provide greater opportunities for older people to receive more personalised services with an enhanced range and quality of community based activities.
- 2.2 In November 2008 Executive Board received a progress report, and agreed the re provision of day centres at Farfield, Leeds 28; The Willows at Horsforth; Pendas Way at Crossgates; and Richmond Hill Day Centre.
- 2.3 The report in November 2008 noted that savings made from re provision were to be re-invested within older people's services, and locality plans were to be drawn up for delivering newly shaped day services. The report specified that progress updates would be given to members, as the changes progressed.
- 2.4 This report provides the next stage of these updates, focusing on the outcomes from the reprovision of the 4 Day Centres and the vision and next steps for the future rollout of this strategy. The report shows linkages between strategies, and supports the development of expanding the provision of direct payments and universal services including neighbourhood networks.

## **3.0 Reprovision of Farfield, Pendas Way, Willows, Richmond Hill November 2008**

- 3.1 Extensive consultation was undertaken with those attending the four day centres, both prior to and subsequent to the submission of the Executive Board report in November 2008. Alternative plans were made with each person attending, considering carefully what activities they enjoyed, where they lived, their travel arrangements, and their friendship groups. Each person was offered an alternative Day Care service.
- 3.2 In November / December 2008 service users were transferred from the four day centres

to their preferred alternative venue. Because of the generally low occupancy at other day centres, all people were able to be offered their place of preference, and moved with their friends.

- 3.3 Staff from care management teams and the day services centres worked closely to ensure the transfer was well planned and incorporated each individuals care and support needs.
- 3.4 Staff were transferred with service users, thus ensuring there was continuity of Care. Day centres receiving new attendees provided a range of opportunities for people to socialize and integrate into the activity programme. As a result of this highly personalised process, service users concerns and disruption were kept to an absolute minimum.

#### **4.0 Reinvestment in Services for Older People**

- 4.1 In line with the proposals in the Executive Board report of November 2008, savings of £300,000 from the re provision of day services have been invested in other services for older people.
- 4.2 Particularly important has been the investment in personal budgets and direct payments. Re-providing the 4 day centres has released funding for people to access direct payments. Consequently over the last year, instead of being allocated a specific number of days attendance at a particular day centre; older people are able to access a cash budget from which they choose how, when and where their assessed care needs and leisure time will be spent.
- 4.3 This is what people have told us about how their choice to have a personal budget has affected their lives:

**Laura's Story** - *Laura's was finding it very lonely on her own. She hadn't really many friends or a particular social activity that she enjoyed. Laura felt that a day centre wasn't for her and that she would rather look at social groups near to where she lived. After a talk with the nearby Over 55 club, she felt she would like to join some of the social groups they had to offer. She also joined the local Methodist Church Luncheon club and later went on to consider a Direct Payment to fund a personal assistant to enable her to have support to go out at the weekends..*

- 4.4 Further funding has been reinvested in developing a new model of service. A reablement service has been set up in 3 day services centres. Reablement consists of an intensive assessment and programme of support for 8 weeks aiming at improving level of motivation and independence, including Occupational Therapy advice. As a result of reablement services, people have been able to regain independent living skills, and aspire to and achieve better quality lives. Satisfaction surveys from service users evidence strong support for this service.

**Cecil's Story** - *Cecil was becoming isolated and confused. Whilst attending the day centre, he was assessed and spent the eight-week programme exercising and improving his mobility with help and support from the OT. Cecil had neglected his personal care but regained motivation to shave and care for himself. Staff discovered Cecil was a great fisherman and missed fishing trips with his friend. The increased confidence in himself and his mobility means he can arrange fishing trips and no longer feels isolated.*

**Julie's Story** – Instead of attending day services, Julie uses her direct payment for day trips or saves up and goes to the theatre in London or trips to Chester zoo etc.

**John's Story** – John used to attend a day centre, but now has direct payments and has employed a personal assistant. He gets help with trips to the shop including help to choose and buy computers and gadgets – his passion! As he was an engineer previously, his personal assistant helps him to attend air shows and bike shows and assists him with his gardening.

4.5 A further investment in day services has seen the creation of 9 new outreach worker posts – three in each of the Area Management Team areas. These new members of staff were appointed in May 2009 and work alongside people attending Day Centres for reablement sessions; advising and supporting people to identify and take up alternative activities within their local communities once their 8 week reablement period has been completed.

## 5.0 Current Day Services

5.1 Leeds City Council provides 21 day centres for older people. The centres have functions as follows:

- 1 Peripatetic Centre (1 day per week)
- 4 Specialist Dementia Care
- 12 Generic Day Care (including 3 reablement units)
- 2 Dual Generic / Dementia Care
- 2 Specialist BME Centres

There are a variety of opening times for centres with some operating an 'extended day' (7am – 7pm) and some open at weekends

5.2 All of the centres operating specialist dementia services have at least 75% occupancy, with two thirds having more than 87% occupancy, and one centre overcommitted at almost 105% occupancy.

5.3 These attendance figures contrast with those for "generic" day centres. In these centres, occupancy and attendance figures have fallen, month on month over a three year period. Occupancy has fallen in some centres to as low as 37.2% of capacity. Only one centre has an occupancy of more than 80%.

5.4 Nine centres (i.e. almost 50% of the total number of centres) have an average of less than 60% occupancy, with about half of the 9 centres being used at less than 50% of total capacity. These figures are from the period January to March 2009, and include actions taken to reduce by 4 centres last year.

5.5 When considering weekend attendances, no generic centre is operating at more than 75% occupancy, with the average attendance over the 9 centres, at less than 50% capacity. This reducing attendance must be set against significant increases in direct payments. This information is summarised in Appendix 1. Full information is available for each centre.

5.6 The 21 day centres for older people in Leeds were built predominantly during the 1970's and 1980's. The buildings have variable standards and some have had no significant refurbishment since they were built. One day care service operates from a municipal building rather than a dedicated centre (Otley). Day centres in Leeds have usually one or two meeting rooms, leading to limitations with activity options. Programmed activities tend to take place in the larger room, with a smaller room set

aside for quieter activities. Centres provide varied and to a certain extent uncoordinated provision, and not currently in response to any planned demand / profile of the needs of the city.

- 5.7 Some people travel a considerable distance for a day centre placement and some attend up to three centres on different days.
- 5.8 In recent years there has been an increasing utilisation of alternative day opportunities assisted by the continued development of thriving third sector organisations which include neighbourhood networks. This has created significant expansion of community facilities, groups and activities which have grown up or expanded in response to this increase in demand.. These have become increasingly the first choice for people who might otherwise in the past have asked to attend a Local Authority centre. This now provides impetus for a further phase of change for day services, strongly supported by the Independence , Well-Being and Choice Inspection final report, recommended that “The Council should extend the range and choice of services by reconfiguring and modernizing traditional buildings based services”.

## **6.0 Strategy for day services**

- 6.1 The Executive Board Reports of July and November 2008 and the action plan in relation to the Independence wellbeing and Choice Inspection, endorsed by Executive Board in December 2008 all highlighted the need for the Local Authority to develop and focus on specialist day services. These are:

- Universal Services
- Specialist Dementia Care (reablement and long-term support for people with moderate and severe dementia or functional mental health problems)
- Specialist Reablement (including well-being and day respite)
- Day respite care (providing support for carers)
- Minority Ethnic Elders Services (Apna in Headingley, Frederick Hurdle in Chapeltown)

The Executive Board reports noted the further work required to develop the longer term strategy to ensure the correct balance of supply for specialist centres.

- 6.2 Each Area Management Area should have a Centre for Dementia Services and Centre for Well-Being Services (Reablement). Each of these centres should offer a common range of services and activities, supported by satellite centres to ensure sufficient coverage for the population. These services are further set out on the maps in Appendices 2, 3 and 5.
- 6.3 In arriving at the proposed model, a review of existing day services provision was undertaken. This included a review of the location, structural condition, size, facilities and usage of each of the day centres, and the proximity of other centres within easy accessible and traveling distance.

### **Day Services – The Universal Offer**

- 6.4 Older people and their carers do not need to have eligible social care needs to gain support. There is now a significant range of widely available supportive social care services to meet their needs, which are available without an assessment. These were detailed in the July 2008 Executive Board report listing such resources as

dementia cafes, peer support networks, neighbourhood networks and local community groups and clubs.

- 6.5 Over the last 10 years, Neighbourhood Networks in particular have become a significant complementary service to that provided by local authority day services. Many networks have thriving community activities which are locally based and, in the main, accessible to large numbers of older people. A survey of over 1000 older people who use these services shows the significant part that the successful networks play in the positive well-being of these older people. An accompanying report on this agenda indicates how more equitably distributed and additional investment could further enhance these opportunities.
- 6.6 The publication of the National Strategy “Putting People First” (10<sup>th</sup> December 2007) heralded the transformation of the Social Care System. Local Authorities are challenged to ensure that “universal services”(leisure, sport, libraries, parks, learning etc) are accessible to everyone and that separate, segregated social care services are therefore minimized.
- 6.7 The development of the innovative Holt Park Well-being centre in partnership with City Development and the Health Service will see new day time opportunities particularly in respect of reablement, and will in due course become a significant venue for delivery of further innovative services.
- 6.8 The “Partnership for Older People Prevention Services” (POPPS) pilot in Leeds evidenced excellent outcomes for older people with dementia. Services have been planned and delivered in partnership with older people and their carers. Health and Social Care have united with Voluntary Sector partners to develop a whole system response to need. Key elements of the service have included:
- Resource Centres (the development of traditional residential care to include early intervention, respite, day service and outreach in partnership with the Health Service).
  - Specialist Day Respite Centres (fulfilling a vital function for carer respite, stimulating environment and socialisation)
  - Voluntary Sector Networks (including for dementia, a network of dementia cafes)
- 6.9 The developments listed above have been combined with a review of National Policy and evidence of successful outcomes for Older People. This review recommends that statutory social care provision should consist of a smaller number of specialist day care services; with the voluntary and community sector providing ‘universal’ services including a wide variety of social activities designed to improve physical and emotional well being. The services listed above show that Leeds is well positioned to respond positively to this agenda.

