



EAST (OUTER) AREA COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 18th October, 2011 at 3.00 pm**

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;
K Mitchell	- Temple Newsam;

**Agenda compiled by:
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**South East Area Leader:
Shaid Mahmood
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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

Item No	Ward/	Item Not Open		Page No
1			<p style="text-align: center;"><u>PROCEDURAL BUSINESS</u></p> <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward/	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES</p> <p>To approve the minutes of the East Outer Area Committee meeting held on 13th September 2011</p> <p>(minutes attached)</p>	1 - 8
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
8			<p>INTRODUCTION OF TOM RIORDAN, CHIEF EXECUTIVE LCC</p>	

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9	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>ANNUAL REPORT FOR PARKS AND COUNTRYSIDE SERVICE IN EAST OUTER AREA COMMITTEE</p> <p>To consider a report of the Head of Parks and Countryside providing details on key assets, park usage and customer based information on the quality of assets, ie community parks, playing pitches and fixed play facilities in the East Outer area and the services provided</p> <p>(report attached)</p> <p>(Council Function)</p>	9 - 26
10	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>OUTER EAST AREA COMMITTEE WELL BEING BUDGET REPORT</p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) providing details of the Well Being budget, including a summary of the revenue spend approved for the current municipal year; details of new projects to be agreed; information on projects funded recently by the Area Committee and the benefits they have provided together with an update on the current position of the Small Grants Budget</p> <p>(report attached)</p> <p>(Executive Function)</p>	27 - 38

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11	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>A SUMMARY OF KEY WORK</p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) providing information on priority work carried out in the East Outer area in recent months; an update on Swarcliffe PFI credits and the minutes relating to community engagement activities and partnership meetings</p> <p>(report attached)</p> <p>(Executive Function)</p>	39 - 76
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 13th December 2011 at 3.00pm in the Civic Hall Leeds</p>	

Agenda Item 6

EAST (OUTER) AREA COMMITTEE

TUESDAY, 13TH SEPTEMBER, 2011

PRESENT: Councillor K Parker in the Chair

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

17 Chair's opening remarks

The Chair welcomed everyone to the meeting

18 Declarations of Interest

The following Members declared 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

A summary of key work – Councillor McKenna declared a personal interest through being a member of the West Yorkshire Fire and Rescue Authority as the report referred to proposals for that service (minute 22 refers)

(A further declaration was made, minute 23 refers)

19 Apologies for absence

Apologies were received from Martin Hackett, Area Management Officer who had been unexpectedly delayed

20 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee

On this occasion, there were no matters raised by members of the public

21 Minutes

Draft minutes to be approved at the meeting
to be held on Tuesday, 18th October, 2011

RESOLVED - That the minutes of the East Outer Area Committee meeting held on 5th July 2011 be approved

22 A Summary of Key Work

The South East Area Leader submitted a report providing information on work carried out in the Outer East area in recent months. Appended to the report were copies of minutes from neighbourhood forums, the Environmental Sub Group, the Health and Wellbeing Partnership and the Area Chairs Forum, for Members' information

Councillor Grahame stated that she had sent her apologies for the Environmental Sub Group meeting but these had not been recorded in the minutes

The Chair welcomed Mr Nigel Kirk, Assistant District Manager for Leeds District Fire Prevention Team to the meeting

Mr Kirk gave apologies from Mr Ambler, Station Commander, who had been unable to attend

Mr Kirk referred to the recent cut backs to the service which had been necessary due to the current economic situation

Some cut backs had been undertaken through internal consultation, ie changes to crewing arrangements and fire appliances with savings having already been made. However there were proposals to reduce personnel through retirement and to merge some fire stations, with Stanks and Gipton being considered and that a consultation exercise was being undertaken on the next set of proposals from the Fire Authority, with Members being urged to participate in this consultation. Mr Kirk also referred to the importance of fire prevention and that through smarter working with other agencies and shared data it might be possible to identify people who were vulnerable and at risk in order to provide fire prevention information and equipment and reduce serious harm

Members commented on the following matters raised by Mr Kirk:

- the likely level of staff reduction in West Yorkshire
- whether unforeseen absences could be accommodated without any detrimental impact to the service

Mr Kirk stated that the staffing levels were expected to decrease in West Yorkshire from 1350 to 1100 over a five year period. In terms of cover arrangements, an operational resource pool of 65 officers existed to provide cover where it was needed. The view was expressed that the level of cover was low but Mr Kirk reiterated this was considered to be sufficient

RESOLVED - To note the report, the presentation by Mr Kirk and the comments now made

23 Consultation on expansion of primary school provision for September 2013

The Committee considered a report of the Director of Children's Services providing information on consultation on proposals to expand primary school provision in some parts of the city, for September 2013.

Draft minutes to be approved at the meeting
to be held on Tuesday, 18th October, 2011

Although the proposals were not regarded as affecting schools in wards covered by Outer East Area Committee, the report had been submitted to inform Members of plans in adjacent areas

Lesley Savage from Children's Services presented the report and informed Members that four proposals were out for consultation, two relating to expansions of existing primary schools and two for proposed new schools

Members commented on the following matters:

- the expansion of Whitkirk Primary School with concerns that this had been managed without the need for planning permission
- that this had meant there had not been the opportunity to consider and address the traffic and parking issues associated with the school and that increased pupil and staff numbers would add to the highways problems being faced by residents
- that no Green Travel Plan existed
- that at certain times of the day due to on-street parking, emergency vehicles could face access problems, leading to health and safety concerns
- that previously, Members' suggestions for traffic measures, ie the provision of a turning circle, had been accepted, however the officer with responsibility for this had moved sections and no further action had taken place
- that an expansion of Colton Primary School was much needed as a high percentage of local parents were unable to obtain a place for their children in their first preferred school yet this had not been included in the proposals
- that a new residential development in the area was being constructed but that this increase in the number of dwellings – many being family homes – was not translating into school places, with the problem of a lack of school places in Colton moving to the next nearest primary schools, these being Austhorpe Primary and Whitkirk Primary
- the need to ensure there was a link between Planning Services and Children's Services to better understand and plan for proposed residential developments
- that sustainability which included school provision was a material planning consideration
- that the issue of Section 106 Agreements in relation to education contributions had been a cause for concern to Plans Panel East Members and that a simple method for calculating education contributions should be devised. There was also the need for Children's Services to re-examine the contributions agreed on developments not yet built, as the situation had changed dramatically since these had been negotiated, with many schools now being full or above their capacity; that funding for new schools had been reduced or withdrawn and that the relatively small sums being offered per head were no longer sufficient to off-set the impact of residential developments. On this matter there were concerns that if these

issues were not dealt with, the opportunity to acquire contributions of an adequate level would be lost

- the need for Ward Members to meet with Senior Officers in Children's Services and Highways to discuss the issues which had been raised
- that a further report should be submitted which set out the demographic information for all schools in the Outer East Area
- concerns about the site for the proposed new school in South Leeds – the former South Leeds Sports Centre – and that other proposals for the site existed

Councillor Hyde declared a personal interest through being a Governor at Colton Primary School and through his involvement in the issues at Whitkirk Primary School as a Ward Member

Lesley Savage responded to the issues raised and provided the following responses:

- that a meeting between Ward Members and Officers to discuss the issues raised about Whitkirk Primary and the issue of school places could be arranged
- that following Ward Members comments on the problems faced by parents obtaining places at Colton Primary School, Officers had committed to re-examine the option of expansion of that school but that the Officer dealing with this matter was currently on long-term sick but was expected to return to work within a few weeks
- that the report considered by Executive Board on the expansion of school provision did indicate areas for further work which included the Templenewsam area
- that support had been given to test proposals for a new school on the site of the former South Leeds Sports Centre and that this was being consulted upon as part of a competitive process to build two new schools in Leeds
- that the comments made about the S106 matters would be fed back to the Head of Service with responsibility for this to provide information to Members

Concerns were raised about management allocation when staff were absent for long periods

RESOLVED –

- i) To note the report and the comments now made
- ii) That a further report be submitted providing information including demographic details of all the schools in the Outer East area
- iii) That a meeting be arranged with Ward Members and Officers to discuss the concerns raised relating to Whitkirk Primary and Colton Primary
- iv) That further information relating to S106 contributions for education provision be provided

24 Delegation of Environmental Services - Service Level Agreement

Further to minute 13 of the Outer East Area Committee meeting held on 5th July 2011 where Members received a progress report on work towards the delegation of some environmental services to Area Committees, Members considered a report of the Director of Environment and Neighbourhoods providing details of the Service Level Agreement (SLA) which had been drawn up for the Outer East area and seeking approval of this document

Members welcomed Mr Tom Smith, the Locality Manager for South and Outer East Leeds for street cleansing, who had taken over from Andy Beattie who had recently retired

Tom Smith presented the report and informed Members that the comments made at the workshops organised for the proposed new service had been included and that one of the key proposals in the SLA was for a deliverable mechanical sweeping service which would also have built in capacity to enable staff to be proactive and reactive

Some of the key priorities identified for the Outer East area were outlined, these being:

- School routes
- Overflowing litter bins
- Dog fouling
- Working with other partners
- A maintenance programme for ginnels
- Engagement, particularly with Parish Councils

The importance of the Environmental Sub-Group was highlighted in the new arrangements and it would be to this group that any requests for additional cleansing would be made if it was felt the request could not be accommodated without an impact on the service

The new service would be outcome focused and aimed to provide an equal standard of cleanliness for all residents. A multi-agency approach would be adopted in the priority neighbourhoods, with Halton Moor and Osmondthorpe being the first two priority areas for the Outer East

Further work would be needed for the next SLA as it had been found that some information collected as part of the process needed to be validated, an example of this being the location of litter bins

Members commented on the following matters:

- whether the new arrangements could work as proposed
- staffing levels and vacancy levels. Tom Smith stated that there had been some staffing issues earlier in the year but that a recruitment exercise had been carried out and currently there were no vacancies
- that the proposals would lead to a better integrated service and one which focussed foremost on service delivery rather than matters about land ownership
- that different levels of service had been a frustration for Members and that the arrangements provided the opportunity to make improvements and provide accountability
- the need for Village in Bloom to be given support along with other groups. Members were informed that the enforcement

team would be engaging with groups and communities as part of their role

I

RESOLVED – To note the report and the comments now made and to approve the Service Level Agreement for the delivery of delegated environmental services for the Outer East area

25 The major benefits and added value of Capital Well Being funding in South East Leeds

The South East Area Leader presented a report providing details of how the capital Well Being budget in the South East had been spent and the benefits gained from this expenditure. Appended to the report was a breakdown of the amount received between 2004 and 2010 for use by the Outer East Area Committee, this being £725,000, with Members being informed that the use of this money for projects in the area had led to additional funding being provided from other organisations, for the benefit of the area

RESOLVED - To note the contents of the report and the comments now made

26 Aire Valley Homes Leeds Involvement in Area Committees

The Area Committee considered a joint report of the South East Area Leader and the Chief Executive of Aire Valley Homes Leeds (AVHL) outlining the current involvement AVHL had with Outer East Area Committee

The Chair welcomed Simon Costigan, the Chief Executive of AVHL to the meeting and congratulated him on his recent appointment to that post

Mr Costigan presented the report and highlighted some of the work carried out, particularly in respect of the integrated locality working agenda and referred to the following matters:

- home visits, with each new tenant receiving a home visit
- walkabouts
- the work of the ASB team
- garden enforcement

Members commented on the following matters:

- that Members were not always able to take part in the walkabouts but this was not due to a lack of interest, but due to their many other commitments
- the likely effects of the Welfare Reform Bill, whether help and advice with money management or financial support was being considered
- the need to carefully balance the requirements of collecting rents with dealing sensitively and compassionately with difficult circumstances presented by tenants
- that the closer working with all 3 ALMOs was to be welcomed

Mr Costigan responded and stated that he was aware of how the

changes from a range of benefits to a single benefit could impact on tenants and the ALMO's income stream, particularly as over 70% of AVHL tenants were on some kind of benefit

Shaïd Mahmood, the South East Area Leader referred to joint working; that different approaches had been piloted in the South and South East Area and that Yvonne Crowther, leader of the resident-led model in South Leeds had been awarded the Regional Pride of Britain Award and was now going forward to the national awards. The East Outer Area Committee wished Yvonne well

27 Area Management Performance Reporting

Members considered a report of the Director of Children's Services which provided key performance information at a local level in line with the new Children and Young People's Plan 2011 – 2015

Mr Ken Morton from Children's Services presented the report and informed Members that this was the first of two reports to be presented to East Outer Area Committee on a yearly basis. The report before Members related more to social care data whereas the report to be presented to a future meeting would focus on educational attainment

Information was provided on:

- the number of Looked After Children across wards
- the increase in Child Protection Plans and additional resources to address this
- the information behind the data which was enabling providers to identify children and their families and target resources more effectively
- that a more detailed breakdown was available which clearly showed the problem to be more intensive in some parts of the city
- the NEET agenda and the need to focus on employment

Members welcomed the report but raised concerns that the Youth Service had not been referred to; that there was a desire to have greater local involvement in this area to ensure the Youth Service provision was appropriate for the needs of the area and that further information was requested on this

In response to table 3, new referrals, Mr Morton agreed at the request of the Chair to investigate any possible hotspots in the Kippax and Methley Ward and report back to him on this

Concerns were raised about data in table 8 referring to school inspection judgement grades which showed a high number of primary schools achieving a 'satisfactory' judgement which was not considered to be sufficient. Members were informed that this matter was likely to be focussed on when the debate around primary academies began

RESOLVED – To note the report and the comments now made

28 Outer East Business Plan 2011 - 2012

Members considered a report setting out the draft 2011/2012 Area Committee Annual Business Plan which would replace the Area Committee's Area Delivery Plan

The South East Area Leader presented the report and highlighted the progress made in relation to implementation of the Plan

RESOLVED - To note the contents of the report, to approve the business plan for 2011/2012 and to approve the forward plan of reports to East Outer Area Committee

29 Date and time of next meeting

18th October 2011 at 3.00pm in the Civic Hall, Leeds

Report of The Head of Parks and Countryside

Report to East Outer Area Committee

Date: 18th October 2011

Subject: Annual Report – for Parks and Countryside Service in East Outer Area Committee

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If relevant, name(s) of Ward(s): Cross Gates & Whinmoor Garforth & Swillington Kippax & Methley Temple Newsam	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:	

Summary of main issues

1. The report provides an area profile of key assets, information on park usage and a customer based perspective of the quality of the assets and services provided.
2. It highlights the current progress towards LQP status for community parks in the area. It provides the costs of achieving and retaining LQP status in community parks up to the year 2020.
3. The report details capital improvements in community parks, sport pitches and fixed play in the area for the last 12 months and expected improvements in the next 12 months.
4. It gives a detailed breakdown of events and volunteering in the area.
5. It provides a perspective on actions contained in the area delivery plan.

Recommendations

6. The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised

1 Purpose of this report

- 1.1 This report seeks to further develop the relationship between the Parks and Countryside service and the East Outer Area Committee, as agreed at Executive Board.
- 1.2 It provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives. In addition it seeks to provide a positive way forward for delivering the extended role of the Area Committee ensuring that the benefits of the revised roles are secured.
- 1.3 In particular it sets out at an area level progress made in attaining Leeds Quality Park standard. It also sets out investment needs to attain LQP standards and to retain them.

2 Background information

Service Description

- 2.1 Leeds City Council has one of the largest fully inclusive local authority Parks and Countryside services, managing almost 4,000 hectares of parks and green space.
- 2.2 This includes 7 major parks, 62 community parks and 95 recreation grounds and 391 local green spaces, which include 144 playgrounds and 500 sports facilities ranging from skateboard parks to golf courses, and which play host to 600 events annually. The service also manages a nursery which produces over 4 million bedding plants each year, 96 allotment sites, over 800km of PROW, and 156 nature conservation sites, as well as 22 cemeteries and three crematoria.
- 2.3 The 2009 Parks and Countryside residents survey showed that the service attracts almost 68 million visits each year from Leeds' residents alone, and that approximately 96% of these are regular park users. These range from anybody using a park for informal recreation (e.g. walking, observing nature) to people who take part in formal activities (e.g. football clubs, conservation volunteers or to attend events). The user surveys also evidenced that 10m visits are made to our green space by Young People (12-19) compared to 3.6m by Children (5-11).

Description of Delegated Function/Enhanced role

- 2.4 The enhanced role for Area Committees relates to community parks provision that have a wide range of facilities, including general recreation, sports pitches, play and formal and informal horticultural facilities.
- 2.5 Where developments are less significant or only impact on one site then ward members and community groups will be informed and consulted using established procedures. It is important to note that good levels of engagement with ward members exist and this role seeks to enhance this engagement.

3 Main issues

Area Profile of the Service

- 3.1 The following table summarises community green space assets managed by Parks and Countryside in the East Outer Area Committee:

Asset	Quantity
Community parks	7
Playing Pitches:	
Football	55
Rugby League	7
Bowling greens	9
Playgrounds	22
Multi-use games areas	3
Skate parks	2

Community Parks

- 3.2 Analysis from the 2009 residents survey was carried out relevant to the 10 community parks in the area which are;

Site Name	Annual Number of Visits	Total Annual Visits to East Outer Community Parks is 2.2m approx.
Allerton Bywater Sports Ground	130,963	
Barley Hill Park	291,329	
Glebelands Rec Ground	197,121	
Grove Road Rec Ground	18,764	
Halton Dene – Primrose Valley	362,711	
Manston Park	1,114,441	
Whinmoor Park	86,470	

- 3.3 The residents survey provides significant insight into the users of community parks, demographics of users, how they get there and what they do. A detailed insight of each community park is given in appendix 1. The key analysis points are;
- Approximately 68% of visitors are adults with 32% children and young people.
 - There are a wide range of reasons for visiting but nearly all visitors at some point go for relaxation or exercise. Other common reasons for visiting are for play and to enjoy the surroundings.
 - Nearly 80% of visitors travel to the park on foot of which 71% take less than 10 minutes to travel there.
 - Of the 18% who visit by car 65% take less than 10 minutes to get there.
 - 39% of visitors go to community parks either every day or on most days, whilst 76% go at least once a week.
- 3.4 Parks and Countryside provide annual pitch hire for sports teams in the area. The table below shows the number of teams with current bookings playing on pitches in the area; (*note this excludes clubs who have a long term lease in place*)

Age Group	No of Teams
Open Age	18
Juniors	40

Volunteering in the Parks and Countryside Service

3.5 Since the last report to Area Committees the service has focused resources for a community outreach team to increase the number of volunteers and value of activities which take place with the following key actions;

- Seeking a large increase in corporate volunteering due to enhanced marketing and communication.
- Continued and improved involvement with the many “in bloom” groups in Leeds.
- It is an ambition is to have a volunteer group for every community park.

3.6 It is estimated that volunteers across all groups contribute 3,376 days of voluntary work in the east outer area over a 12 month period. The tables below give details of works undertaken in east outer since December 2010 and the active groups in the area committee;

Work undertaken by volunteers working with the Rangers;

Site	Group / Organisation	Task
Letchmire Pastures	Daniel Yorath House	Scraping Footpath
	Brigshaw High School	Footpath work
	Daniel Yorath House	Litter Pick
Skelton Wood	Skelton wood Environment Group	Hedgelaying
		Footpath maintenance Litter pick
Temple Newsam	Turkish Community Group	Tree Planting
Town Close Hills	Daniel Yorath House	Footpath work Dead hedge creation Litterpicking Noticeboard maintenance Scrub bashing
		Friends of Billy Wood
	Prow volunteers	Fencing and stile building plus noticeboard replacement

Corporate volunteer actions;

Organisation	Site	Task	Number of Volunteers
O2 Think Big	Temple Newsam	Bracken bashing	2
O2 Think Big	Temple Newsam	Farm site improvements	20
Leeds Ahead – BT	Swarcliffe Woods	Footpath creation	25

Summary of the groups who are active in the east outer area committee or who carry out work within the area;

Group Name	Number of Volunteers	Estimated Volunteer Days
Daniel Yoreth House Conservation group	8	8
Friends of Billy Wood	8	3
Friends of Temple Newsam	50	1180
Skelton Woods Environment Group	8	96
Friends of Primrose Valley	15	40
Leeds Parks Volunteers	4	78
Leeds Voluntary Footpath Rangers	6	130
Leeds Wildlife Volunteers	12	216
Total	111	1751

Existing in bloom groups within the east outer area;

In Bloom Group	Number of Volunteers	Estimated Volunteer Days
Allerton Bywater	10	200
Garforth	20	400
Great & Little Preston	18	360
Kippax	25	480
Ledston	2	40
Methley & Mickletown	12	240
Micklefield	3	80
Swillington	8	160
Total	98	1960

Events

- 3.7 The bookings and licensing team has introduced improvements to the application process for events that occur on parks. They are providing greater assistance in helping community groups organise events with particular emphasis on ensuring legal and safety requirements are met but do not deter groups and organisations from organising activities. The table below shows a list of events held in the area committee so far in 2011;

Site Name	Month	Event	Total
Kippax Rec	August	Funfair (Stewart Robinson)	1
Neville Road Sports Field	May	10th - 17th Funfair (Tucker)	1
Temple Newsam	January	Orienteering	1
	February	Airienteers	1
		Orienteering	1
	March	Craft Fair	1
		Fire Brigade Training	1
		Virgin Balloon Flights	1
	April	BMX	2
		Book worm club	1
		Dawn Chorus	1
		Wedding	1
	May	Book worm club	1
City Slickers		1	
Diabetes Walk		1	

Site Name	Month	Event	Total
		Phoenix crafts	1
		Plant fair	1
		Steam Fair	1
		Wedding	3
		White Rose Horse show	1
	June	Band Concert	1
		Barnardos Toddle	1
		Bat Walk	1
		Farm open day	1
		Leeds Advocacy - Sponsored Walk	1
		Mini Breeze Event	1
		Picnic in the Park - LCC/Adult Social Care	1
		Race for Life	1
		Wedding	2
		July	Band in the Park
	Car Boot (FOTN)		1
	Cocoon		1
	Drive in movie		1
	Opera in the park		1
	Party in the park		1
	Play ground opening		1
	Silly Billy Goat Club		1
	Wedding		1
	August	(2nd - 4th) Breeze Event	1
		Airienteers	1
		Bat Walk	1
		British Cycling	2
		Funfair (Pullen)	1
		Phoenix crafts	1
		Wedding	2
	September	Farm open day	1
		Outback	1
		Phoenix crafts	1
		Walk in their shoes	1
		Wedding	1
		Wheatfields Midnight Walk	1
	October	City Slickers	1
		Dogs Trust	1
		Fungal Foray	1
		Ghost walk	2
Haloween		1	
Rothwell Lions Wild Boar Cycle Challenge		1	
Glebelands Rec	May	Garforth Tigers Gala	1
	July	Garforth Lions Gala	1
	August	LCC Youth Service	2
Total			68

Community Parks – Leeds Quality Park Status

3.8 The Parks and Green Space Strategy was approved at Executive Board in February 2009 and sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020. The Green Flag Award Scheme represents the national standard for parks and green spaces. It has been developed around eight key criteria as follows;

- **A welcoming place** - how to create a sense that people are positively welcomed in the park
- **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
- **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
- **Sustainability** - how a park can be managed in environmentally sensitive ways
- **Conservation & heritage** - the value of conservation & care of historical heritage
- **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success
- **Marketing** - methods of promoting a park successfully
- **Management** - how to reflect all of the above in a coherent & accessible management plan or strategy and ensure it is implemented.

3.9 The Parks and Countryside service reports annual performance against two local indicators based upon the Green Flag Award scheme;

- *The percentage of Parks and Countryside sites assessed that meet the Green Flag standard.*
- *The percentage of Parks and Countryside community parks which meet the Green Flag standard.* Performance against these indicators is illustrated in section 3.24.

3.10 The indicator includes an assessment of each community park which has particular relevance to Area Committee engagement. The scheme is known as the Leeds Quality Park (LQP) standard. The following table provides a summary of these assessments for the East Outer Area Committee.

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Allerton Bywater Sports Ground	2008								No
Barley Hill Park	2008								Yes
Glebelands Rec Ground	2009								No
Grove Road Rec Ground	2008								No
Halton Dene – Primrose Valley	2009								No
Manston Park	2008								Yes
Whinmoor Park	2010								No

Notes – Assessments due in 2011 are currently taking place but have not yet been recorded in full so no data will be shown in this report.

Key:

Meets Leeds Quality Park Standard on average for this key criteria	
Below Leeds Quality Park Standard on average for this key criteria	

3.11 From this table, there are 2 parks identified that meet the Leeds Quality Park Standard in the area, with 5 not reaching the standard. This is the same as the last Area Committee report.

3.12 The residents survey in 2009 enables an assessment of visitor numbers and satisfaction rating (scored out of 10) for a number of criteria for each park, set out in the following table:

Site	Design and Appearance	Cleanliness and Maintenance	Ease to Get Around	Range of Facilities	Horticultural Maintenance	Nature Conservation	Facilities for Families	Sports Facilities	Overall Impression
Barley Hill Park	6.7	5.8	8.0	5.1	6.8	5.8	5.6	5.8	6.4
Glebelands Rec Ground	4.5	4.8	7.2	2.7	5.7	5.6	3.0	5.7	4.3
Halton Dene – Primrose Valley	6.3	6.3	8.6	6.3	7.7	7.1	4.6	7.1	6.6
Manston Park	7.9	7.8	8.8	6.2	8.6	7.5	7.1	6.9	7.8
Whinmoor Park	5.2	6.4	7.6	2.5	7.2	6.8	2.8	3.6	3.2

Note – Allerton Bywater Sports Ground and Grove Road Rec Ground had insufficient responses to be able to accurately produce satisfaction data

Key:

Generally meets LQP expectations	7.0 - 10	
Generally below LQP expectations	0.0 – 6.9	

With the exception of Glebelands Recreation Ground this table broadly correlates with the professional audit undertaken for the Leeds Quality Parks assessment set out in paragraph 3.10. There are however issues identified with the range of facilities and facilities for families offered in many of the parks.