### **Day Services: A Core Offer for those with Eligible Social Care Needs**

- 6.10 People with eligible social care needs are provided with advice, support and guidance in relation to the exercise of their right to a direct payment. We anticipate that in future, many more people will wish to exercise this option at least in part. Other people, particularly those with specialist needs in relation for example to dementia or reablement, will choose to have their care provided in venues capable of offering such specialist care.
- 6.11 The models below allow the service to be developed on sites where current occupancy is greatest, reflecting service users choices and preferences; and where buildings are

most modern and well-suited to their purpose.

- 6.12 Where changes to centres are proposed the model has carefully considered how these can be minimized and phased in, to avoid unnecessary disruption for service users and staff.

### **Dementia Services**

- 6.13 Appendix 2 shows the proposed sites of the Dementia Resource Centres and Day Respite Centres. The resource centres at The Green, Middlecross and Siegen Manor build on the POPPS model of integrated care. The centres are well placed to respond to the challenge of the national and local dementia care strategy, delivering improved outcomes for service users. It is proposed, however, that their role is extended, and they become more intrinsically networked and linked to the other day centres in their area.
- 6.14 It is recommended that Day Respite Services are initially identified to support the resource centres by Laurel Bank (South) and Calverlands (West & North West). There is currently no day respite dementia facility in the East but in due course Wykebeck is considered an appropriate resource to fulfill this function.

### **Reablement / Well-being Services**

- 6.15 The final position on the siting of well-being / reablement services will depend on the final outcomes of joint working with City Development through the potential locating of well-being centres across the city. However, proposals are made which will ensure one major centre (hub) per area management area with appropriate satellite supporting centres.
- 6.16 The agreement by the Department of Health to proceed to outline business case to develop and build a £32 million Well-Being Centre creates a significant opportunity for a new reablement centre in the West & North West area. When built this will accommodate services currently provided from Queenswood Drive and Radcliffe Lane Day Centres. Prior to the development of this, the main centre for this area is proposed to be Burley Willows.
- 6.17 Appendix 3 identifies the potential development of specialist reablement services across the city. As can be seen in the South Area, Firthfield Day Service is identified as the 'hub' supported by Rose Farm and Springfield Day Services. These services will be developed pending the opportunity to establish a well-being centre in the South of the city. Arrangements for the East Area will include Lincoln Fields and Wykebeck as the identified reablement day services, and both Directorates are working together to review the option for a well-being service for the East Area. These developments will be the subject of a further Executive Board Report in due course.
- 6.18 All of the identified reablement centres will need to develop and change their services, to meet customers individual needs and requirements. This will need flexibility over attendance times, transport arrangements, menus of options for care, opportunities for volunteering, learning, and greater participation in the life of the local community.

### **Specialist BME Services**

- 6.19 The specialist services for BME communities, although providing day services are Apna and Frederick Hurdle. These centres are restricted by both their remits and their current governance arrangements. Each has the potential to

become a more flexible resource for particular cultural groups, but management and opening arrangements may need to be further developed or expanded.

- 6.20 Previous negotiations with community groups suggest that centres that are open for longer periods, and which allow not just older people, but people of all ages to use the centres would be welcomed. These options will be explored as part of the consultation process recommended in this report.

## **Carers**

- 6.21 People who have informal caring responsibilities for older people (i.e. people who are “carers” ) may themselves need support and services. A high proportion of people who are currently attending day services, in particular dementia care services, attend so that carers may have time to themselves. The Carers Strategy emphasizes the need for carers to be able to access such services – and this review provides for day services to further develop this facility for carers. In both Well-Being / reablement and in dementia services – carer respite will be a high priority service.

## **7.0 Achieving the Change**

- 7.1 Achieving the model of provision outlined in Section 7 will have implications for most day centres, principally a redefinition of their existing roles and purpose.
- 7.2 The review of existing day service centres has identified appropriate options on the basis of careful evaluation of location, attendance and available alternative options for service users. In addition, it has been recognized that increased investment in universal service provision, particularly that provided by Neighbourhood network schemes will better reflect the patterns of actual choice people are now making.
- 7.3 Some of the day centre buildings will no longer be required within the new model, and the indicative planning assumptions suggest that the centres listed in Table 1 will be those for which a role is not identified. Some of these centres could be used for other purposes including community asset transfer. Options for each centre will be reviewed during the consultation phase. Day Service provision will continue to be offered to all current users of these services, as the capacity within the existing service is sufficient.

Table 1

<b>Day Centre</b>	<b>Ward</b>
Bramley Lawn	Bramley & Stanningley
Doreen Hamilton	Burmantofts & Richmond Hill
Holbeck	Beeston & Holbeck
Otley	Otley
Woodhouse	Hyde Park & Woodhouse
Naburn Court	Crossgates & Whinmoor

- 7.4 As part of the ongoing service review and consultation further consideration will be given to opening times and weekend opening. The priority will be to match the needs and wishes of people who use services, and carers with the most efficient use of the resource. This is demonstrated in Appendix 4.



## **8.0 Communication and Consultation**

- 8.1 The proposals attached in this respect require consultation with existing service users. The Directorate has a successful record in managing change through the activities undertaken last year and will reuse this format for the proposed changes.
- 8.2 It is recognised that there may be anxiety with existing day service users through the period of uncertainty and change. This will be managed in partnership with carers and relatives, and with the support of outreach workers to participate in taster sessions to try alternative services or to put together an individually tailored package of stimulating and varied day activities and to maintain existing friendship groups. The tailoring of day activity packages for each individual is designed to lead to better health and social outcomes for everyone with assessed day care needs, including existing day centre users.
- 8.3 The consultation plan is attached at Appendix 6. It is proposed that this could commence following members decisions and be completed within 3 months. Subject to this timescale being achieved, the outcome of the consultation and final recommendations flowing from that will be reported to the Executive Board in November 2009.
- 8.4 In addition to the focus on service user needs, consultation will also take place with staff and trade unions. It is likely that a review of staff roles and responsibilities will be required which may lead to amendments in staff structure in the future. Any changes resulting from this will be managed through the 'Managing Workforce Change' Procedures.

## **9.0 Equalities Impact Assessment**

- 9.1 An Equality Impact Assessment has been undertaken. As a result, individual assessments have been identified as essential to ensure care, support and equalities issues can be fully addressed. Advocates will be appointed if a service user has no one to act in their best interests, and translators are available for those whose first language is not English.
- 9.2 Human Resources will oversee the restructuring of staff structure to ensure a fair and equitable process and that arrangements take account of equality needs of staff.
- 9.3 The overall impacts of the proposals are positive in that they implement the objectives of the personalization strategy by tailoring services to those with needs which are insufficiently met within a day centre.

## **10.0 Implications For Council Policy and Governance**

- 10.1 The content of the report is consistent with the policy direction of the Council agreed by the Executive Board in November 2008 and contained in the Independence, Well Being and Choice Action Plan presented in December 2008. These proposals are also consistent with improvement priorities and the Local Area Agreement / Leeds Strategic Plan, notably the priority to offer greater choice and control to people who use services and increase the number of people utilizing direct payments and individual budgets. Secondly these proposals make a significant contribution to the priority to increase the number of people supported to live at home, through increased investment in reablement services.

- 10.2 The need to specifically modernize buildings based services was a stated outcome of the “Independence, Well-Being and Choice” Inspection of Social Care Services in 2008. The proposals contained within this report and the action plan agreed by Members in December 2008 are consistent with the action plan produced as a response to the inspection. Successful delivery of the proposal will be a positive contribution to improving performance assessment, and the achievement of an Inspection Action Plan objective. Our program of reform will be kept under review in the light of anticipated national policy developments and the changing expectations of older people in Leeds.
- 10.3 The proposals in this report impact on service user need across all wards in the Council.

## **11.0 Legal and Resource Implications**

- 11.1 Benchmarking data which compares the City with a group of 25+ local authorities indicates that Leeds spends a disproportionately high level of resource on day services for Older People. The figures for occupancy raise questions about the extent of value for money currently being achieved and strongly indicates the potential for change to deliver greater effectiveness and value.
- 11.2 The full year effect of these proposals will allow for further investment in Direct Payments, assist with any affordability gap in relation to the development of Holt Park Wellbeing Centre together with the provision of additional investment in universal services, especially Neighbourhood Networks.

## **12.0 Summary and Conclusion**

- 12.1 This report has provided an update on the first stage of the re-provision of day services for older people. The report has detailed how resources have been released from the first phase of re-provision have been used to augment remaining provision, provide more choice and control via direct payments and provide some additional investment into targeted universal provision.
- 12.2. This report sets out the continually falling average occupancy levels in all but one day centre (Wykebeck) and outlines proposals for addressing this issue which are also compatible with the Councils’ implementation of Putting People First; wider government policy and local priorities in the Leeds Strategic Plan
- 12.3 These proposals include consolidation of the future remit, function and opening times of existing day centres. The proposals develop a model for day services which will harmonise the re-provision rollout with proposals for the development of equitable Neighbourhood Network provision and with the emergence and building of “Well-Being” Centres within the 3 areas of Leeds. The report further considers the Leisure and Active Recreation Service Review, and promotes an approach that enables the Council to support and develop a more extensive, more flexible model for varied and personalized day services in the future.
- 12.4 Specifically the report outlines proposals for developing a core offer of Dementia, Resource Centre and day respite services in each of the 3 Area Management Areas.
- 12.5 The proposals also includes additionally establishing a reablement and well-being service in each of the Area Management areas, using existing resources at present, but transforming these services alongside the development of WellBeing Centres as this becomes possible. Opportunity is being developed at Holt Park. Six Buildings are

identified as not being required for this delivery programme. The report details how the Council could disinvest in these buildings and utilize the equivalent cash sum to reinvest in more resources for self directed support and for investment in targeted universal services..

12.6 The model proposed would therefore provide, at no extra cost to the Council, greater and more varied opportunities and activities for older people; a plan to allow the city council to progress on two major national strategies; would harmonise with other Council plans and strategies; and perhaps most importantly to allow the day services to have a clear focus and future direction to allow the service to proceed in developing individualized, high quality services that people utilising individual budgets will increasingly wish to purchase and enjoy.

### **13.0 Recommendations**

Members are requested to:

13.1 Note the positive implementation of actions agreed in 2008 to reprovide 4 centres.

13.2 Note the positive opportunities to develop future services alongside officers in City Development and partners in the Voluntary Sector.

13.3 Agree the strategy for the development of specialist dementia and reablement services as set out in Section 7

13.4 Agree the proposed consultation concerning recommendations for change to the day services base in the city, including changed weekend opening.

13.5 Agree to receive a future report on the outcome of the consultation and containing final recommendations for the delivery of the strategy which will be provided in November 2009.

### **Background Documents Referred to in this report**

1. Older People Day Services: Service Improvement Plan – 16<sup>th</sup> July 2008

[http://democracy.leeds.gov.uk/Published/C00000102/M00003682/AI00013022/\\$OlderPeoplesReport070708.docA.ps.pdf](http://democracy.leeds.gov.uk/Published/C00000102/M00003682/AI00013022/$OlderPeoplesReport070708.docA.ps.pdf)

2. Older People Day Services: Service Improvement Plan – 5<sup>th</sup> November 2008

[http://democracy.leeds.gov.uk/Published/C00000102/M00003378/AI00015581/\\$OPDayServicesReport271008.docA.ps.pdf](http://democracy.leeds.gov.uk/Published/C00000102/M00003378/AI00015581/$OPDayServicesReport271008.docA.ps.pdf)

3. Putting People First – A Shared Vision and Commitment to the Transformation of Adult Social Care

[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_081118](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_081118)

4. Independence, Wellbeing and Choice Inspection of Adult Social Care

[http://democracy.leeds.gov.uk/Published/C00000102/M00003379/AI00016147/\\$InspectionofAdultSocialServsOPEN241108.docA.ps.pdf](http://democracy.leeds.gov.uk/Published/C00000102/M00003379/AI00016147/$InspectionofAdultSocialServsOPEN241108.docA.ps.pdf)

5. Living Well with Dementia – A National Dementia Strategy

[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_094058](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_094058)

6. Every Carer Counts – Carer's Strategy for Leeds 2009 – 2012

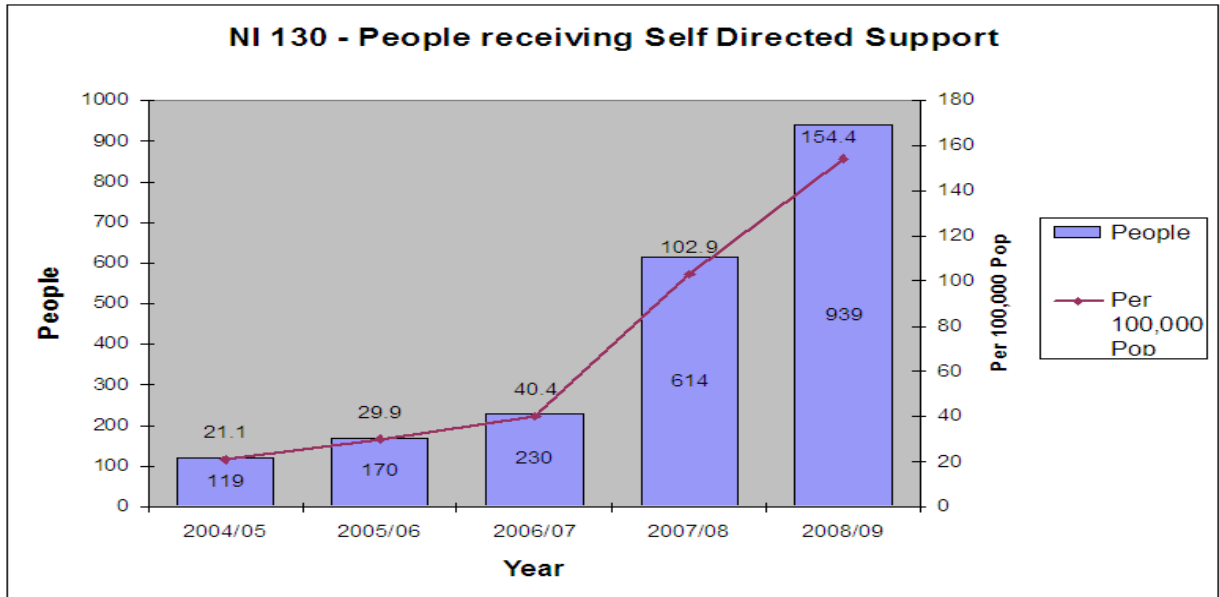
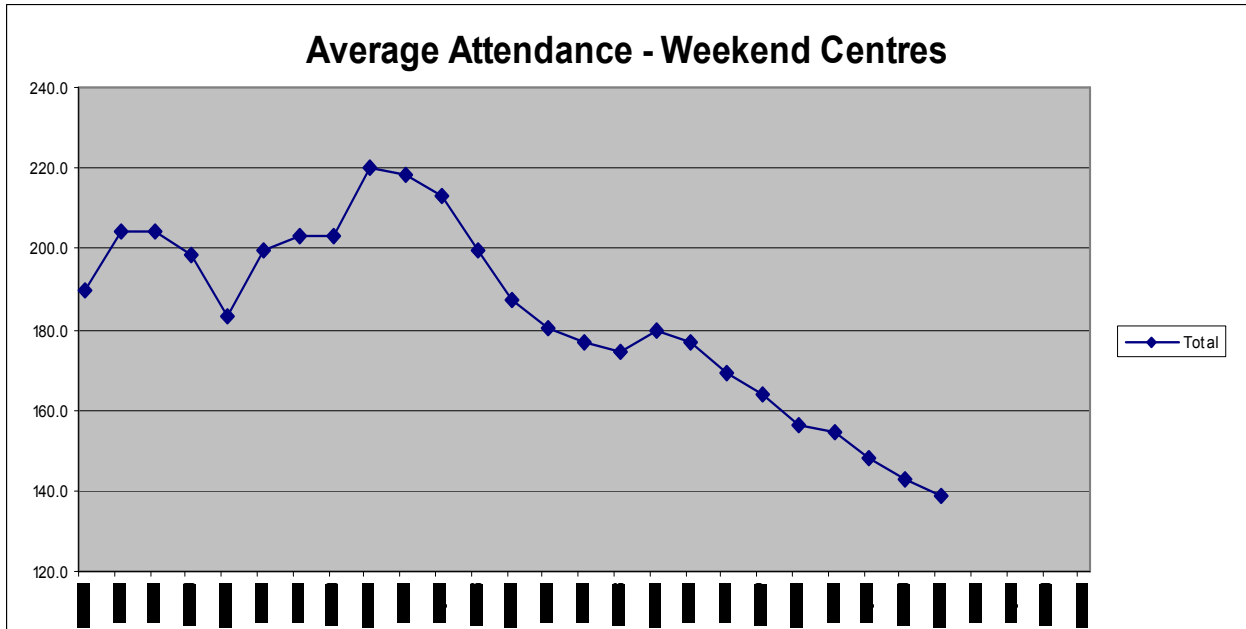
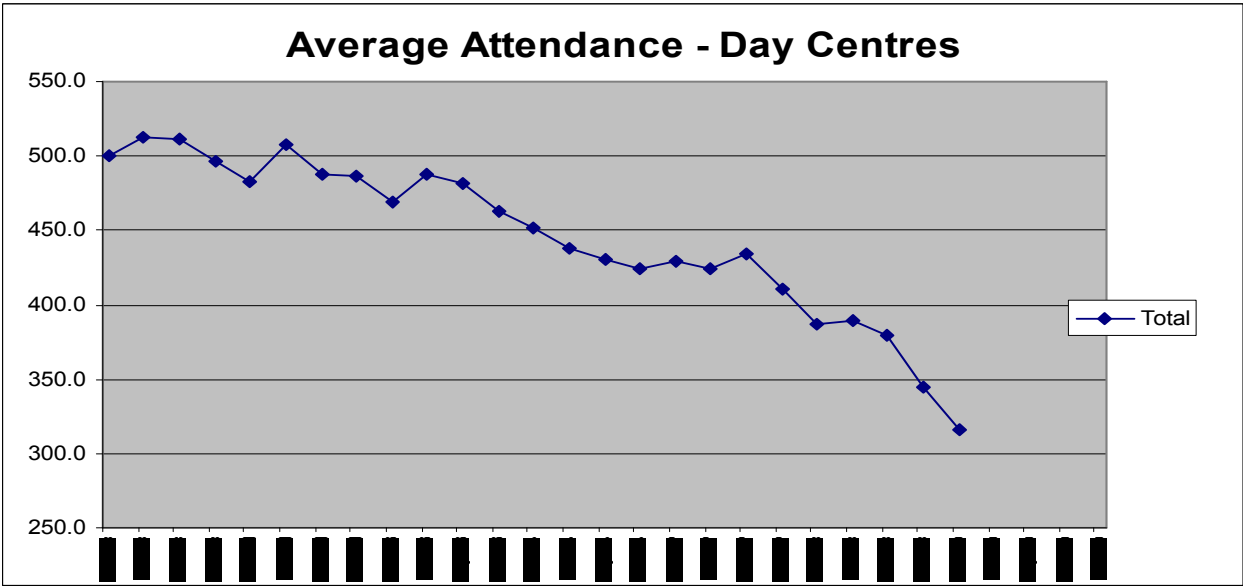
<http://www.leedsinitiative.org/lsp/>