Playing Pitches

- 3.13 The residents survey in 2009 allowed respondents to rate sport facilities in parks. The results are shown in the table below;

Rating of Sports facilities	2009 (East Outer)	2006 (East Outer)
Fair to very good	80.2%	71.5%
Poor or very poor	19.8%	28.5%

The results show an increase in those rating sports facilities as fair or higher. This data is related to the table set out in paragraph 3.12.

Fixed Play

- 3.14 The residents survey in 2009 allowed respondents to rate facilities for children and their parents. The results are shown in the table below;

Rating facilities for children	2009 (East Outer)	2006 (East Outer)
Fair to very good	80.1%	79.8%
Poor or very poor	19.9%	20.2%

Results show a minimal increase in those who rated facilities as fair, good or very good.

- 3.15 Improvements to community parks during 2011 are as follows;

- Barley Hill Park – Improvements to area in and around bowling greens.

- 3.16 With regards to sports pitches In the last 12 months the following works have been undertaken in the area;

- Church Lane, Methley – Continued development of new pitches.

- 3.17 The following table provides a perspective on the minimum level of investment required to achieve the LQP standard for the five remaining parks. It also includes the level of reinvestment required across all the community parks in order to sustain the LQP pass up to 2020;

Site Name	Cost to Achieve (excluding fixed play)	Reinvestment (excluding fixed play)
Allerton Bywater Sports Ground	£8,000	
Glebelands Rec Ground	£10,000	
Grove Road Rec Ground	£27,000	

Halton Dene – Primrose Valley	£324,050	
Whinmoor Park	£118,725	
Total to achieve LQP	£487,775	
Average annual reinvestment		£22,720
Total reinvestment to 2020		£204,480
Overall Total Investment to 2020		£692,255

3.18 Reinvestment levels are estimated according to the expected lifespan of equipment and infrastructure as set out below;

Description	Timescale for Recurring Investment
Signage and interpretation	5 years
Fixed play (including MUGA's/skate parks)	10 years
Bins and benches	15 years
Paths and infrastructure	25 years
Landscaping	25 years

3.19 Planned improvements for the next 12 months are;

- Allerton Bywater Sports Ground – Working towards securing funding for a new skatepark.
- Barley Hill Park – Work is due to commence on tennis court fencing during this winter.
- Grove Road Recreation – New play area.
- Barley Hill Park – Improvements to drainage of sports pitches.

3.20 In terms of fixed play, work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skateparks are slightly cheaper on average at about £90k each. The table below shows the capital investment required on an ongoing basis to fund the area committees existing fixed play sites;

Fixed Play Type	No.	Total Replacement Cost £'s	Required Average Annual Spend £'s
Play Areas	22	2,640,000	264,000
Multi Use games Areas	1	90,000	9,000
Skate Parks	2	180,000	18,000
Totals		2,910,000	291,000

Area Committee funding for additional on site gardeners

3.21 A number of area committees provide additional funding for gardeners to increase site based presence at parks in the area.

Analysis shows that complaints to both Ward Councillors and the Parks and Countryside Service have declined on sites with increased daily presence. In addition, the service has observed an increase in the number of residents using parks and open spaces which is backed up by the residents survey data.

The site based gardeners increase working relationships with users, local residents and community groups. These site based staff further increase users satisfaction and support the aspiration to increase volunteer groups working within parks.

3.22 The following table summarises actions identified in the Area Delivery Plan (2008 – 2011) and a commentary from a service perspective;

Ref.	Action	Comments
E7	Working with various 'in bloom' groups to improve main village and town streets	The service continues to provide dedicated officer support to local in bloom groups

3.23 The following table highlights key performance indicators relevant to the service;

PI Code	Description	2009/10 Actual	2010/11 Actual	2011/12 Target	2012/13 Target
LKI-GFI / CP-PC50 / EM38	The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	23% (Target 21%)	23% (Target 23%)	26.2%	29.4%
LKI-PCP 22	Overall user satisfaction with Parks and Countryside (from the user survey)	7.37 (Target 7)	N/A	N/A	7
New	The percentage of parks and countryside community parks which meet LQP status	n/a	33.9%	40%	47.5%

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Close liaison with community and ward members is already in existence, utilising a variety of mechanisms, for example through residents' surveys, multi-agency meetings and community forums. In addition volunteers, Friends of groups and local residents are regularly consulted on local projects with input on design and physical implementation of a wide range of site improvements.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This report does not have an impact on equality and diversity. Further information is available on analysis of the residents survey 2009 specifically regarding equality issues on request.

4.3 Council Policies and City Priorities

- 4.3.1 The contents of this report set out how the Executive Board requirements can be met by taking a more proactive approach to involve and engage Area Committees in matters relating to community parks.
- 4.3.2 The information within the report contributes significantly to the sustainable economy and culture city priority plan.

4.4 Resources and Value for Money

- 4.4.1 The central government's Comprehensive Spending Review has had significant impact on local government budgets and it is anticipated that the budget allocation for Parks and Countryside will continue to be very challenging.
- 4.4.2 The service undertakes to sustain and develop the services provided to the public and has traditionally used a number of sources of financial support to achieve developments. These include grants from bodies such as Green Leeds Ltd, Sustrans, Natural England, National Lottery funding and developer contributions via section 106 (S106) funds.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report has no legal implications and is not subject to call in. There is no information which is confidential or exempt.

4.6 Risk Management

- 4.6.1 There are no significant risk management issues contained within the report, its conclusions and recommendations.

5 Conclusions

- 5.1 Community green space contributes in many ways to the delivery of the Corporate Priority Plan. They provide places for relaxation, escape, exercise and recreation. They bring communities together and make a positive contribution to the local economy, education, improve public health and well-being, and generally make a better place to live, work and visit.
- 5.2 Improvements to community parks, fixed play and playing pitches remain a priority, and there already has been investment made to deliver improvements along with further schemes identified. Issues are being addressed through the Parks and Green Space Strategy along with implementation of the Fixed Play Strategy and Playing Pitch Strategy.
- 5.3 Community engagement remains a key activity for the service with regular correspondence, attendance at meetings and briefings, along with more localised consultation where required. The principle consultation through the residents survey to 35,000 households is scheduled to take place again in 2012.

- 5.4 A programme of activities is planned for which updates and reports can be provided to the Area Committee to help inform, consult and influence community green space management.

6 Recommendations

- 6.1 The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised.

7 Background documents

- 7.1 Area Committee Roles, Outer East Area Committee, 4th July 2011
- 7.2 Annual Report for Parks and Countryside Service in East Outer Area Committee, Outer East Area Committee, 7th December 2010
- 7.3 Parks and Greenspace Strategy, Executive Board, February 2009
- 7.4 Fixed Play Strategy, Executive Board, September 2002

Appendix 1: Detailed Residents Survey Information

1.1 Total Number of Annual Visits

	Community Parks	Other P&C Sites	Total
East Outer	2,201,799	3,257,819	5,459,618

1.2 Reasons for Visiting – respondents select their five main reasons (The 24 choices have been grouped in this table)

Reason	Barley Hill Park %	Glebelands Rec %	Halton Dene – Primrose Valley %	Manston Park %	Whinmoor Park %	East Outer Total %
Exercise	45	43	100	85	100	76
Play	64	64	57	54	20	53
Dog walking	27	29	86	22	0	28
Enjoy the surroundings	18	7	86	56	20	45
Family outings	36	36	43	36	20	34
Relaxation	73	50	71	92	80	82
See Wildlife	18	7	29	8	20	12
Sport related	64	36	0	32	60	33
Other	18	0	0	17	20	15
Events	0	43	0	7	0	10

1.3 Age Profile of Visitors

Site	Age 20 – 39	Age 40 – 59	Age 60+
Barley Hill Park	42%	58%	0%
Glebelands Rec Ground	23%	46%	31%
Halton Dene – Primrose Valley	43%	29%	28%
Manston Park	26%	28%	46%
Whinmoor Park	50%	33%	17%
East Outer Total	30%	33%	37%

How visitors get to the parks and how long it takes to get there

1.4 Visitors on Foot – Journey Time

Site	% of visitors on foot	Less than 10 mins	10–20 mins	20-30 mins	30+ mins
Barley Hill Park	64%	71%	29%	0%	0%
Glebelands Rec Ground	100%	69%	23%	8%	0%
Halton Dene – Primrose Valley	86%	100%	0%	0%	0%
Manston Park	76%	66%	27%	6%	2%
Whinmoor Park	80%	75%	25%	0%	0%
East Outer Total	79%	71%	23%	5%	1%

1.5 Visitors by Car - Journey Time

Site	% of visitors by car	Less than 10 mins	10–20 mins	20-30 mins
Barley Hill Park	36%	75%	0%	25%
Glebelands Rec Ground	0%	~	~	~
Halton Dene – Primrose Valley	14%	100%	0%	0%
Manston Park	21%	60%	40%	0%
Whinmoor Park	0%	~	~	~
East Outer Total	18%	65%	30%	5%

1.6 How long do visitors stay. (Detailed information on each community park is available on request).

Time	Summer Stay		Winter Stay	
	Weekend	Weekday	Weekend	Weekday
Less than 30 Minutes	16%	27%	39%	47%
30 minutes to 1 hour	44%	46%	42%	42%
1 to 2 hours	27%	24%	13%	4%
2 to 4 hours	11%	1%	1%	0%
4 or more hours	1%	0%	0%	0%
Do not visit	1%	1%	4%	7%

1.7 How often do visitors go. (Detailed information on each community park is available on request).

	Summer	Winter
Every Day	15%	12%
Most Days	24%	14%
Once or Twice a week	37%	31%
Once every two weeks	11%	6%
Once a month	13%	29%
Seldom or never	0%	8%

1.8 Information taken from comments made in the survey.

Site	General satisfaction comments	What would make you stay longer or encourage more use	Any other comments
Barley Hill Park	Broken glass on hard surfaces is only regular comment.	More things to do.	Lighting and park wardens required to stop anti-social youths.
Glebelands Rec Ground	Mainly concern over decline in play area (play area has been refurbished since survey). Playing pitches well maintained but have drainage issues.	Improve play area (carried out since survey). More seating available. Toilet facility.	Would like the open spaces to be more visually attractive rather than just mown grass.
Halton Dene – Primrose Valley	Anti-social behaviour needs sorting out. Lack of dog bins/general littering issues.	Play area.	Lack of feeling safe at times.
Manston Park	Tennis courts are not up to the high standard of the rest of the park. Many positive comments about continued improvement. Irresponsible dog	Refreshment facilities. Toilets. A more noticeable park warden presence within the park. More seating and bins.	Growing concern over youth presence on an evening causing intimidation and making a mess.

Site	General satisfaction comments	What would make you stay longer or encourage more use	Any other comments
	owners. Play area is a little boring.		
Whinmoor Park	The park is okay but lacks a play area.	A play area.	

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Report author: Martin Hackett

Tel: 68942

Report of the Area Leader – South East Leeds

Report to Outer East Leeds Area Committee

Date: Tuesday, 18th October 2011

Subject: Outer East Area Committee Well being Budget Report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If relevant, name(s) of Ward(s): Garforth & Swillington Kippax & Methley Temple Newsam Cross Gates & Whinmoor	
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:	

Summary of main issues

This report seeks to provide Members with:

1. A summary of revenue spend approved for 2011/12
2. Details of new projects to be agreed
3. Details of projects work funded by the Well Being budget over recent months and the benefits they have provided for local residents.
4. An update on the current position of the Small Grants Budget

Recommendations

5. Members of the Outer East Area Committee are requested to:
 - a) Note the contents of the report and comment on the success of projects funded from the Well Being budget.
 - b) Note the position of the Well being Budget.
 - c) Note the Small Grants approved to date
 - d) Approve the following projects:

- Cross Gates Christmas lights - £2,890
- Garforth Christmas lights - £3,900
- Garforth Christmas lights switch on event – £9,140
- Kippax Christmas lights and switch on event - £3,000
- Crossing gates feature – maintenance to lights – cost to be provided at the meeting.

1 Purpose of this report

This report provides:

- 1.1 An update on the Well being budget.
- 1.2 A summary of projects funded to date
- 1.3 Details of projects funded by the Well being budget over recent months.
- 1.4 An update on the Small Grants Budget.
- 1.5 A recommendation to approve new project work.

2 Background information

- 2.1 The Well being budget allocated to Outer East Area Committee for 2011/12 is £185,220 which is a 12% reduction on the budget in 2010/11. However, there is approximately £35,000 of under spend from last years budget which has been carried over into this year providing a total budget of £220,000.
- 2.2 The budget had one commitment of £33,000 to fund the annual cost of its 11 Leedswatch CCTV cameras.
- 2.3 Area Committee agreed to continue to fund the following projects:
 - Dedicated Probation Services 'Community Payback' Team - £15,000
 - Gardening service for the elderly and disabled - £20,000
 - Provide an additional Community Environment Support Officer (CESO) - £27,700
 - Provide a small grants budget (up to £500 per project) for local community based projects - £10,000
- 2.4 The remainder of the budget was allocated by ward with each ward receiving £29,000 and agreeing to the following allocations against priority work streams:
 - Additional services to young people - £9,000
 - Tasking budget to support community safety/environmental work - £10,000
 - Community engagement and involvement - £10,000
- 2.5 At the Area Committee meeting in March 2011 Ward Members for Garforth & Swillington agreed to use its allocation to maintain opening hours at Garforth Leisure Centre until the building is transferred to the Schools Partnership Trust in Garforth. This reduced its ward allocation to £8,500 to support the work outlined in 2.4.
- 2.6 At the Area Committee meeting held in July 2011 Ward Members for Temple Newsam agreed to award £10,000 to ensure that the community centre in the Halton Moor One Stop Centre & East Leeds Leisure Centre remained open for youth work and

community events until at least October 2011. This reduced its ward allocation to £19,000 to support work outlined in 2.4.