7. Fair Access to Care Services Framework

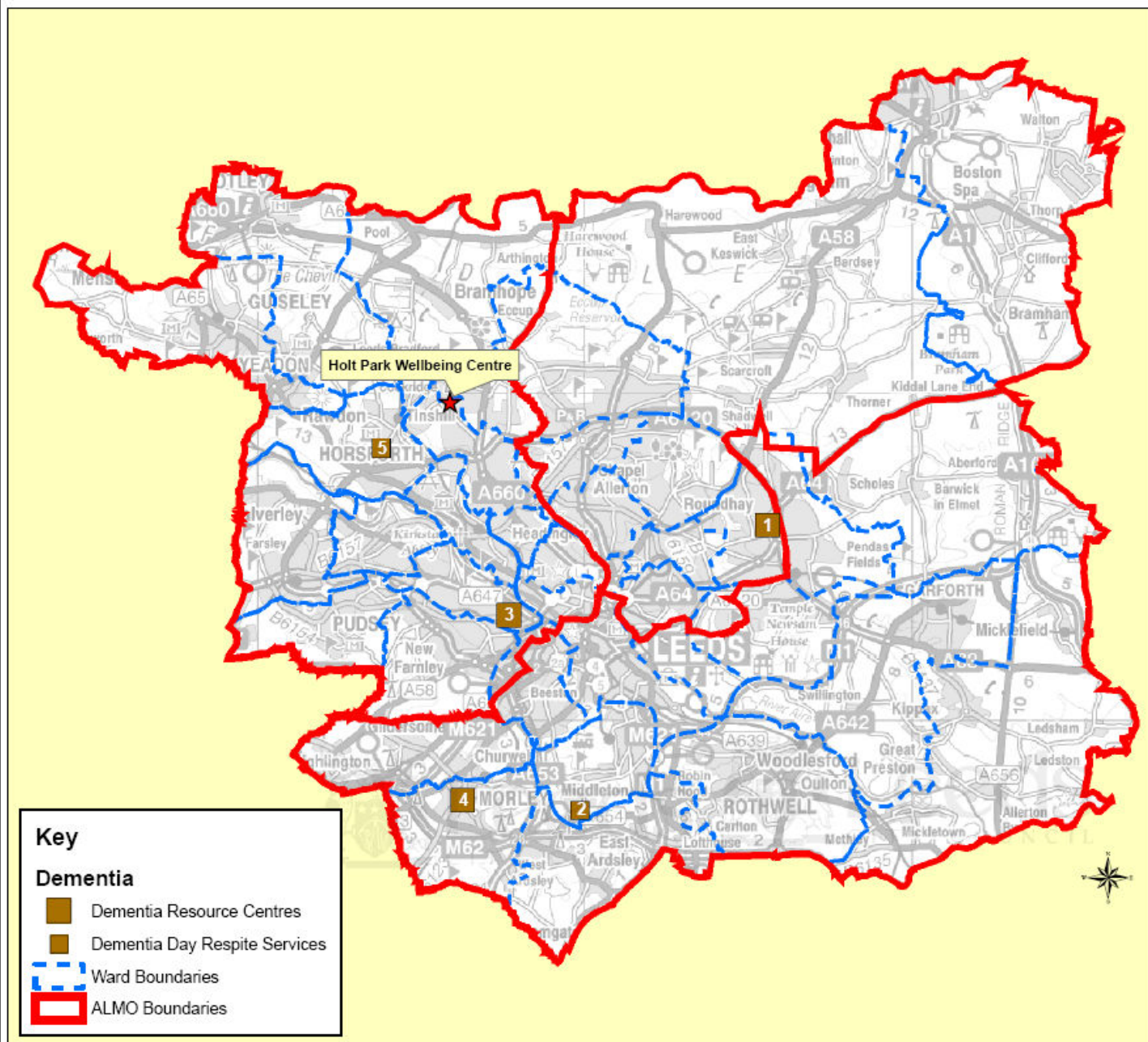
[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4009653](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4009653)

8. 2008 Survey of Views of Older People who are Neighbourhood Network Scheme Members

<http://www.opforum.webeden.co.uk/cgi-bin/download.cgi>



DEMENTIA RESOURCE CENTRES AND DEMENTIA DAY RESPIRE SERVICES



Key	Address	Ward
1	The Green Day Centre Seacroft Green Seacroft Leeds LS14 6JL	Killingbeck & Seacroft
2	Laurel Bank Day Centre 100 Middleton Park Avenue Middleton Leeds LS10 4HY	Middleton Park
3	Middlecross Day Centre Simpson Grove Armley Leeds LS12 10G	Armley
4	Siegen Manor Day Centre Wesley Street Morley Leeds LS27 9EE	Morley South
5	Calverlands Day Centre Church Lane Horsforth LS18 5LA	Horsforth



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# REABLEMENT / WELLBEING SERVICES



Key	Address	Ward
1	Rosefarm Day Centre Cornwall Crescent Rothwell Leeds LS26 0RA	Rothwell
2	Burley Willows Day Centre 19 Willow Garth Burley Leeds LS4 2HE	Hyde Park & Woodhouse
3	Firthfields Day Centre Conisborough Lane Garforth Leeds LS25 2LR	Garforth & Swillington
4	Queenswood Day Centre 244 Queenswood Drive Headingley LS6 3ND	Kirkstall
5	Springfield Day Centre Cottingley Drive Beeston Leeds LS11 0JP	Beeston & Holbeck
6	Wykebeck Valley Day Centre Wykebeck Valley Road Osmondthorpe Leeds LS9 6PB	Gipton & Harehills
7	Radcliffe Lane Day Centre Radcliffe Lane Pudsey Leeds LS28 8AB	Pudsey
8	Lincoln Fields Day Centre Cromwell Street Eurmantofts Leeds LS9 7SG	Burmantofts & Richmond Hill



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## Appendix 4 - Day services capacity in alternative centres.

### MONDAY TO FRIDAY SERVICE

Centre	Address and Ward	No. of days service affected	Centre's daily capacity	Average daily attendance	No. of service user sessions needed for reprovision of service in full	Possible alternative centre(s)	Service user sessions available in alternative centre(s)	Comments
<b>Bramley Lawn</b>	Rossefield Approach, Bramley Leeds 13  Bramley & Stanningley Ward	4	30	14	56	Radcliffe Lane, Pudsey, Leeds 28	76	In the light of local needs and geography it should be considered whether there is a need for some smaller scale reprovision to serve the Bramley-Armley area. A Neighbourhood Networks partnership might be a potential provider. In 2008 Bramley Lawn took service users from Farfield.
<b>Doreen Hamilton</b>	Rookwood Road Leeds 9  Burmantofts & Richmond Hill Ward	5	30	16	80	Lincolnfields Cromwell St, Leeds 9  Rose Farm, Rothwell, Leeds 26	93	In 2008 Doreen Hamilton took a small number of service users from Richmond Hill.
<b>Holbeck</b>	Holbeck Moor Road Holbeck Leeds 11 Beeston & Holbeck Ward	4	35	13	52	Springfield, Cottingley Drive, Leeds 11	58	



<b>Holbeck Enablement service</b>	Holbeck Moor Road Holbeck Leeds 11  Beeston & Holbeck Ward	1	12	10	10	Springfield, Cottingley Drive, Leeds 11	12	Enablement service will be relocated to Springfield by creating an enablement day there. This does not cause significant impact on service users as this is a short term service.
<b>Naburn Court</b>	Naburn Approach Whinmoor Leeds 14  Cross Gates & Whinmoor Ward	5	35	16	80	Wykebeck Valley, Gipton, Leeds 9  Firthfields, Conisborough Lane, Garforth, Leeds 25	85	Naburn Court covers a large area in outer N East and there is no other mainstream centre in that area. The possibility of limited reprovision could be explored, for example in the context of the Seacroft integrated services work.
<b>Calverlands</b>	Church Lane, Horsforth Leeds 18  Horsforth Ward	3	35	19	57	Queenswood Drive, West Park, Leeds 6  Burley Willows, Willow Approach, Leeds 4	75	The mainstream service at Calverlands will be consolidated to make way for relocation of the specialist dementia service from Woodhouse which currently does not provide an appropriate geographical location. Calverlands already provides 2 days dementia service. In 2008 Calverlands took service users from the Willows.