3 Main Issues

3.1 Area Committee funded Community Environment Support Officer (CESO)

- 3.1.1 Outer East Area Committee has funded a CESO since April 2010 from its Well being budget to cover Garforth, Halton, Colton and Whitkirk. The cost to Area Committee per annum is £27,000 with all on costs.
- 3.1.2 During the recent restructure within the Environmental Services Division the officer appointed from well being funds was successful in acquiring a core funded post managing the litter pickers and street bin collectors. Area Committee was therefore responsible to cover the cost of the post up until the start of the new appointment.
- 3.1.3 The total cost to Area Committee was £6,614 which has provided a saving to the well being budget of just over £20,000.
- 3.1.4 There are a number of departmental restructures happening across the authority from now until the new financial year. Area Committee is therefore requested not to recruit to this post until there is further clarity across departments in relation to staffing levels. The £20,000 will be available to be shared evenly across all 4 Outer East wards on priority work. If the funding remains unspent it will be transferred over into the budget for 2012/13.

3.2 Christmas lights in Cross Gates (area crosses the 3 wards of Cross Gates & Whinmoor, Temple Newsam, Killingbeck & Seacroft)

- 3.2.1 The provision of Christmas lights in the Cross Gates shopping area has been a priority of the Cross Gates Forum for several years. Under the Town & District Centre regeneration scheme the lights on Austhorpe Road were upgraded to 'heritage style' lights that had the required fittings to carry Christmas light motifs. Several street lights along Station Road had acquired the necessary electrical installations from other sources of funding.
- 3.2.2 The motif hire is an annual cost and in 2010 it was split between the 3 wards with the cost determined by the numbers of street lights holding motifs. It is recommended that Area Committee agree to a similar funding proposal in 2011 with the Outer East costs being met from the respective wards community engagement funding stream of the well being budget. The costs are as follows:
 - Cross Gates & Whinmoor - £2,890
 - Temple Newsam - £340
 - Killingbeck & Seacroft - £510 (this has been approved)
- 3.2.3 This project meets the following priority of the Outer East Area Committees Business Plan :

Supporting work that helps town and district centres remain commercially active and vibrant.

3.3 Christmas lights in Garforth

3.3.1 The cost of motif hire and Christmas lights switch on event in Garforth has previously been met from core funds. However, due to budget pressures, the costs cannot be met from core funds in 2011.

3.3.2 Area Committee is therefore requested to meet this cost from Garforth & Swillington wards community engagement funding stream. Efforts have been made to secure match funding from the businesses in the Garforth area but this has proved unsuccessful.

3.3.3 The cost of the switch on event is detailed in the table below.

Essential Costs - Event Infrastructure and Health & Safety	
Stage,Barrier,Power, lights, stage pry install, de-rig & transport	£ 1,800.00
First Aid provision	£ 125.00
Road closure & Highways costs	£ 650.00
Event Management costs (Pre show and show, Risk Assessments, Site plans)	£ 500.00
Stage assistant	£ 60.00
Fire extinguisher hire	£ 45.00
Event Stewarding (Maximum cost depending on size)	£ 750.00
Leeds Lights staff to turn on the lights	£ 300.00
SUB TOTAL	£ 4,230.00
Additional extras	
Fireworks (recommended)	£ 1,000.00
SUB TOTAL	£ 1,000.00
TOTAL COST	£ 5,230.00

3.3.4 Discussions have been held with Ward Members for Garforth & Swillington and they have agreed to support the full cost of the switch on event in 2011. The event will be held on the 25th of November 2011.

3.3.5 The cost of motif hire is £3,910. This cost is for 22 lamp column motifs and 1 motif attached to the telephone exchange on Main Street.

3.3.6 The total cost to Area Committee is £9,140. This will be met from the remainder of Garforth & Swillington wards allocation for community engagement, tasking and activities for young people.

3.3.7 This project meets the following priority of the Outer East Area Committees Business Plan:

Supporting work that helps town and district centres remain commercially active and vibrant.

3.4 Christmas lights in Kippax

3.4.1 This annual event has previously received partial funding from Leeds City Council's (LCC's) core Christmas lights budget. The remainder of the cost has been met from funds from Kippax Festive Lights Committee.

3.4.2 In 2011 LCC is unable to contribute towards the costs of the lights and switch on event. Area Committee is therefore requested to contribute £3,000 towards this year's event. This will be funded from Kippax & Methley wards community engagement funding stream.

3.4.3 This project meets the following priority of the Outer East Area Committees Business Plan :

Supporting work that helps town and district centres remain commercially active and vibrant.

3.5 Small Grants

3.5.1 Area Committee has set aside £10,000 of its Well Being Budget for small grants to fund discreet community based projects. Details of small grants funded to date are listed on **appendix 1**.

3.5.2 This project meets the following priority of the Outer East Area Committees Business Plan:

Communities are empowered and engaged. People get on well together.

3.6 Crossing gates feature in Cross Gates

3.6.1 The above feature was installed in late 2008 as part of the Council's Town & District Centre capital scheme. Under this programme most of the features installed were adopted by the respective council department to be maintained from its core budget. There were two exceptions to this rule where Area Committee was required to cover maintenance costs from its Well Being Budget, these being:

- CCTV monitoring/maintenance and BT costs
- Maintenance of the crossing gates feature

3.6.2 Highways were concerned about the potential maintenance implications of the gates feature and therefore in order for the capital approval to go ahead Outer East Area Committee were asked to find funding to maintain the feature from its Well Being Budget.

3.6.3 At the Outer East Area Committee meeting held on the 8th of July 2008 it was reported as follows (section 3.4.5) under the Town & District Centre Regeneration report:

Asset Management Group (AMG) agreed to increase the funding for this project at its meeting in April. However, it later transpired that there is also potentially a substantial maintenance responsibility that will have to be met for this feature. Details of potential maintenance are provided on Appendix 1. It is important to note that the maintenance costs outlined in appendix 1 are 'worst case scenario' and in reality it is unlikely that maintenance over 10 years will be anywhere near this figure. Despite this Highways feel that they cannot accept this potential maintenance responsibility and as a result Outer East Area Committee have been asked by AMG to consider underwriting this cost.

- 3.6.4 Area Committee agreed to set aside of provisional sum of £4,628 per annum for a 10 year period. Since becoming operational several lights have fused and been repaired by SEC. However, no charges and ever been made and to date maintenance of the feature has not cost Area Committee a single penny.
- 3.6.5 A problem has now been identified by SEC where there is water ingress into one of the sealed lighting units because of the rising water table on the roundabout that is causing several lights to 'trip'. SEC feels they can remedy the fault by replacing the faulty unit and by drilling holes that will allow the water to 'run off'. The cost of this work is not available at the time of writing this report but should be available to Area Committee on the 18th of October.
- 3.6.6 Area Committee is requested to meet this cost from the provisional sum it has previously agreed to set aside and from some of the funds saved from the CESO post referred to in 3.1 of this report.
- 3.6.7 This project meets the following priority of the Outer East Area Committees Business Plan:

Supporting work that helps town and district centres remain commercially active and vibrant.

3.7 Gardening Service delivered by Swarcliffe Good Neighbours scheme

- 3.7.1 The gardening service project ended on the 1st of October. The number of gardens broken down by ward is detailed below:
- Garforth & Swillington - 61
 - Kippax & Methley - 64
 - Cross Gates & Whinmoor - 109
 - Temple Newsam - 74
- 3.7.2 The number of gardens completed is more than double that achieved last year but under the target figure of 350 agreed at Area Committee.

3.7.3 This project meets the following priority of the Outer East Area Committees Business Plan:

Neighbourhoods in Outer East are clean and attractive.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the well being budget is secured at Area Committee.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality group the project will work with, and how equality and cohesion issues have been considered.

4.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

4.3 Council Policies and City Priorities

4.3.1 The projects outlined in this report contribute to target and priorities set out in the following council policies:

- Vision for Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

4.5.2 There are no key or major decisions being made that would be eligible for Call In.

4.6 Risk Management

4.6.1 All proposals requesting well being funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

5 Conclusions

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

6 Recommendations

6.1 Outer East Area Committee is requested to note the savings from the CESO post detailed in 3.1

6.2 Outer East Area Committee is requested to confirm approval of the Well Being funds being used to support the following projects:

- Cross Gates Christmas lights - £2,890
- Garforth Christmas lights - £3,900
- Garforth Christmas lights switch on event – £9,140
- Kippax Christmas lights and switch on event - £3,000
- Crossing gates feature – maintenance to lights – cost to be provided at the meeting.

6.3 Outer East Area Committee is requested to note projects funded from the small grants budget as detailed on **appendix 1**.

7 Background documents

7.1 Well Being Budget report to Outer East Area Committee – March 2011

7.2 Area Functions schedule report to Outer East Area committee – July 2011

7.3 Town & District Centre Regeneration report – 8th July 2008

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Appendix 1 - Outer East small grant position as at 4 Oct 2011

Cross Gates & Whinmoor ward		Ref	Status	£
Manston Park Bowling Club	Additional bowling shelter	OE/11/01/S	Funding Agreement received	500.00
8th Seacroft (St Gregory's) Rainbow's / Brownies	Transport for trips 2011	OE/11/02/S	Funding Agreement received	135.00
				635.00

Garforth & Swillington ward		Ref	Status	£
Garforth Parish Church Cricket Club	New nets	OE/10/17/S	Paid	500.00
				500.00

Kippax & Methley ward		Ref	Status	£
Ledston Luck Centenary Celebrations: 17 Sept 2011	Contribution towards event (£300)	OE/11/04/S	Rejected - submitted too late	-
				-

Temple Newsam ward		Ref	Status	£
East Leeds Unity Day: 5 Aug 2011	Contribution towards event	OE/11/03/S	Approved	500.00
				500.00

Total grants (£)	1,635.00
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Report author: Martin Hackett
Tel: 3368942

Report of the South East Area Leader

Report to Outer East Leeds Area Committee

Date: 18th October 2011

Subject: A summary of Key Work

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Garforth & Swillington		
Kippax & Methley		
Cross Gates & Whinmoor		
Temple Newsam		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. The report will detail priority work carried out in the area over recent months.
2. The report will provide an update on Swarcliffe PFI credits.
3. The report will provide minutes relating to community engagement activities, partnership meetings and meetings of Area Committee Chairs.

Recommendations

4. Area Committee will be requested to note the report and raise any queries.

1 Purpose of this report

1.1 The report will provide Area Committee with details of key activities in recent months including project work and community engagement.

1.2 The report will provide an update on Swarcliffe PFI credits.

2 Background information

2.1 Since 2008 Area Committee has produced an annual Area Delivery Plan. In 2011/12 this will be replaced by a Business Plan with a focus on community engagement, partnership work, functions delegated to Area Committee, integrated working and locality working. This report will update Area Committee on priority work, including project work and community engagement as well as key issues for discussion.

2.1 The report will include relevant attachments such as community forum minutes, partnership minutes etc.

3 Main issues

3.1 Swarcliffe PFI credits

3.1.1 This budget of £350,000 has been delegated to Area Committee with all projects having to be approved at Area Committee meetings. The funding came about after lobbying by Cross Gates & Whinmoor Ward Members that followed initial problems with the PFI contract in the Swarcliffe area.

3.1.2 The most recent project to provide parking improvements at Stanks Drive, Swardale Green, Swardale Road and Langbar Close are now completed. The final cost was significantly lower than originally estimated and this money will now be available to spend on other project work.

3.1.3 The breakdown of expenditure is as follows:

- Environmental improvement works (bins, benches, notice boards etc) - £58,546
- Renewal of kitchen at St Gregory's Youth & Adult Centre - £18,641
- Parking Improvements - £104,857
- Community Environment Support Officer (CESO) - £60,715

3.1.4 The total amount spent to date is £242,759 leaving a balance of £107,241. The CESO post is funded until the end of March 2014.

3.2 Work of the Community Environment Support Officers (CESO's)

3.2.1 Between the 1st of July and 5th of October the South Outer East Team dealt with 257 requests for service.

3.2.2 44% of these jobs were proactively identified by the officers whilst on patrol allowing action to be taken to resolve issues before they impact on the community and lead

to complaints. Patrols of all areas are undertaken by the officers on a daily basis with officers regularly calling in to local housing offices and community centres to show a visible presence to residents and pick up any environmental issues. In addition the CEO's attend all tasking meetings and residents forums.

3.2.3 The following numbers of referrals were made for the removal of refuse, needles or graffiti;

- 87 Street Cleaning
- 26 Graffiti Team
- 7 Virgin Media
- 11 Yorkshire Metro
- 19 Highways
- 2 Yorkshire Electric
- 21 Parks & Countryside

3.2.4 There were 44 legal notices served by the team including,

- 26 for waste in gardens and other domestic waste issues.
- 8 for littering offences.
- 4 for dog fouling.
- 6 for obstruction of the highway.