<b>Woodhouse and Calverlands dementia services</b>	Woodhouse Moor Leeds 6 Hyde Park & Woodhouse Ward	9	15	14	126	Calverlands	140	The Woodhouse dementia service will transfer to Calverlands which will become a full time 7 day, 20 place dementia service.
<b>Otley</b>	Otley Civic Centre, Otley, Leeds 21  Otley and Yeadon Ward	1	35	16				This is the one remaining part of what was the Peripatetic Unit. This arrangement does not cater for older people with complex needs because of the limited facilities. It is proposed that alternative arrangements will be worked out with service users making use of Self Directed Support arrangements on an individual or group basis.
<b>Totals</b>					461		539	

### Notes

1. This schedule shows how the available capacity in alternative centres can be matched to the level of service currently provided in the centres identified as surplus. In reality the way the capacity will be used may not follow this pattern. The emphasis will be on making the most appropriate arrangement for the individual service user.
2. Figures are from Adult Day Care Resources Report – January - March '09 Quarter
3. Mainstream services (i.e. not dementia or enablement services) are the focus of the consolidation and services listed are mainstream unless otherwise stated.
4. 'Service user sessions': the figure is calculated by multiplying 'No. of days service affected' by 'Average daily attendance'.

# OLDER PEOPLE'S DAY SERVICES



Key	Address	Ward	Category
1	Firthfields Day Centre Conisborough Lane Garforth Leeds LS25 2LR	Garforth & Swillington	Reablement Resource Centre
2	Day Centre Otley Civic Centre 4 Cross Green Cross Green LS21 1HD	Otley & Yeadon	Unallocated usage
3	Apna Grove Villas 80/82 Cardigan Road Headingley LS6 3BJ	Headingley	Specialist BME Provision
4	Burley Willows Day Centre 19 Willow Garth Burley Leeds LS4 2HE	Hyde Park & Woodhouse	Reablement Resource Centre
5	Calverlands Day Centre Church Lane Horsforth LS18 5LA	Horsforth	Dementia Day Respite Service
6	Doreen Hamilton Day Centre 129 Rookwood Road Osmondthorpe Leeds LS9 0LX	Burmantofts & Richmond Hill	Unallocated usage
7	Fredrick Hurdle Day Centre Reginald Terrace Chapelallerton Leeds LS7 3EZ	Chapel Allerton	Specialist BME Provision
8	Holbeck Day Centre Holbeck Moor Road Holbeck LS11 90L	Beeston & Holbeck	Unallocated usage
9	Laurel Bank Day Centre 100 Middleton Park Avenue Middleton Leeds LS10 4HY	Middleton Park	Dementia Day Respite Service
10	Queenswood Day Centre 244 Queenswood Drive Headingley LS6 3ND	Kirkstall	Reablement Service
11	Rosefarm Day Centre Cornwall Crescent Rothwell Leeds LS26 0RA	Rothwell	Reablement Service
12	Siegen Manor Day Centre Wesley Street Morley Leeds LS27 9EE	Morley South	Dementia Resource Centre
13	The Green Day Centre Seacroft Green Seacroft Leeds LS14 6JL	Killingbeck & Seacroft	Dementia Resource Centre
14	Wykebeck Valley Day Centre Wykebeck Valley Road Osmondthorpe Leeds LS9 6PB	Gipton & Harehills	Reablement Resource Centre
15	Middlecross Day Centre Simpson Grove Armlay Leeds LS12 10G	Armlay	Dementia Resource Centre
16	Woodhouse Day Centre Pennington Place Woodhouse Leeds LS6 2JP	Hyde Park & Woodhouse	Unallocated usage
17	Naburn Court Day Centre Naburn Approach Whinmoor Leeds LS14 2DF	Cross Gates & Whinmoor	Unallocated usage
18	Bramley Lawn Day Centre Rossefield Approach Bramley Leeds LS13 3RG	Bramley & Stanningley	Unallocated usage
19	Lincoln Fields Day Centre Cromwell Street Burmantofts Leeds LS9 7SG	Burmantofts & Richmond Hill	Reablement Service
20	Springfield Day Centre Cottingley Drive Beeston Leeds LS11 0JP	Beeston & Holbeck	Reablement Service
21	Radcliffe Lane Day Centre Radcliffe Lane Pudsey Leeds LS28 8AB	Pudsey	Reablement Service



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## Appendix 6 – Consultation Plan

To ensure a positive approach and outcome for changing day services, the following plan will be followed when consulting key groups of people and ensuring that their views are heard and responded to.

### Elected Members (July onwards)

Elected members across the city will be involved in the proposed consultations. It is important to recognize that consultations do not only include Councillors on whose ward the day centre is based. People travel some distance to attend a day centre and Councillors in neighbouring wards may be equally interested in proposed changes, for example:

- A centre in their ward is likely to receive a number of people transferred from another centre.
- People living in their ward are travelling to a day centre in another ward that is affected by the changes.

### Proposed method of consultation

- Members Workshop
- Day Services “hotline” telephone number.
- Briefing note for all members on the aims and objectives and outcomes of the changes at each centre.

### Service Users

Service users may have attended a day services centre for a considerable length of time. Some may have moved already after a previous centre closure. Service users may have strong friendship and be fearful of the impact of the proposed changes on their lives. Some may not be able to make their own decisions, or may need 1:1 help in understanding the proposed changes.

### Proposed consultation methods:

- Each service user attending a day centre and who, under the proposed changes will need to move will have a named outreach worker in the care management team.
- Each service user will have 1:1 meetings to establish their preferred choices and options for change.
- Service users who are not under Mental Capacity Act, able to make their own decisions, will have an advocate offered to assist and support them in their decision making.
- Service users or their advocates will discuss key people in their lives (family / friends / personal assistants) when they would wish to be included in helping them to their change plans.
- Service Users will be encouraged to make change plans with their friends.
- Service users and their carers will be given every opportunity to attend different centres and activities for taster sessions to assist them in their decision making.

- Service users to have a dedicated telephone helpline.
- Service users will have a written change plan in place before any changes are made to their service. Any changes will be confirmed and planned with the service users.

### Staff (9<sup>th</sup> July Onwards)

With service configuration, there is a risk of staff at the centres on which change is developing to be disadvantaged compared to their colleagues in services whose role or function was not under review. To be equitable, it is proposed that once service users have settled into their new activity programmes, that a full staffing restructure is undertaken with all day services staff.

- Early discussions with the unions will be undertaken to outline and agree a structure, process and job descriptions.
- Meeting with the managers of day services to agree interim management of the service during the transition phase.
- Ensuring staff are fully involved in the consultation arrangements and they are freed up for them to attend meetings.
- Ensuring HR support is available to assist and advise staff who may need guidance on mapping out and understanding how the proposed changes may impact on their individual working arrangements.

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Originator: Martin Hackett  
Tel: 3950705

**Report of the South East Leeds Area Manager**

**East Outer Area Committee**

**Date: 8<sup>th</sup> of September 2009**

**Subject: Outer East Area Committee Capital Budget 2009/10**

**Electoral Wards Affected:**  
All Outer East Wards

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

**Executive Summary**

The Area Committee capital budget allocation for 2009/10 is £160,200. This is made up of the annual allocation and previous years underspend. The budget has been split evenly across the 4 Outer East Wards.

This report requests that Area Committee supports several new projects.

**1.0 Purpose Of This Report**

- 1.1 This report outlines project proposals requiring funding from the capital budget.
- 1.2 It also updates Members on breakdown of spend by Ward.

**2.0 Background Information**

- 2.1 The Outer East Area Committee has a capital budget allocation of £160,200 in 2009/10.
- 2.2 This report recommends that Area Committee supports projects in the area from the capital budget.

### **3.0 Main Issues**

#### **3.1 Providing bicycles for PCSO's**

3.1.1 This request for funding has been made by the Neighbourhood Policing Team Inspector for Temple Newsam and Cross Gates & Whinmoor.

3.1.2 At the last meeting of Area Committee it was agreed to award £2,480 to provide 4 bicycles for PCSO's in Temple Newsam ward. The request to fund 4 bicycles for PCSO's in Cross Gates & Whinmoor was deferred. This report now requests that Area Committee fund the cost of 4 bicycles for PCSO's in Cross Gates & Whinmoor ward.

3.1.3 The application is for the purchase of 4 bikes at a cost of £620 each from Halfords. The purchase of the bikes will enable the PCSO's and PC's to react and respond quickly and effectively to Policing issues across the area.

3.1.4 The benefits of providing these bicycles include:

- Enable the PC's to utilise a more visible and accessible form of transport to cars.
- Enable officers to access ginnels and other inaccessible areas that cars do not allow.
- Enable PCSO's to respond quickly.
- Residents have responded most positively to the mounted officers expressing that they are easier to stop and talk to and provide more reassurance due to their increased visibility.

3.1.5 The life expectancy of the bikes is 3 years which equates to a capital cost per annum of just over £800.00 for the four bikes for Cross Gates & Whinmoor Ward. To comply with Health and Safety regulations, and facilitate the longevity of the bikes, they will require servicing every six months. The cost of the service, if no parts are required, will be £35.00 per bike. Therefore the annual cost of maintaining the 8 bikes is £560.00. This cost will be met by WY Police.

3.1.6 The use of mountain bikes gives officers the ability to cover a much wider area and respond quickly to incidents whilst still maintaining accessibility to the public. The geographic layout of Cross Gates & Whinmoor ward lends itself perfectly to the use of the bikes in ensuring penetration to each and every walkway, trail, ginnel etc. They will assist detection of crime in 'off-road' areas and help provide the high visibility policing across all areas.

3.1.7 This proposal supports the following local improvement priority of the Area Delivery Plan:

**Thriving Places** – Create safer environments by tackling crime and anti-social behaviour



### **3.2 Floodlights to Fieldhead Carr Sports pitches (Whinmoor)**

- 3.2.1 Over the last 18 months Outer East Area Committee has invested £20,000 into the conversion and relaying of this sports pitch at Fieldhead Carr from a redgra surface to a grassed surface.
- 3.2.2 The pitch is vested with Aire Valley Homes but is now leased to Whinmoor Warriors Junior Rugby Club.
- 3.2.3 In September 2006 Area Committee approved £4,500 to install new floodlights to the pitches. These lights could not be installed at that time due to the pitch conversion. Since that estimate was provided Parks & Countryside have re-assessed the provision of floodlighting and recommend that a new type of floodlighting be installed that will also cover adjacent pitches.
- 3.2.4 The cost of the new floodlights is now estimated at £9,000 which would mean Area Committee being requested to add a further £4,500 from this years budget.
- 3.2.5 This project will only go ahead after consultation and agreement with residents living close to the pitches who may be affected by the floodlights.
- 3.2.6 This proposal supports the following local improvement priority of the Area Delivery Plan:

**Culture** – Providing new and improved sports and leisure facilities across Outer East

### **3.3 Improvements to Community Hall at Garforth Methodist Church**

- 3.3.1 This project is to demolish the current hall that is adjacent to the church and rebuild it as a connected extension to the church with new wc facilities that will include disabled facilities and baby changing facilities.
- 3.3.2 The current facilities provide community activity including a Friday evening youth club, Garforth Musical Society, the Railway Society, a stage school, a dance school and a number of mums and toddler groups. The church anticipate that an improved hall will attract an additional 300 users per month. This figure is based on enquiries received from groups aware of the proposed improvements.
- 3.3.3 The total cost of the project is £250,000 with nearly £220,000 of the cost already having been acquired. The funds have been acquired from the following sources:
- Fundraising - £94,139
  - Methodist Church Facilities - £27,500
  - All Churches Trust - £1,000
  - Sir George Martin Trust - £2,000
  - Norwood & Nenton Settlement - £10,000
  - Garfield Weston Foundation - £10,000
  - Grantscape - £50,000

- Rank Trust - £23,973

3.3.4 The request is for Area Committee to contribute £10,000 towards this project.

3.1.5 This proposal supports the following local improvement priority of the Area Delivery Plan:

**Culture** - Improve community facilities and increasing the use of community facilities.

#### **4.0 Implications For Council Policy and Governance**

4.1 The details described in this report and its recommendations fit with existing Council policy and governance arrangements.

#### **5.0 Legal and Resource Implications**

5.1 There are no new legal implications arising from this report.

#### **6.0 Conclusions**

6.1 The report requests funding to support several projects across Outer East Wards.

6.2 The report provides details of expenditure to date with a breakdown of funding by Ward on **Appendix 1**.

#### **7.0 Recommendations**

7.1 Members are requested to approve funding for the following projects:

- PCSO bicycles in Cross Gates & Whinmoor - £2480
- Additional £4,500 for Fieldhead Carr floodlights
- Garforth Methodist Church - £10,000

#### **Background papers**

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

Outer East Area Committee Report 8 July 2008 – Area Delivery Plan 2008-11

Capital report to Area Committee – 7 July 2009

Capital report to Outer East Area Committee – September 2006



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Originator: Keith Lander

Tel: 22 43040

## Report of The South East Area Manager

**Meeting: Outer East Area Committee**

**Date: Tuesday 8<sup>th</sup> of September 2009**

**Subject: Area Manager's Update Report**

<p><b>Electoral Wards Affected:</b></p> <p>All Outer East Wards</p> <p><input checked="" type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input 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 identifies a range of activity which has been undertaken in recent months by the Area Management Team and/or in conjunction with others.

### 1.0 PURPOSE OF THIS REPORT

1.1 This report provides an update from the Area Manager on various project work and proposals in the area over recent months, allowing the opportunity for members to request further information or make comment.

### 2.0 CLEANER GREENER NEIGHBOURHOODS

#### 2.1 Environmental Projects

2.1.1 The local Neighbourhood Wardens and Probation Service 'Community Payback Team' have delivered a number of projects to tackle environmental issues across the area. This has often been a supporting role with residents groups/in bloom groups etc involved. These have included:

- Tidying up and removing undergrowth in problematic ginnels in East Garforth.
- Neighbourhood Warden supported a local community clean up in Garforth.

- A community clean up was carried out in Halton Moor.
- A community clean up was carried out in Micklefield in partnership with Aire Valley Homes.
- Neighbourhood Warden supported Whinmoor B In Bloom group carry out a clean up and planting project. The work also involved Groundwork and a group of 40 corporate volunteers. The group received POCA (Proceeds of Crime Act) funding to help support the planting work across a number of locations in Swarcliffe.
- The local neighbourhood warden supported environmental improvements at Brayton Green. The project involved tidying up a communal garden at a local sheltered housing area.
- A clean up around Naburn Court Sheltered Housing complex and garden area was completed.
- An environmental clean up took place around Naburn Approach close to the Whinmoor Bowling Club.

### **3.0 INVOLVING COMMUNITIES**

#### **3.1 Forums**

3.1.1 Between the 23<sup>rd</sup> of May and the 24<sup>th</sup> of August 2009 the following forums have been held:

- Halton Moor & East Osmondthorpe – 9 June 2009
- Halton – 11 June 2009
- Swarcliffe – 1 July 2009
- Whinmoor – 6 July 2009
- Cross Gates – 8 July 2009

3.1.2 The minutes of the Halton Moor forum and the Halton forum are attached at the end of this report. The minutes of the other three forums will be attached to the Area Managers report at the October meeting of Area Committee.

#### **3.2 Older Persons Events Week**

3.2.1 The Older Persons Sub Group has held monthly meetings since April. This group is responsible for the delivery of Older Peoples week which is scheduled w/c 21 September 2009.

3.2.2 This will see an event in each Outer East ward during that week. The schedule is as follows:

- Monday 21 September – Village Hall, Great & Little Preston
- Tuesday 22 September – St Gregory's Youth & adult Centre, Swarcliffe
- Micklefield Youth & Adult Centre
- Christ Church, Halton
- Miners Welfare Hall, Garforth

3.2.3 The events will have stalls and displays for information, advice and guidance from West Yorkshire Police, Fire Service, Adult Social Care, Aire Valley Homes, LCC Customer Services, NHS, Elderly Network Groups etc. There will be a buffet lunch and entertainment at every event. Transport is provided to each venue.

### **3.3 Community Centres**

- 3.3.1 Area Committee recently provided funding for improvements at Fieldhead Community Centre. The work has now been completed including internal & external painting, new flooring, signage and display cabinets. The Management Committee held an open day on 8<sup>th</sup> August to re-launch the centre. The purpose of the day was to raise awareness of the centre within the local community and increase the number of users accessing the facility. Area Committee provided funding for this event to the community centre management committee. The day was a great success with medieval Towton, West Yorkshire Fire Service and Police Dogs displays, music production session for young people, sports activities and much more. Approximately 300 residents attended the event, with money being raised to re-invest in activities for the centre.
- 3.3.2 A user group has been established for St Gregory's Youth & Adult Centre to improve the management of the building. £30,000 funding has been secured by two of the user groups: Inside Outside Childcare and Swarcliffe & St Gregory's Community Playscheme. The funding will be used to improve access and security to the building. Following a number of incidents at the centre including a recent break in, a new CCTV system is being installed into the centre with other measures planned.

### **3.4 Engagement Events**

- 3.4.1 In Kippax & Methley and Garforth & Swillington Members previously agreed to a mixture of Forums and events. An event around training, jobs and education is planned in Garforth on September the 23rd at Strawberry Fields Primary School. If this is successful it is likely that a similar event will be held in Kippax later in the year.

### **3.5 Small Grants**

- 3.5.1 Appendix 1 provides a breakdown of small grants funded since the beginning of the financial year.

## **4.0 MORE FOR YOUNG PEOPLE**

### **4.1 Improved outdoor sports and play equipment**

- 4.1.1 Renewal of Glebelands children's play park in Garforth is now underway. The park has been cleared of equipment over 2 years ago for health and safety reasons. This project was jointly paid for from Section 106, Area Committee funds and Grantscape funds.
- 4.1.1 Work will be starting very soon to the sports pitches at Skelton Woods (Whinmoor). The main issue to resolve is poor drainage and a programme of works has been drawn up to ensure these pitches are of good quality and provide a much needed resource. This project is funded from Section 106, Area Committee funds and Grantscape funding.
- 4.1.2 The development of sports pitches in partnership with Methley Sports Development Association is due to start on site in the Autumn. £83,000 of Area Committee funding has been committed to support the development of the site. Due to issues with other funders it has been agreed to adopt a phased approach to deliver the scheme.

Previous proposals to install portable changing rooms have raised concern with key funders and as such we are now exploring brick built facilities. The project will be in a number of stages in order for the clubs to start using the site.

- 4.1.4 Area Committee Well Being Funds has been used (Garforth & Swillington 'tasking' budget) to pilot a youth club project on Friday evenings at Garforth Town FC. This will start in early September and further information on how successful it has been will be reported to a future meeting of Area Committee.