3.2.5 Work with Community payback has resulted in a number of ginnels and other pieces of miscellaneous land across the wards being cleared and cut back.

3.2.6 The Team also provided an information stall over the full 5 days of the Older Persons Week.

3.2.7 The CEO covering Temple Newsam ward has been on sick leave during August and September. He is making a good recovery and should be back to work by November. During his absence the Halton and Halton Moor area has been covered by the other CEO's and Enforcement Officers for the area. The CESO covering Garforth and Halton has taken up a new role as the Street Cleaning Supervisor for the Locality Team. The work in Garforth is now being covered by the CESO that covers the villages and other members of the team's enforcement officers.

3.2.8 The Locality Team no longer deals with domestic noise nuisance, which has gone to a city wide noise team. Although the South East Team has lost 2 officers to this new team, noise was a significant proportion of the teams work. As a consequence the removal of noise work has left the environmental team with additional capacity which allows them to cover sickness absence and ensure that all areas of South East Leeds receive officer coverage and support.

3.3 Area Committee sub-groups and partnership bodies

3.3.1 **Environmental sub-group.** The Environmental champion, Cllr Katherine Mitchell, chairs the Environmental sub-group which has agreed to meet for one hour before

each Area Committee meeting. The notes of the meeting held on the 13th of September are attached as **appendix 1**.

3.3.2 The primary objective of the group for meetings held during 2011/12 is to ensure a Service Level Agreement for the first 6 months is in place and that robust monitoring procedures are put in place to ensure an improvement in the service over that period. The group will also be engaged in having a new SLA in place for April 2012.

3.3.3 **Health & Well Being Partnership.** There have been no further meetings of this partnership since Area Committee last met in September. A report concerning activities and priority work of the partnership will be brought to the next meeting of Area Committee in December.

3.3.4 **Divisional Community Safety Partnership.** Cllr Katherine Mitchell represents the Area Committee on this partnership that most recently met on the 8th of September 2011. The minutes of that meeting were not available at the time of mail out.

3.4 Community Engagement

3.4.1 **Older Persons Week.** This year's event was held over the following dates and venues:

- 26th September – Great Preston & Little Preston Village Hall
- 27th September – St Gregory's Youth & Adult Centre, Swarcliffe
- 28th September – Christ Church Hall, Halton
- 29th September – Kippax Social & Welfare Club
- 30th September – Garforth Liberal Club

3.4.2 This event is held annually to celebrate the contribution older people make to our communities; provide them with advice and information especially in relation to health, safety and services; and for them to have a good time. Attendance on all 5 days was very good with approx 500 older people engaged over the course of the week. The event is funded by Area Committee costing around £3,500 from its community engagement stream of the well being budget.

3.5 Community Forums

3.5.2 The minutes of community forums held over recent months are detailed below:

- Whinmoor Forum – 19th July – attached as **appendix 2**.
- Swarcliffe Forum – 20th July - attached as **appendix 3**
- Cross Gates Forum – 27th July – attached as **appendix 4**.
- Kippax & Methley Forum – 21st September – attached as **appendix 5**.

- Garforth & Swillington – 27th September – attached as **appendix 6**.

3.5.3 The minutes of the Halton Moor/Osmondthorpe Forum (11 October), Whinmoor Forum (11 October) and Halton Forum (13 October) were not available at the time of mail out.

3.6 Tasking Teams

3.6.1 **Cross Gates & Whinmoor.** The main actions of this group have concentrated on hotspot locations for ASB and nuisance such as Stanks Parade of shops. As well as CCTV that has been installed, the Neighbourhood Policing Team have treated it as a priority area and Aire Valley Homes have installed a stud wall to alleviate problems residents living above the shops are having with youngsters that congregate at this location.

3.6.2 There has also been an emphasis on taking action to address the problems associated with empty buildings in the area, most notably empty public houses. Combined efforts with the Police, ASBU, enforcement and the environmental action team has seen a reduction in complaints of nuisance, dumping and vandalism associated with these buildings.

3.6.3 **Garforth/Kippax & villages.** The actions from this meeting have focused on a number of individuals involved in anti-social behaviour where repossession proceedings are pending. There has also been an increase in domestic burglary associated with individuals coming from outside the area.

3.6.4 Environmental enforcement has been taken against several fast food outlets in the villages main shopping areas. This is mainly in relation to discarded litter from these outlets e.g. take away boxes.

3.6.5 **Temple Newsam.**

3.6.6 The emphasis in this area has been to address the increase in burglaries and stop the nuisance of off-road motorbikes especially around Halton Moor, Halton and near Temple Newsam park.

3.6.6 There have been 55 lock upgrades and sash jammers fitted in the Colton and Whitkirk areas using tasking funds. This is to address the issue of euro-profile locks being vulnerable to break-in. The Sutton estate, which has also seen an increase in burglaries, was recently targeted as part of operation champion.

3.6.7 There have been numerous seizures of off-road motorbikes that have plagued the area. During the summer complaints peaked but in the last 6 weeks complaints have reduced by 50%.

3.7 Probation Services ‘Community Payback’ scheme

3.7.1 There have been 22 referrals since April 2011 and 18 of these jobs have been completed to date. The vast majority of the work has been clearing vegetation, litter clearing, tidying ginnels, helping in bloom groups etc. The work is fairly evenly spread across all 4 wards and generally speaking this service is still providing good

value for money in the Outer East wards and feedback has been good from those receiving the service.

- 3.7.2 In a number of instances however there have been significant delays in getting specific jobs completed. These included work at Sherburn Court and Kippax High Street, as well as providing monthly costs of work completed as included in the service level agreement. Monthly meetings are held with Probation Services to go through referrals, track the work of the team and address any issues as they arise. This is intended to prevent future delays, expedite outstanding work and ensure that the project runs smoothly.

3.8 Supporting town and district centre's

- 3.8.1 A priority action within the Area Committees Business Plan is 'supporting work that helps town and district centres remain commercially active and vibrant'. In recent weeks the Area Management Team has helped Garforth traders and businesses to form a business association to improve trading on the main street and develop opportunities to ensure the street's long term welfare. Their first meeting was held on Monday 3rd October and was attended by approximately 30 traders with a further 20 wishing to become involved once the group is launched.
- 3.8.2 At the meeting, traders had a presentation on LCC's parking strategy for the area and discussed opportunities for the traders to form their own association. The group will next meet on Tuesday 18th October to agree their response to the parking recommendations.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The community forums and older person's event week outlined in section 4.5 form the main part of the Area Committees face to face community engagement strategy that is incorporated into its Business Plan. The PACT meetings outlined in 4.6 forms an important part of the Policing Pledge, to engage and set policing priorities with local people.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.
- 4.2.2 The work included in this report that support this legal duty includes: Wyke Beck Valley pride; local fire service changes; community engagement, especially in relation to older person's week; and partnership work.

4.3 Council Policies and City Priorities

- 4.3.1 The proposals contained within this report contribute to the existing targets and priorities set out in the Council's Policy Framework in the following plans:

- Safer & Stronger Communities Plan
- Children & Young Peoples Plan
- Health & Well Being City Priority Plan

4.4 Resources and Value for Money

4.4.1 There are no resource implications as a result of this report other than funding that has previously been agreed by Area Committee from its respective capital and revenue budgets.

4.5 Legal Implications, Access to Information and Call In

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

4.5.2 There are no key or major decisions being made that would be eligible for Call In.

4.5.3 There are no legal implications as a result of this report.

4.6 Risk Management

4.6.1 This report provides an update on project work and key issues in Outer East. Any projects funded from the Well Being Budget complete a section identifying risks and solutions as part of the application process.

5 Conclusions

5.1 The report provides up to date information on key work and key issues for Area committee to consider. Members are requested to note the content of the report and raise queries relating to issues raised within the report.

6 Recommendations

6.1 Area Committee is requested to note the content of the report and raise queries relating to issues raised within the report.

7 Background documents

7.1 Outer East Area Committee capital budget report – February 2010.

7.2 General purposes committee report – 26th May 2011.

7.3 Outer East Area Committee report – Local Authority appointments to outside bodies July 2011

7.4 Outer East Area Committee Business Plan report July 2011.

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Appendix 1

Outer East Environmental sub-group minutes 13 September 2011

1. Attendance & Apologies

Cllr Mitchell (chair), Cllr Murray, Cllr Lewis (for Cllr Wakefield), Tom Smith (Environmental Services), Kris Nenadic (Parks and Countryside), Jason Kirk (AHVL), Steve Sheriffe (ENEHL), Michael Holdsworth (AVHL)

Apologies – Cllr Wakefield, Cllr Grahame

2. Minutes of last meeting

2.1 Councillor Murray raised the photovoltaic project and which houses, in which wards, were being provided with these systems.

3. Service Level Agreement (SLA)

3.1 Tom S went through the SLA pointing out the agreed principles and priorities and asked for comment.

3.2 Councillor Murray was concerned that there was monitoring in place that allowed for success to be measured effectively in a way that did not resort to jargon and would be clear to Members and the public. Issues such as whether litter bins have been emptied and whether local hotspots are being dealt with effectively were key to this.

3.3 Tom S described that the performance monitoring regime was still in development but agreed that there needed to be a mixture of statistics and qualitative case studies to describe the success or otherwise of the services. This report needs to reflect the principles and priorities set out in section 6 of the SLA and show how the service is delivering on each of them. Cllr Murray was particularly keen to show how organisations are taking a joint approach to solving problems as this was a key principle of the SLA arrangements. **ACTION - Tom S to bring draft of performance report to next Sub-Group addressing the priorities within section 6 of the SLA.**

3.4 Steve S outlined the performance reporting within ENEHL and agreed to send examples to Tom S to help with the development of performance reports for the group. **ACTION – Steve S to send example performance reports to Tom S.**

4.0 SLA Monitoring

4.1 Tom S outlined the future process for the next SLA for 2012/13 and the project work that would continue over the next six months to deliver this.

4.2 All agreed that the Sub-Board needed to see updates and progress on particular projects within the Locality function, such as the ginnels project and the review of street cleansing functions. **ACTION - Tom S to provide an outline of the projects within Locality to next Sub-Board.**

4.3 Future items for the agenda were discussed. It was agreed that the next Sub-Board should focus on the performance update and looking at the key projects to develop a work programme for the Sub-Board going forwards.

**Minutes from North Whinmoor Forum & PACT meeting
19 July 2011
held at Fieldhead Community Centre**

Appendix 2

Present:

Cllr Peter Gruen (Chair), Cllr Pauleen Grahame, Cllr Suzi Armitage, James Nundy (LCC - South East Area Management, minutes), Coullin Meikle (LCC – Youth Services), Sgt Andy Hill (West Yorkshire Police), PCSO Sharon Taylor (WYP), Brenda Speight (Red Hall Neighbourhood Watch / Killingbeck Crime Prevention Panel), Heather Jackson (Skelton Woods environmental Group), Pam Parker (Aire Valley Homes Leeds), Victoria Nunns (LCC – Parks & Countryside),

Apologies:

Insp Tom Harrison (WYP), Dorothy Burke (Bunnies Pre-School Group), Sharon Smith (Whinmoor Juniors), Rita Green (Whinmoor Bowling Club), Paul Spandler (LCC – Environmental Action Team), Wendy Rogers (LCC - EAT)

1.0	PACT meeting – Sgt Andy Hill & PCSO Sharon Taylor	Action
1.1	In the last six week period there have been a total of 32 crimes and 63 anti-social behaviour incidents recorded.	
1.2	Of the crimes, 16 have been burglary of dwellings via attack of Europrofile locks. The Forum was advised to replace door locks with something more secure. See recommendations from CASAC (casac.org.uk) who work with the Police.	
1.3	Victims of crime can be visited by the crime reduction officers – phone the police.	
1.4	Several motor bikes have been seized and it is hoped the issues won't be as bad as last summer.	
1.5	The ASB hotspots are currently: Stanks Drive, Stanks Gardens and Stanks Parade.	
1.6	Advertising for the PACT meetings is done via the police website, leaflet drops, newsletters and neighbourhood watch schemes. It was acknowledged that it could be improved <ul style="list-style-type: none"> • JN to work with the police to increase numbers attending the PACT / Forum meetings 	JN / Police
1.7	It was noted that Naburn Court had been broken into.	
1.8	A discussion took place between Cllr Grahame and the police. The main issues centred around a comment from Sgt Hill noting that if they have any issues, middle class residents tend to contact the police direct, rather than attending a meeting such as the PACT.	
1.9	It was also noted that: <ul style="list-style-type: none"> • in the past, the police meetings have been well attended • The same people tend to attend all of the meetings 	
1.10	Police drop-in sessions at the housing office stopped about six months ago. PP suggested they could be trialled again to see if the service can be sustained. <ul style="list-style-type: none"> • Sgt Hill to discuss with Insp Harrison 	Sgt Hill