## **4.2 Cricket coaching**

- 4.2.1 Area Management organised cricket coaching sessions for young people across the Outer East area for children and young people between 9-15 year olds. This was funded from the Well Being budget and was free of charge to young people. The 10 days of coaching were delivered over two weeks during the summer holidays at Kippax and Whitkirk Cricket Clubs. The coaching was provided by Yorkshire CCC and headed up by Arnie Sidebottom (former Yorkshire and England Cricketer).
- 4.2.2 There were at least 95 children attending each day of the coaching sessions and on some days the figure topped 120. This project has now become one of the most successful activity projects for young people that the committee has funded with attendance increasing year on year.

## **5.0 REGENERATING AREAS**

### **5.1 Town & District Centre (T&DC) Regeneration**

#### **5.1.1 Cross Gates**

- 5.1.2 The contract to provide street furniture in Cross Gates, Halton Village and Garforth has now been let as one contract. Work will be completed on all 3 schemes during September/October 2009. The following street furniture will be provided in Cross Gates:

- Removal of existing plastic and metal bins;
- Removal of existing pedestrian guardrail;
- Supply and fit new bins;
- Supply and fit new cycle racks;
- Supply and fit new planters;
- Supply and fit new guardrails (83 mtrs);
- PFI street lighting fittings and fixtures for hanging basket and Christmas lights.

- 5.1.3 The 'heritage style' lights will be installed by SEC under the PFI contract. At the time of writing this report the start date for this part of the scheme had not yet been established.

- 5.1.4 Cross Gates roundabout feature. The Cross Gates Forum met in July and agreed to additional work to the roundabout and alterations to the gates. The additional work will include 3 'Welcome Stones'; the alterations will include metal work to the gates, repainting of gates (red, white and black) and connecting the underlighting.



## **5.2 Halton Village**

5.2.1 Phase 3 of this project will be on site during September/early October 2009 and includes the following work:

- Remove existing pedestrian guardrails;
- Remove existing bins, benches, racks;
- Supply and fit new bins, benches, cycle racks;
- Supply and fit new pedestrian guardrail;
- Supply and fix mushroom bollards;
- Supply and fix bollards near kerb to prevent auto access;

## **5.3 Garforth Main Street**

5.3.1 Phase 3 of this project will be on site during September/early October 2009 and includes the following work:

- Removal of existing benches, bollards, railings
- Supply and install information boards, finger posts, signage, brackets for hanging banner
- Street furniture including benches, bins, cycle racks, pedestrian rail
- Steel planters and semi mature trees

## **5.4 Micklefield Regeneration Forum**

5.4.1 The Micklefield Regeneration Forum held its AGM on the 31<sup>st</sup> of July 2009. The Forum was pleased to report on major successes during the year including the new skatepark and youth shelter which are proving very popular with young people. Other projects such as Peckfield Business Park improvements are imminent, whilst new proposals including improved parking in Garden Village and a cycle lane direct to Micklefield Primary School are being considered and residents being consulted.

## **5.5 Swarcliffe Regeneration**

5.5.1 A number of projects are now being progressed to improve the environment and enhance facilities in the Swarcliffe estate.

5.5.2 Environmental projects include:

- Welcome stones at the main entrances to the estate
- Increased litter bins/benches across the estate
- Information boards at key locations

5.5.3 Projects that will provide enhanced facilities include:

- Youth shelter
- Providing a community sports pitch at ex-St Gregory's Primary School site
- Security improvements to shopping areas
- Security improvements to St Gregory's Youth & Adult Centre

## **6.0 SAFER NEIGHBOURHOODS**

### **6.1 Neighbourhood Management ‘Tasking Teams’**

- 6.1.2 The 3 Neighbourhood Tasking Teams in Outer East Leeds continue to work to deliver outcomes around community safety and environmental issues and during the last quarter a number of projects have been delivered.
- 6.1.3 **Garforth & Swillington/Kippax & Methley.** The tasking budget has funded additional Police hours on Friday and Saturday evenings to address high levels of assaults as sb in areas of Kippax and Garforth that are often associated with Public House closing times. An evaluation of this project will be reported to a future Area Committee meeting. There are also proposals in hand to give Kippax and Allerton Bywater Designated Public Place (DPPO) Order status i.e. no street drinking. If the application for a DPPO is successful the cost will be met from that wards ‘tasking’ budget.
- 6.1.4 **Temple Newsam** Tasking budget has funded work to prevent illegal riding of motor bikes in the Halton Moor area and clean up at Bylaw Mansfield Allotment. Tasking team has co-ordinated the launch of the community house including the delivery of a range of advice surgeries for residents to access in their neighbourhood such as 4 families outreach, East North East Homes surgery, Neighbourhood Warden surgery, Debt advice and Police drop ins.
- 6.1.5 **Cross Gates & Whinmoor.** The main areas of concern over recent months has been crime and asb at Stanks Parade shops and Fieldhead Carr (Whinmoor) shops. Police and ASBu have been involved in covert work to identify and prosecute the individuals whilst at the same time the Area Management Team is hopeful of providing the shops with CCTV that the proprietors can monitor themselves.

### **6.2 Operation Champion**

- 6.2.1 Operation Champion has changed in format to increase in frequency and to create a larger impact on communities.
- 6.2.2 There have been two operations across the Outer East area since the last meeting. One operation took place in July in Swarcliffe & Whinmoor and one in August in Halton Moor & East Osmondthorpe. The next Operation is scheduled in September in Garforth & Kippax.

## **7.0 Implications for Council Policy and Governance**

- 7.1 No specific issues are identified.

## **8.0 Legal and Resource Implications**

- 8.1 No specific issues are identified.

## **9.0 Recommendations**

- 9.1 The Committee is asked:  
a) To note the contents of this report

- b) Make comment or request further information as appropriate on any of the items in this report

### **Background Papers**

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

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**Present:**

Cllr Mick Lyons (Chair), Sam Lowe (South East Area Management Team), James Nundy (SE AMT, minutes), Stuart Mason (West Yorkshire Police), Marlene Grant (resident), Margaret Wilson (resident), Vicki Hooper (East North East Homes), Maria Adams (ENEHL), Andrea Dolan (ENEHL), Paul Palmer (ENEHL), Coullin Meikle (Youth Service), Mrs B Naylor (resident), Mr & Mrs R Firby (resident), Maggie Bellwood (EASEL Team), PCSO 552 Liam Thompson (WYP), PCSO 817 Tracy Murphy (WYP), Susan Hoddell (resident), Jaqueline Birkby (resident), Mrs G Townend, Sue Speak (LCC Planning), K. Townend (Save Our Homes), V. Broadley (SoH), D. Gill (SoH), B. Scott (SoH), D. Thompson (resident), P Thompson (resident), Steven Monkman (resident), Amanda Leaf (resident), Marcelle Howells (resident), Maggie Bell (resident), Margaret Wilson (resident), Marlene Grant (resident)

**Apologies:**

Dayvid Cox (LCC Safer Leeds), Margaret Blenkhorn, Marie Ferguson (ENEH Leeds), John Booth, Revd. Mark Heather

<b>1.0</b>	<b>Welcome, introductions and apologies</b>	<b>Action</b>
1.1	Cllr Lyons welcomed everyone to the meeting, introductions were made and the above apologies noted.	
2.1	This meeting is non-quorate as only one councillor was present.	
<b>2.0</b>	<b>Minutes from the meeting on 17 February 09</b>	
2.1	(4.1) Should say East North East Homes, rather than Aire Valley Homes. Otherwise, agreed as accurate.	
<b>3.0</b>	<b>Matters arising</b>	
3.1	None.	
<b>4.0</b>	<b>10 minute open floor</b>	
4.1	<b>East Leeds incinerator site</b> – there are still four bidders interested. Proper consultation is still required on the site use.	
<b>5.0</b>	<b>Highways Update</b>	
5.01	Dropped kerbs to be done where people are already parking their cars in their gardens (in Wykebeck Mount and Selby Avenue)	
<b>6.0</b>	<b>EASEL Consultation</b> – Sue Speak	
6.1	Leaflets were tabled (and have been delivered to residents) and discussed.	
6.2	The strategic plan for EASEL is over 15-20 years	
6.3	Residents were encouraged to fill in the form on the back of the leaflet.	

6.4	The Action Plan is to be published next year.	
6.5	Brian Mumby rallied the troops to come to the Halton Moor Residents Meetings. A special meeting concerning regeneration in the area is to be organised. BM to liaise with Sam Lowe.	BM/SL
<b>7.0</b>	<b>Community Safety - Police</b>	
7.1	More police presence over the last few weeks to combat burglaries. Additional funding was available for top 10 burglary areas - Temple Newsam ward had two areas coming in at 1 <sup>st</sup> and 3 <sup>rd</sup> places, which have now dropped to 8 <sup>th</sup> and 9 <sup>th</sup> .	
7.2	There has been a disproportionate amount of red nominals on Halton Moor at the moment, but 16 of them were arrested over the last three weeks so the crime statistics should reflect that in the next update. There were also two Operation Champions in May.	
7.3	The police off-road motorcycle team are back due to popular demand as of 15 June.	
7.4	More robust barriers are being arranged for the land where the off-roading is taking place.	
7.5	The launch date for the Community House at 119 Kendal Drive is 17 June 09. It is used by all partners and the times the police will be there are Mondays and Sundays 11am to 1pm.	
7.6	PCSO mobile phone idea was a good one, but it didn't work, so the function will be removed. There are still four or five different ways to get in touch with the police for non emergency calls – one such way is the NPT answerphone, which has the messages downloaded twice a day.	
7.7	PACT meetings are generally not that well attended. To get the best out of them, residents should attend because it is these meetings which decide where the hotspots are and therefore where the resources are targeted.	
<b>8.0</b>	<b>Housing update – Vicki Hooper</b>	
8.1	The ALMOs were restructured recently and a new management structure is also in place.	
8.2	There are 50 ASB cases in Halton Moor at the moment (200 across the full ENEHL area).	
8.3	There are approximately 50 void properties in Halton Moor.	
8.4	Current number of bids per property range from 50 – 200+.	
8.5	Rent collection rate is 97.1% (target rate is 91%).	