2.0	North Whinmoor Forum - welcome, introductions and apologies	
2.1	Cllr Gruen welcomed everyone to the Forum meeting, introductions were made and the above apologies were noted.	
3.0	Minutes of the meeting held on 12 April 2011	
3.1	Agreed as an accurate record.	
4.0	Matters arising from those minutes	
4.1	(7.4) Pendas Arms pub / shops – the land surrounding this area is a mixture of ownership with LCC Parks & Countryside, Highways and ALMO. These service areas are trying to coordinate grass cutting on the same day. The responsibility for the land around the shops lies with the shops.	
4.2	Fieldhead Shops Paul Spandler / Environmental Action Team to visit the area and issue fixed penalty notices to anyone seen dropping litter.	
4.3	(6.3) Oakdale Nursery has now closed. It was surplus to requirements.	
4.4	(6.4) Whinmoor Library is staying open and will have additional young family space.	
5.0	10 minute open floor	
5.1	No issues raised.	
6.0	Update on Red Hall issues – Vicky Nunns	
6.1	<p>Travellers encampment</p> <p>The travellers are thought to have visited this site as LCC have secured many of their usual sites and they are looking for alternatives.</p> <ul style="list-style-type: none"> • The traveller actually got in from the five acre side off Winmoor Lane, Parks & Countryside have since blocked this off • They have installed a knee rail from the Whinmoor Lane up to the rugby league to prevent any access via this location in the future and have installed a lockable metal barrier (opposite Strikes Garden Centre) where the bollards have previously been, so it can be secured but access can still be gained for maintenance. The barrier is set back to allow pedestrian access • The traveller liaison team took this to court on 15 June 2011 and the travellers left shortly afterwards • Most years the fields are so wet you can't get a caravan on or off and that this is why football isn't played there anymore • Parks & Countryside had been considering resurrecting the playing field status either for a one off summer football tournament or more likely a transition site to summer rugby league, probably suitable in a dry year • The changing rooms were stripped of all copper and lead during the time of the traveller encampment • There is still a problem with parking. Since the road was tarmaced the width of the road is reduced, and on a weekend customers visiting the garden centre fill that car park and then overflow onto the road <ul style="list-style-type: none"> ○ Possible parking on edge of grassed areas 	

6.2	<p>Naburn play area</p> <ul style="list-style-type: none"> • The Playbuilder money isn't available anymore but the new play area now has the go-ahead • A revised plan for a small play area was tabled with salient points • Six responses have been received so far • Next stage is reviewing, then costing and timescales • An update will be available for the October forum meeting for final tweaking and allow a start on site date in 2012 	
<p>7.0 Youth work in Whinmoor – Virgil Meikle</p>		
7.1	<p>The Youth Service brochure for the Whinmoor area was tabled.</p>	
7.2	<p>The Wednesday night sessions have now stopped due to the group using drugs and alternative provision is now in place to help them stop.</p>	
7.3	<p>A new session has started on Monday nights</p>	
7.4	<p>Pizza shop at White Laithe shops is a focus for youth provision and hot spots mentioned by the public are being targeted.</p>	
7.5	<p>Work with Extended Services is on-going and they have also provided some funding to develop projects in the John Smeaton area.</p>	
7.6	<p>In September, a major consultation with young people will take place.</p>	
7.7	<p>Sports activities are also being developed</p>	
7.8	<p>NEETs (young people Not in Education, Employment or Training) have been caught and diverted into skills based work eg apprenticeships</p>	
7.9	<p>Volunteers are recognised as doing invaluable work in the area.</p>	
7.10	<p>A poster was tabled detailing the Seacroft and Manston children's and young people event which will be on 1 August 2011 from 1-4pm in Manston Park.</p>	
7.11	<p>On Tuesday afternoons at St Gregory's Youth & Adult Centre, 5-12 older teenagers now attend a new group.</p>	
7.12	<p>The Outer East Area Committee has given £7,000 towards additional school holiday activities in the Cross Gates and Whinmoor ward. The money will be used to bring activities into the ward, rather than take the young people away eg to theme parks</p>	
7.13	<p>There has been a big push advertising what's available for young people, in schools and via the Breeze website: breezeleeds.org</p>	
7.14	<p>The Monday group at Fieldhead Community Centre started with three young people attending, but has risen to 12. It is a sports based group with team building and rapport building.</p>	

8.0	Environmental enforcement - Update from Environmental Action Team	
8.1	<p>Activity Report - 12 April 2011 to 19 July 2011 The Environmental Action Team responded to 126 requests for service in relation to local environmental issues including:</p> <ul style="list-style-type: none"> • Notices have been issued to 26 occupiers in the area requiring them to remove all refuse from their gardens • Nine occupiers have been advised that their hedges are overhanging the highway and require cutting back. Now it's the growing season all occupiers should ensure that their hedges are cut back to prevent them overhanging and obstructing footpaths and roads • An unauthorised crossing on the footpath on Red Hall Chase has been removed and replaced by an approved dropped kerb • An action day on the Red Halls resulted in flytipping being removed from around the garages and several private owners were required to tidy their gardens and cut back overgrown vegetation • Weekly referrals to LCC Cleansing and Aire Valley Homes to have any dumped waste and graffiti removed • Gas bottles dumped near Hebden Walk have been removed and safely disposed of • A large amount of furniture and domestic waste was dumped outside a property on Wellington Hill. The landlord was traced and made to remove the waste • A dog owner from Whinmoor area was fined £75 for allowing his dog to foul in Manston Park • Building work to development at the rear of West Winn Garth caused damage to footpath. Developer is to make good on completion of work 	All
8.2	<p>Wendy Rogers and Simon Norman (CESO) patrol the area weekly. If any residents would like Wendy or Simon to call in on them to discuss any issues in their area please get in touch:</p> <ul style="list-style-type: none"> • Wendy Rogers tel: 07891 277 700 • Simon Norman tel: 07891 278 378 	
8.3	<p>Cllr Gruen noted the push for clean, tidy and respectful streets, with appropriate action when required.</p>	
9.0	Report from Aire Valley Homes – Pam Parker	
9.1	Rent arrears have increased across the board, with a slight increase of £3,500 in the Whinmoor area. Promotion of advice sessions are taking place and benefits for those who qualify are expected to increase	
9.2	Two properties are under notice, five properties are in repair and 22 properties are relets (two through mutual exchange)	
9.3	The Aire Valley Homes Anti-Social Behaviour team launched in April and the monthly AVH meetings include an ASB section. There were three live cases, one is now closed and two are on-going (one in the Naburn's and one in the White Laithe's).	
9.4	There are two noise nuisance cases involving out of hours noise and a parking issue.	
9.5	Monthly walkabouts are on-going. The next is on 21 April and covering Coal	

	Road / Red Hall's area.	
9.6	A business plan is in place for adaptations and it is hoped all adaptation referrals will be completed this year. <ul style="list-style-type: none"> • A discussion followed regarding reletting adapted properties 	
9.7	Baildon garages <ul style="list-style-type: none"> • £20,000 capital funding has been secured from Area Panel and Aire Valley Homes • A flier will be distributed in the near future with an update • Ten owners are still in the garages at the moment but there is an officer working with them • The plans have the full support of the ward members and have been working towards it for many years • Next step is procurement, to get best quotes from three contractors. Two quotes have been received to date, with one still to come back • First phase will be demolition 	
9.8	Red Hall area <ul style="list-style-type: none"> • The Red Hall area is made up of owner occupiers and AVH tenants. It is seen to need attention – A day of action has been arranged for 19 May by AVH and estate caretakers to clear all the dumping, fly-tipping and litter • The Community Payback Team will be asked to paint the garage doors and fencing 	
9.9	Gardens 13 untidy gardens have been served with a clean up notice and they complied. AVH will be introducing a recharge scheme where AVH caretakers could visit to do some work, but the cost will be recharged back to the client.	
9.10	Hawthorn Farm / Bluebell Woods Options been looked at with Groundwork Leeds as to how best to improve the entrance.	
10.0	Any Other Business and date of next meeting	
10.1	JN promoted the forthcoming cricket weeks for local young people aged 7-15 , with coaches from the Yorkshire Cricket Board. The Kippax week is 1-5 August and Whitkirk is 15-19 August. The Outer East Area Committee has put forward £5,000 towards the two cricket camps. <ul style="list-style-type: none"> • For more information or to register, please call James on the number below 	All
10.2	JN promoted the Older Person's Event week , another event funded by the Outer East Area Committee. <ul style="list-style-type: none"> • The week runs 26-30 September and there are five local events • The local event for the Whinmoor area is on Tuesday 27 September at St Gregory's Youth & Adult Centre in Swarcliffe • Each event starts with information stalls aimed at the older generation, followed by a buffet lunch and then afternoon entertainment • They are open to anyone 60 or over and living within the following outer east wards: Cross Gates & Whinmoor; Garforth & Swillington; Kippax & Methley; Temple Newsam • For more info and to reserve a place, please call James on the number below 	All
10.3	Next meeting is scheduled for 5 October 2011.	

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Appendix 3

Present:

Cllr Suzi Armitage (Chair), Cllr Peter Gruen, Cllr Pauleen Grahame, James Nundy (South East Area Management Team), Virgil Meikle (LCC - Youth Service), Sharon Taylor (West Yorkshire Police), Simon Green (WYP), Doreen Scahill (Whinmoor 'B' Residents Association), Rita Grainger (WBRA), Julie Wilson (resident), Tony Wilson (resident), Nathan Vaughn (LCC – Environmental Action Team), Pam Parker (Aire Valley Homes), Siddiga Austin (resident), Peter Simpson (resident),

Apologies:

Inspector Tom Harrison (WYP), Ken Hill (Swarcliffe Good Neighbours)

1.0	Welcome, introductions and apologies	Action s
1.1	Cllr Armitage welcomed everyone to the meeting. Introductions were made and the apologies noted.	
2.0	PACT meeting – Neighbourhood Policing Team	
2.1	Crime and anti-social behaviour figures from the last six weeks were reviewed: <ul style="list-style-type: none"> • A total of 32 crimes were recorded, along with 63 calls regarding ASB 	
2.2	ASB	
2.3	37 of the 63 ASB calls related to nuisance motorbikes. The police off-road motorbike team is still operating with one officer at the moment. On average, there are two motorbikes seized per day.	
2.4	ASB hotspots are Stanks Drive, Stanks Gardens and Stanks Parade, many relating to parties and bottles being thrown in the streets. A tenant from Stanks Parade has recently moved and the situation has improved.	
2.5	The fish and chip shop on Stanks Parade is due to become a takeaway. The police will patrol the location on an evening.	
2.6	Staging Post pub – issues still ongoing, but being monitored. Farndale View Multi-Use Games Area (MUGA) Residents at the forum were voicing their concerns strongly about the issues they face on a daily basis because of the MUGA's proximity to their properties <ul style="list-style-type: none"> • Youths drinking 	

2.7	<ul style="list-style-type: none"> • Bad language • Organised cage fighting • Smoking cannabis • Up to 30 people at a time • Stopping younger children using the facility for its intended purpose • Residents are being targeted when in their gardens • Residents are at their wits end <p>Police agreed to attend the MUGA this evening and are on-shift until 2am.</p> <p>PACT priorities</p> <ul style="list-style-type: none"> • Farndale MUGA (Police will highlight with their sergeant and liaise with residents later tonight) 	
3.0	Minutes from Swarcliffe Forum on 20 April 2011	
3.1	Agreed as accurate.	
4.0	Matters arising from those minutes	
4.1	(4.1) Land at rear of Stanks Parade – SA has now received confirmation in writing from AVH.	
5.0	10 minute open floor	
5.1	No issues.	
6.0	Environmental Action Team Update – Nathan Vaughn (Tel: 07891 272 500)	
6.1	Squinting Cat pub – a 'change of use' application is still with LCC Planning, so young people are still hanging around the site at the moment.	NV
6.2	<ul style="list-style-type: none"> • Deeta (Youth Service) is patrolling the area on an evening • Double doors have now been removed and the owner informed they need to secure them 	
6.3	The Whinmoor pub has now been cleared of litter, debris and dumping.	
6.4	Penwell Garth development (Persimmon Homes) – domestic waste has now been removed.	
6.5	A dog fowler was recently caught and fined £75. Nathan to do some education activities in the area on dog fowling and littering. A recent case regarding a fly-tipper resulted in a £265 fine.	
6.6	The Swarcliffe welcome stones are to get some attention with weeding and planting.	

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6.7	RG was thanked for her information regarding an incident on the Cock Beck where an oil drum was seen being pushed in. The drum was recovered before and damage was done and an environmental disaster was averted.	P&C
6.8	The goal posts on the pavilion pitch are safe and with LCC Parks and Countryside. They will be reinstated when P&C can find the holes in the field!	NV
6.9	'Locality Teams' are coming soon – changes are coming for a more localised service.	
6.10	Nathan to provide the councillors with the ginnel information to the councillors.	
6.11	<p>Questions</p> <ul style="list-style-type: none"> • Overgrown gardens – AVH recharge policy is being looked into – like a handyman service for tenants on low income • Grass cutting on Whinmoor Way – issues with AVH / Highways / Parks & Countryside as all own different parts of the walkway. It is hoped a realignment project taking place in the near future will address these issues <p>Groundwork Leeds will be doing some environmental work near Whinmoor Way soon.</p>	
7.0	Housing issues in Swarcliffe – Pam Parker	
7.1	PP delivered an update report.	
7.2	The ASB Team has seven ongoing cases. AVH look after the low level ASB cases such as tenancy breaches and noise nuisance cases.	
7.3	Nathan Vaughn was thanked for his excellent work in the area and partnership work with AVH. "He's the best".	
7.4	AVH walkabouts are still ongoing every month.	
8.0	Activities for young people in Swarcliffe – Virgil Meikle	
8.1	Monday – C-card drop-in / Connexions at St Gregory's Youth & Adult Centre for help with college applications and bridging. The computers at St Greg's are now networked for CVs and job shop sessions. Number attending are in the region of 10 to 15 per session, advertised on Facebook.	
8.2	These is also ongoing detached work, mobile provision and the	

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8.3	health bus are operating in the ward too.	
8.4	Tuesdays football sessions at Football World were cancelled, instead opting for a more local approach by linking in with local football and rugby clubs.	
8.5	Youth clubs are still very popular, with an all-time high of 63 in attendance, but average figures per session are 43-50. It is hoped other staff can be brought in to help run these popular groups.	
8.6	Look after children are being targeted and a few are already getting involved.	VM
8.7	Potential for a 'question time' session with ward councillors in September.	
8.8	Music, Hair and beauty sessions are ongoing	
8.9	There are 52 worker hours for the ward but hours are banked when possible to increase the provision available where it's needed most. Manston Park funday poster was highlighted.	
9.0	Swarcliffe Good Neighbours Scheme – update from Ken Hill	
9.1	Ken sent his apologies as was away with the Good Neighbours on one of their trips out, but the following update was available: <ul style="list-style-type: none"> • Lunch club is ongoing and 4840 meals were served last year. The club attracts 110-120 people per week • The trips out are always well received • Outer east gardening scheme is proving popular • Line dancing is going well and the troop are hoping to perform at the Older Persons Event Week in September. • Computer club is ongoing • Work has started on intergenerational project between schools and OAPs 	
10.0	Any other business and date of next meeting	
10.1	Farndale MUGA – Dave Purdy (PFI Compliance Team) <ul style="list-style-type: none"> • The Farndale MUGA is one of three play areas installed under the Swarcliffe PFI contract. It was built to the specification given and installed in the correct place, but as time has shown, the location of this MUGA is now not idea • It cost £177,000 to install. Two quotes for its dismantling, removing the tarmac and the area grassed over have been received – they are £19,873 and £24,320. A third quote is still awaited • Seven properties back onto the MUGA site • Forum members stressed they would settle for just the structure 	

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10.2	<p>being removed – there is already an area of tarmac close by which doesn't cause any problems. It was hoped this would reduce the cost and allow the dismantling to be given the ok, but DP pointed out the scheme for removing the equipment would need to go out to consultation and unfortunately can not be done on the basis of requests from its nearest neighbours</p> <ul style="list-style-type: none"> • Councillor P Grahame noted she had previously raised the point that a different location could be better and not enough consultation was done in the initial stages • A forum member stated they had been informed the MUGA costs £7,000 per year to maintain the equipment. If the MUGA was removed, that would be £7,000 saved every year and looking at the quotes mentioned earlier, it would pay for its own removal in less than three years • Reference was made to a fractious meeting where councillors were ignored and they had to choose but to leave the meeting. There were also talks of planting trees • It was suggested that the policing should remove the ASB and then the MUGA should operate properly • The forum agreed that with hindsight, the MUGA was erected in the wrong place • Cllr P Grahame suggested this should be treated as a learning curve for future PFI bids • Cllr Gruen reminded the forum consultation would still be needed before the equipment could be dismantled and removed. There are also issues with having an unmaintained tarmac area • DP agreed to get revised quotes for just dismantling the equipment • CM suggested the Youth Service do a user survey and report back • The police were requested to produce a report detailing the number of incidents logged • Police tried to reassure the residents and highlighted the use of nuisance diaries (the residents already keep them) and to keep reporting incidents to them 	DP CM Police
10.3	<p>JN highlighted the young people's cricket weeks in Kippax and Whitkirk running 1-5 August and 15-19 August respectively. Funded by the Outer East Area Committee. Call the number at the bottom of these minutes for more information. A poster was tabled</p>	
10.4	<p>JN highlighted the Older Person's Event week, running 26-30 September. It comes to Swarcliffe on Tuesday 27 September. To book a place, phone Ken Hill on 232 6910. A poster was tabled.</p> <p>The next meeting is scheduled for Tuesday 4 October 2011.</p>	All

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Appendix 4
Present:

Councillor Pauleen Grahame (Chair), Cllr Peter Gruen, Cllr Suzi Armitage, James Nundy (LCC - South East Area Management, minutes), Nick Borrás (LCC – Highways), Jean Thacker (resident), Helen Moxon (resident), Gwenda Towers (resident), Revd Fran Rhys (Cross Gates Methodist Church), Roy Dobson (resident), Shirley Evison (Devonshire Neighbourhood Watch), Phillip Marsden (DNW), Paul Spandler (LCC – Environmental Action Team), Simon Norman (LCC – EAT), Dave Coulthard (Crossgates Shopping Centre), Eamonn Judge (Crossgates Watch Residents Association), Thelma Renton (CWRA), Coullin Meikle (LCC – Youth Service), Cynthia Mawson (DNW)

Apologies:

Jean Barnbrook (1st Manston Guides), Mildred Horner (resident), Moira Flynn (Crossgates & District Good Neighbours Scheme)

1.0	Welcome, introductions and apologies	Action
1.1	Cllr Grahame welcomed everyone to the meeting and introductions around the table were made.	
1.2	The apologies above were noted.	
2.0	Minutes of the meeting held on 27 April 2011	
2.1	(4.5) Correction: the Methodist Church is located by Barwick Road / Ash Villas, not Stanks Grove as noted on the previous minutes.	
2.2	Otherwise agreed as an accurate record.	
3.0	Matters arising from those minutes	
3.1	(3.1) Crossgates Traders Association – ongoing discussions between Cllr Grahame and Alan Haysom, chairman of the association.	
3.2	(3.7) Austhorpe Lane bridge weight limit – it was reported that the new weight limits were being abused. Reports given to the police.	
3.3	(4.1) Ginnel running between Kennerleigh Glen and the Ring Road JN tabled a handout highlighting before and after photos of the lighting and walkway improvements made to the ginnel through action by the Area Management Team, following the information received at the last meeting.	
3.4	(4.3) Devon pub private hire cars ranking up – it was reported that there have been convictions and licence removed.	
3.5	(4.4) Cock Beck pub – following on from the praise at the last meeting, it was reported there are issues with loud music from the karaoke	
3.6	(4.5) Methodist Church, Barwick Road – the church has now been sold, so it is hoped it will soon be redeveloped.	

3.7	(8.0) Crossgates & District Good Neighbours Scheme – Moira was wished a speedy recovery with her injured leg.	
4.0	10 minute open floor	
4.1	No issues.	
5.0	Community Safety	
5.1	No officers were in attendance.	
6.0	Silkstone Way parking issues	
6.1	<p>Cllr Grahame and Nick Borrás (LCC Highways) recently met with Mr Dobson</p> <ul style="list-style-type: none"> • Discussion about parked cars parking along first stretch of Silkstone Way • A letter has gone to all residents and three responses received about the restrictions • A report is to be submitted re the legal advertisement of the restrictions. It is hoped the order will be ready mid to late August and will run for four weeks. It will include double yellow lines and a 'no waiting Monday – Friday, 8am-6pm' restriction • The work could begin on site late September / early October, depending on the responses received • Residents were happy with the proposals 	
6.2	Councillors had approached PCSOs on the beat and asked about on-street parking obstructions and the powers PCSOs have to deal with it. It would appear that not all PCSOs have the same idea as to what counts as an obstruction.	
6.3	Residents parking schemes in Cross gates have generated approximately six concerns since they were introduced, therefore they have been deemed a success. Manston Grove issues will be looked into.	
6.4	There are no plans for residents parking schemes in the Devonshire estate.	
7.0	Environmental Action update – Simon Norman, Community Environmental Support Officer (CESO) Tel: 07891 278 378 or email simon.norman@leeds.gov.uk	
7.1	<p>Former petrol station on Ring Road</p> <ul style="list-style-type: none"> • The company who owns it has gone into liquidation and the contact for the site is Lloyds TSB. A notice has been served to tidy the site and make safe – a fence has been erected and drain protection installed. • The dumped tree tops reported at the last forum meeting have been found to come from one of the properties backing onto the site. The owner of the property has been advised. 	
7.2	<p>Dog wardens now come under Environmental Action Team and therefore the EAT have more control over dog issues. If anyone has any dog issues, please report to Simon.</p> <ul style="list-style-type: none"> • Side of 12 Lulworth Crescent at the Austhorpe Lane end was reported as being littered with dog foul bags – Simon to refer to Cleansing 	SN

7.3	<p>It was noted that Cross Gates / Selby Road litter bins aren't emptied often enough</p> <ul style="list-style-type: none"> • Revd Fran Rhys to email exact locations to Cllr Grahame • Cllr Grahame to write a letter to the Executive Member 	FR Cllr Grahame
7.4	<p>Kennerleigh Avenue, broken glass It is suspected that the broken glass is from smashed bottles and glasses from the Devon Pub.</p> <ul style="list-style-type: none"> • Simon Norman has already noted the area as a hot spot • The sweeping routes are being reviewed at the moment • Cllr Armitage reminded the forum it is the responsibility of the pub to clean it up • Cllr Gruen requested residents get photo evidence to build into a file before meeting with the landlady 	Residents
8.0	Activities for young people – Virgil Meikle	
8.1	<ul style="list-style-type: none"> • Virgil has been working in the Cross Gates & Whinmoor and Temple Newsam wards since April 2011 • Has linked in with Crossgates Methodist Church and volunteers • Sessions happening in Manston Park on Tuesdays and Thursdays such as alcohol awareness / underage drinking, which established that some of the drinkers were from Chapel Allerton • Detached work is ongoing • Approximately 40 young people from Cross Gates travel up the St Gregory's Youth & Adult Centre in Swarcliffe to access activities • Also run info / advice / guidance sessions, which also target NEETs (Not in Education, Employment or Training) 	
9.0	Cross Gates Christmas lights switch-on event 2011 – Cllr Grahame	
9.1	The Outer East area Committee is funding 14 festive motifs along Austhorpe Road and three of the six on Station Road.	
9.2	<p>In relation to a switch-on event:</p> <ul style="list-style-type: none"> • On the back of the success of last years event, but due to the LCC funding issues we are facing this year, a letter asking for contributions has been sent to over 120 Cross Gates shops which fall into the area covered by the Cross Gates & Whinmoor ward • As of 27 July there have been two responses back and only one of these wants to be involved • It is hoped the event will tie in with the event at the Crossgates Shopping Centre on 27 November 2011 • Peter Mudge from Outer East Area Management is also involved • Dave Coulthard will be meeting with the shopping centre's managing agents / landlord / promotions team tomorrow to discuss if they can make any contribution to the event. DC to report back 	DC
9.3	<p>Crossgates Traders Association</p> <ul style="list-style-type: none"> • No movement with the Crossgates Traders Association since their AGM earlier this year • DC read an update from Alan Haysom (chairman of the association) • They hope to have 20 members by the end of the third quarter 	

9.4	Cllr Gruen gave an update on the LCC financial situation and highlighted that an effort is needed from everyone.	
10.0	Any Other Business and date of next meeting	
10.1	<p>Crossgates Shopping Centre – Dave Coulthard</p> <ul style="list-style-type: none"> • A loyalty card will be launched soon • Website is now live and since June, there have been 1356 visitors to the site • The shopping centre is working with charities and schools building rapport in preparation for the Olympics • Persimmon Homes partnership marketing • There is currently one void unit • Lots of exhibitors within the central arcade and they are staying for longer, which is positive news • Issues of music being played out of the Cash Converters shop is being discussed separately 	
10.2	<p>Grafton Villas – Cllr Grahame</p> <ul style="list-style-type: none"> • A public meet was held on 12 May 2011 and 36 residents attended • A report is being produced and will be sent to executive officers for approval • The closure will be advertised on lampposts and through the usual avenues • As long as there are no objections, the ginnel closure should proceed • A street nameplate has already been repositioned at the corner of Sandbed Lane as it was an aid to gain access to a garden for burglaries 	
10.3	<p>A new 'bring site' for recycling is due to open in Seacroft in August.</p> <ul style="list-style-type: none"> • It is off the Ring Road near Limewood Approach • Will be a display in the shopping centre on 8 and 22 August 	
10.4	<p>Crossgates and District Good Neighbours Scheme Nobody available to give an update.</p>	
10.5	<p>Cricket weeks JN highlighted the young people's cricket weeks in Kippax and Whitkirk running 1-5 August and 15-19 August respectively. Funded by the Outer East Area Committee. Call the number at the bottom of these minutes for more information. A poster was tabled.</p>	
10.6	<p>Older Person's Event Week 2011 JN highlighted the Older Person's Event week, running 26-30 September. It comes to Swarcliffe on Tuesday 27 September - to book a place, phone Ken Hill on 232 6910. The other local event for Cross Gates is at Christ Church in Halton, on Wednesday 28 September - to book a place phone James on 336 8940. A poster was tabled.</p>	
10.7	There will be a fun day at Cross Gates Methodist Church for 5-12 year olds on 17 August 2011. It will have a Noah's arc theme. For further information, contact Revd. Rhys at the church.	
10.8	Sympathies were sent to Jean Barnbrook on her recent loss.	