<b>9.0</b>	<b>Youth Service update – Coullin Meilke</b>	
9.1	Running sessions in the community centre at Halton Moor One Stop four nights a week.	
9.2	Working with local schools and NEET (Not in Education or Employment)	
9.3	Have several people working towards their Duke of Edinburgh award.	
9.4	Some young people are involved with the outward bounds scheme and also working with Extended Services.	
<b>10.0</b>	<b>Items for next meeting</b>	
10.1	Representative from Highways and a letter to be sent out to the residents who live close to the area marked on the plan	
10.2	Update on the Downsize housing scheme – Vicki Hooper	
<b>11.0</b>	<b>Date of next meeting</b>	
11.1	15 September 2009, 6pm, Halton Moor One Stop Centre	

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**Present:**

Cllr Mick Lyons (Chair), Cllr Bill Hyde, Cllr David Schofield, Martin Hackett (South East Area Management Team), James Nundy (SE AMT, minutes), John Pearson (METRO), Michelle McGill (Neighbourhood Warden), Gary Ashcroft (LCC Youth Service), Robert Whale (resident), Joanna Garth (resident), Liz Armstrong (resident), Jo Draycott (resident), Helen Johnson (Colton Primary School), Mr & Mrs Goodall (residents), Mrs J Schofield (Halton Townswomen's Guild), Cynthia Grice (resident), Christine Grant (resident), Audrey Linley (Fieldend Neighbourhood Watch), Gwendoline Green (resident), Margaret Walsh (Temple Gate Neighbourhood Watch), Mr J Fitzpatrick (resident), Colin & Denise Wilsher (Woodland & Whitkirk Neighbourhood Watch), Alan Wakefield (TG NW), Ann & Peter Conlon (Residents), Sgt Mason with various PCs and PCSOs (West Yorkshire Police)

**Apologies:**

Coullin Meikle (LCC Youth Services), Susan Merrey (Temple Moor High School), Margaret Blenkhorn (WW NW), Mr & Mrs T Dennis (TG NW), Revd. Mark Heather (St Wilfrid's Church), Elizabeth Hayes (Friends of Temple Newsam Park), Mr & Mrs Fitzpatrick (residents), Mrs Harrison (resident), Barbara & Peter Hewison (WW NW)

<b>1.0</b>	<b>Welcome / introductions and apologies</b>	
1.1	Cllr Lyons welcomed everyone to the meeting.	
<b>2.0</b>	<b>Minutes from 19 February 2009</b>	
2.1	Agreed as an accurate record.	
<b>3.0</b>	<b>Matters arising</b>	
3.1	None.	
<b>4.0</b>	<b>10 minute open floor</b>	
4.1	A query was raised concerning Temple Moor High School. Is the perimeter fence to be completely removed ? MH to contact School	MH
<b>5.0</b>	<b>Planning application for Travellers Pub site</b>	
5.1	No update available re the proposed Tesco store. Cllr M Lyons declared an interest.	
5.2	Martin Hackett to contact Tesco's agent again and request that they attend the next forum.	MH
<b>6.0</b>	<b>NHS Leeds – update on doctors surgery at Halton</b>	
6.1	Gilsyke House has now closed as a proper doctors surgery is now open, which has three consulting rooms and a larger reception area. Doctors are in for the full day and there is also a nurse clinic.	
6.2	Cllr Lyons requested a community clinic for the area like in Burmantofts. The suggested location was to convert Brooksbank on Chapel Street.	

<b>7.0</b>	<b>METRO – bus services in the area</b>	
7.1	<p><b>Number 78</b></p> <ul style="list-style-type: none"> <li>The new number 78 service started in April 09, running from 9am to 1pm (approximately).</li> <li>From July, additional services will run onwards to St James Hospital, then to the city centre (until approximately 4pm). The last return bus will be around 3pm, instead of 1:30pm.</li> </ul>	
7.2	<p><b>Number 18</b></p> <ul style="list-style-type: none"> <li>Three bus stops have been removed near the Mead’s in Colton in an effort to improve journey times between Garforth and Leeds. The flip side of this is it makes a long walk to the nearest stop from the Mead’s. Getting on the bus going the other way and swapping at Sainsbury’s wasn’t considered an option.</li> <li>Road safety concerns were raised for Colton Primary School on School Lane. It was felt the road is too narrow for double decker buses.</li> <li>Cllr B. Hyde declared an interest</li> <li>Cllr M. Lyons suggested a separate meeting be arranged to discuss issues with the school and buses. Colton Primary School to arrange.</li> <li>There needs to be a survey of passenger usage at Sainsbury’s bus stop. METRO to arrange within the next two weeks.</li> <li>Perhaps the roundabout could become the terminus, rather than School Lane?</li> <li>Issues were raised with the route between Colton and Garforth as the bus only stops on Selby Road, which isn’t ideal for the pupils from Garforth Community College who live in Colton</li> </ul>	CPS METRO METRO
<b>8.0</b>	<b>Community Safety</b>	
8.1	<p><b>Police</b></p> <p>Crime statistics were distributed and discussed:</p> <ul style="list-style-type: none"> <li>Burglaries are down by 33% on previous six weeks, and damage levels are also lower than the previous period. ASB levels are reducing.</li> <li>Underage drinking is being tackled by bringing licensing officers out to the hotspots</li> <li>The off-road biking team are back by popular demand, as of 15 June</li> <li>The ‘Local priorities and news roundup’ section of the NPT website was promoted: See <a href="http://www.westyorkshire.police.uk/npt">www.westyorkshire.police.uk/npt</a> and add your postcode to the box</li> <li>PACT meetings were discussed</li> <li>Still too many burglaries in the area via unlocked doors</li> </ul>	
8.2	<p>It was highlighted that on the A63 westbound, on the approach to Sainsbury’s roundabout, the baffles on the traffic lights actually block the lights.</p> <p>➤ Sgt Mason to log with LCC Highways. If it is not rectified, he will take it up with Police traffic officers</p>	SM
8.3	<p>Please be on the look out for bogus callers targeting the elderly. The duo, a white male and a mixed race male pretend they are collecting for the RSPCA and ask for small amounts of money. If spotted, please report to the NPT on 0113 285 5335.</p>	All
<b>9.0</b>	<b>Youth Service – Coullin Meilke</b>	
9.1	Mobile provision ongoing at Temple Newsam and at Sainsbury’s.	
9.2	Duke of Edinburgh work is ongoing at Halton Moor Community Centre.	

9.3	Reports of youths drinking and fires being started on Primrose Valley turned out to be adults 19-30 years old. Coullin is happy to try and get them involved with Shed Head at the Colton Institute for awareness sessions.	
<b>10.0</b>	<b>AOB and date of next meeting</b>	
10.1	Mr & Mrs Dennis thanked Cllr Lyons for his efforts in connection with helping to get the Halton Clinic open.	All
10.2	There will be a road safety meeting at Colton Primary School on 16 June 09, 6:30 – 7:30pm.	
10.3	Grove Road park – still issues with vandalism at the tennis courts.	
10.4	Primrose Road paving issue has been addressed.	
10.5	Reports of trees and bushes needing cutting back at Sainsbury's roundabout.	
10.6	The caterers were complimented.	
10.7	Date of next the meeting is 10 September 2009.	

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**Outer East small grant position as at 21 August 2009** (from 09/10 budget)

<b>Cross Gates &amp; Whinmoor</b>		<b>Ref</b>	<b>Paid?</b>	<b>£</b>
Fieldhead Carr Community Centre Management Committee	Promotion of Fieldhead Carr Community Centre	OE/09/01/S	Yes	500.00
Woodview Tenants Association	Woodview Picture Palace	OE/09/02/S	Yes	500.00
Whinmoor 'B' Residents Association	Whinmoor in Bloom	OE/09/04/S	Yes	500.00
Whinmoor Wanderers	Older people's coffee morning	OE/09/07/S		500.00
Cross Gates Youth Opportunitites	Youth club equipment	OE/09/08/S		499.98
				<b><u>2,499.98</u></b>
<b>Garforth &amp; Swillington</b>		<b>Ref</b>	<b>Paid?</b>	<b>£</b>
Firthfields Community Association	Firthfields Green Scheme	OE/09/03/S	Yes	500.00
				<b><u>500.00</u></b>
<b>Kippax &amp; Methley</b>		<b>Ref</b>	<b>Paid?</b>	<b>£</b>
Micklefield Parish Council	Micklefield in Bloom - parkway shrub bed	OE/09/05/S		376.00
Micklefield Drop-In Group	Micklefield Drop-In	OE/09/06/S	Yes	500.00
Friends of Billy Wood	Town Close Hills nature day	OE/09/10/S		500.00
				<b><u>1,376.00</u></b>
<b>Temple Newsam</b>		<b>Ref</b>	<b>Paid?</b>	<b>£</b>
Temple Newsam / Halton Gymnastic Club	New mats	OE/09/09/S		250.00
Scott Constantine & Dietrich Jeffreys	'R' Festival	OE/09/11/S	Rejected	
				<b><u>250.00</u></b>

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