10.9	<p>Barnbow Development</p> <ul style="list-style-type: none"> • Bellway have taken over the site • First phase has outline planning permission - 120 houses could be built, but not before the traffic issues are addressed • There have been lots of objections, including from Councillors Grahame and Armitage 	
10.10	<p>56 The Drive, Cross Gates</p> <p>This property is due to be discussed at the Plans Panel meeting on 2 August 2011.</p>	
10.11	<p>Next meeting</p> <p>The next meeting is scheduled for 19 October 2011.</p>	All

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Present:

Councillor Keith Parker (Chair), Cllr James Lewis, Harold Wilson (Park Ave N'hood Watch), Doug Morley (Kippax PC), Pat Samy (KiB, Traders) Jack Bate (Kippax PC, KiB, Community Centre), Joy Bate (Kippax PC, KiB, Community Centre), Parvez Aziz, (LCC Youth Service) Simon Norman (LCC Env Action) Mike Weaver (Allerton Bywater PC), Joanne Lock (West Yorkshire Police), Rose Rowley (West Yorkshire Police), Jim Kerr (M&MRA), Chris Procter (LCC Traffic Management) Paul Spivey (Kippax PC), Pete Mudge (LCC SEAM)

Apologies: Cllr Keith Wakefield, Philip Roden, Michael Johnston. Adrian Lee, Paul Spandler. Joanne Harper.

1.0	Welcome / Introductions and Apologies	Action
1.1	Councillor Parker welcomed everyone to the meeting.	
2.0	Minutes of the meeting held 18 April 2011	
2.1	Minutes agreed as a true record.	
3.0	Matters arising from those minutes	
3.1	Item 3,4 of previous minutes – St Aidens – there is a meeting next week.	
3.2	Item 4.2 of previous minutes - Education team has confirmed prices for hiring school rooms varies as it is set by the school's governors.	
3.3	Item 4.3 of previous minutes - Cllr Mike Weaver confirmed work on pumping station is now completed.	
3.4	Item 4.4 of previous minutes – Property at 89 Park Ave – confirmed home is now occupied and concerns resolved.	
3.5	Item 7.1 of previous minutes – Date for resurfacing of Brigshaw Lane not yet received but understood to be the October half-term.	
4.0	10 Minute open floor	
4.1	No matters were raised.	
5.0	Community Safety	
5.1	Police Report Crime figures are significantly down when compared with previous years.	
5.2	In the last six months stolen bikes have been seized and if owners cannot be found, have been given to youth groups.	
5.3	The summer figures for off road motorbiking problems have decreased by over 50% compared with previous years.	
5.4	Nuisance has reduced at Kippax Leisure Centre and police are concentrating on	

<p>5.5</p>	<p>Billy Wood and Allerton.</p> <p>New PCs for the area are PC John Dodd and PC Emily Smith.</p> <p>Questions/issues raised</p> <p>Q. Cans and bottles left by drinkers can be seen on Kippax High St late at night. A. Continuing to monitor drinking on the High Street though this has decreased.</p> <p>Q. Nuisance issues have occurred on Sandwich Way in Allerton Bywater. Parish Cllr Weaver has told the to ring the police whenever nuisance occurs. A. Agree that is the correct process. Police will investigate the problem.</p> <p>Q. It would be useful to have figures for arrests in the Ward. A. Will aim to bring these to the next forum.</p> <p>Q. Park Lane and Allerton Bywater speeders. A. Some monitoring has occurred and advice warnings given to motorists.</p> <p>Q. Kippax Parish Council have been told of bin fires and plant thefts. A. Police are notified of bin fires by the fire service or the public. They have not been notified of the plant thefts.</p> <p>6.0 Community Environment Support Officer (CESO)</p> <p>6.1 SN reported Environment Support is now included as the South East Locality Team covering street cleaning, footpath sweepers, litter bin emptying and picking, fly tipping and environmental enforcement.</p> <p>6.2 SN reported there had been 108 requests for the Environmental Support service in Kippax and Methley.</p> <p>6.3 Parish Cllr Morley said ever since the caretaker has been employed by the Parish Council no litter picking on High Street has been done by LCC. SN said he would investigate.</p> <p>6.4 SN said a notice had been served in Low Micklefield for illegal burning.</p>	
<p>7.0</p>	<p>Youth Service and Activities for Young People – Parvez Aziz</p>	
<p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p>Since April 2011, 510 young people have been supported around the Ward including dedicated events in Kippax, Allerton Bywater, Methley and Micklefield. This is on course to well exceed targets for the year.</p> <p>PA gave a breakdown of the youth clubs in the ward:</p> <ul style="list-style-type: none"> • Kippax Kabin – has 30 regular users • Friday Night project at Kippax Leisure Centre – will be able to continue as it has dedicated funding from Kippax Parish Council. • Allerton Bywater – New youth events have been developed with funding support from Allerton Bywater Parish Council and the group. • Methley – Youth centre has a range of new events. • Micklefield – helping on a range of activities. <p>Activities at the centres include DJing, team games, cooking, job clubs, confidence building, support with CVs etc.</p> <p>Projects underway include the bike project and one-to-one support to stop children smoking. The drop in asb over summer months has been assisted by youth supporting activities.</p> <p>Events this month include a residential weekend, theme park visit and trips.</p>	

<p>7.6</p>	<p>Q Jim Kerr asked if youth services work with the youth group in Methley? A Work with the group concerning over 11s as youth service is not funded to support under 11s.</p> <p>Q. How many youth workers do you have A. two full time and three part time. Parish Cllr Bates said it was fantastic that youth services did so much for the area with so few staff.</p> <p>Q. Parish Cllr Jack Bates said Kippax PC puts significant support into local facilities which were enjoyed by many youths from neighbouring areas. Could they contribute towards the costs. A. Many Kippax children attend youth club events in neighbouring areas such as Allerton Bywater.</p>	
<p>7.7</p>	<p>PA thanked everyone including sponsors who have assisted with activities.</p>	
<p>8.0</p>	<p>Localism Bill</p>	
<p>8.1</p>	<p>PM gave a summary of parish council aspect of the Localism Bill progressing through Parliament. Key aspects were that the Bill will oversee major development in towns and villages and Parish Plans, Neighbourhood Plans and Asset Registers will be of great importance.</p> <p>Q. Parish Cllr Joy Bate said if no money is offered to pay for the plans how can areas do them. A. That's part of the challenges however it could come through local precepts or that until the start of November the government has a small pot of money available for pilot plans.</p> <p>Q. Parish Cllr Doug Morley said that when the last parish plans were prepared experts were on hand to assist. A. City Council and Government are bound to assist where they can.</p>	
<p>9.0</p>	<p>Kippax Traders</p>	
<p>9.1</p>	<p>The Kippax Trader's Association was formed since the Council's Town Centre Manager's work on the High Street and with Ward Councillors, and shops and street furniture and Parish Council. Once improvements were underway we felt it would be a good idea to reform Kippax Traders' Association to promote the town centre. The association will give guidance to traders, lobby councillors, try and fill empty premises and encourage street tidiness. Working as a group will have more clout than as individuals. Our main aim is to work as a group to help the High Street and traders and community.</p>	
<p>9.2</p>	<p>Cllr Parker said work on demolishing the building beside the White Swan has been stopped by Building Control until the demolition people prove they have addressed all safety issues.</p>	
<p>9.3</p>	<p>Asset Management confirm they have interest in the former Ash Tree School site for housing and retail.</p>	
<p>10.0</p>	<p>Any Other Business and Date of Next Meeting</p>	
<p>10.1</p>	<p>Pat Samy and members of Kippax in Bloom were congratulated for winning a gold in this year's contest.</p>	
<p>10.2</p>	<p>Attendees were reminded that the Older Persons Event Week is being held in Kippax next Thursday and there are still a few places left.</p>	

10.3	Harold Wilson said his crime prevention panel wants funding to end cold calling on elderly people. Cllr Morley suggested he sends a request to Kippax Parish Council.	
10.4	Date of next meeting: to be agreed at Area Committee	

Present: Cllr Andrea McKenna (Chair), Cllr Murray (LCC), Adrian Lee (Youth Service), Kevin Pease (Pease of Garforth), Philip Dunwell (Garforth in Bloom), Susan Ashworth (Garforth in Bloom), Shirley Raisey (GRA), Anne Murphy (Swillington Parish Council), Insp Chris Jones (WYP), PCSO Lisa Tate (WYP), PCSO Ruth Butler (WYP), Tim Dixon (LCC Senior Engineer), Sharon Elliott (School Partnership Trust) Pete Mudge (LCC Area Management). Graham Ambler (West Yorkshire Fire Service) was called away from meeting to an emergency.

Apologies: Cllr Dobson, Mark Robinson (LCC Transport Strategy)

1.0	Introductions and Apologies	Action
1.1	Councillor McKenna welcomed everyone to the meeting, introductions were made and apologies noted.	
2.0	Minutes of the last meeting held on 7 March 2011 and matters arising	
2.1	The minutes were agreed as an accurate record. No matters arising.	
3.0	Community Safety	
3.1	<p>Report from Police – Insp Jones said the good news was that over the last 6 months, overall crime had reduced significantly in both wards with a total of 463 incidents this year and 516 last. The bad news was that burglaries had risen by 20 resulting in 64 burglaries since April 2011. It was clear that many of the burglars came from other areas and measures are already in place to reduce last year’s peak period of November.</p> <p>The North East Police region is split into 8 operational areas and of these Garforth has by far the lowest levels of crime.</p> <p>Q. Cllr Murray said the crime reduction in Garforth is commendable but requires adequate levels of policing. Is there any risk that the Police will reduce the number of officers and PCSO’s in the area.</p> <p>A. Neighbourhood Policing is at the core of Police policy and there are no plans to reduce numbers in the Garforth Swillington area.</p> <p>Q. Kevin Pease said an elderly couple had told him they were the only ones in their residential block willing to go out as all the rest were too scared.</p> <p>A. Incidents of trouble and gangs congregating are falling month on month. It was agreed that TV has a lot to do with perverse fear of crime.</p> <p>Q. Whilst not aware of any incidents, has off-licence on main street led to any problems.</p> <p>A. No it has not. Not even seen people hanging around outside.</p> <p>Q. Can the Police end pick-up trucks driving around touting for scrap metal in residential areas. This problem is made worse as the</p>	

3.2	<p>Council collection often takes many weeks.</p> <p>A. While the Police cannot stop them driving around, they can ensure the drivers have all the necessary permissions and that their vehicle is properly maintained.</p> <p>Cllr McKenna explained that the Fire Insp had previously left the meeting to deal with an emergency but she is on the Authority's Board and so was happy to discuss the "Fire Chief Launches Blueprint for Change" proposal. Cllr McKenna outlined the plans and said they do not affect Garforth Swillington at all as the stations proposed for closure were Gipton, Stanks, Rawdon and Otley and new ones were proposed for Killingbeck and Manston. In addition staff numbers would not be affected in Garforth Swillington as the station was not due to lose any staff through early retirement.</p>	
4.0	Environmental Services	
4.1	<p>Report from Community Environmental Support Officer – No-one was in attendance from Environmental Services which may be as a result of Michelle McGill no longer being able to attend as she has a new role in the Council. The matter will be resolved for the next Forum.</p>	
5.0	10 Minute Open Floor	
5.1	<p>Tim Dixon said that on behalf of the Council he is undertaking consultation on opportunities to switch off street lights. He said the proposals would be for some to be removed, some to be left on and others to be off from 2-6am.</p> <p>Q. If the savings are made in Garforth could any of the money saved come back to be used in the town?</p> <p>A. While Garforth may be one of the first areas, the assessment will eventually cover all of Leeds so he could not comment on how the savings would be used.</p> <p>Everyone agreed the matter should be discussed in detail at the forum in 6 months times.</p>	TD/ PM
6.0	Christmas Lights	
6.1	<p>The switch on is going ahead on 25th November after Garforth councillors approved sufficient funding. This will include fireworks however it is hoped businesses can contribute £500 towards this. Garforth Lions are again arranging the event.</p>	Lions
7.0	Garforth to City Centre Cycle Route	
7.1	<p>Maps and outlines were circulated of the planned cycle route running from Garforth to the City Centre – via Colton, Halton and Richmond Hill. This will be one of 17 routes around Leeds and is set to be the fifth route completed.</p> <p>Q. At Thorpe Park end there were formerly bollards to stop cars entering. These have now been removed and cars are entering and dumping rubbish. Can the bollards please go back.</p> <p>A. Pete Mudge said he would ask Highways and respond.</p>	PM

8.0	Garforth Parking Strategy	
8.1	<p>Tim Gave a presentation on parking problems affecting Garforth town centre concentrating on his 9 recommendations:</p> <ol style="list-style-type: none"> 1) Immediately convert 24 spaces to 4-hour spaces in either Main Street or Barleyhill Road car parks, the remaining spaces (128) to be converted to 2-hour spaces – this number to be revised depending upon adoption and success of other strategy elements below. No regime change is envisaged in the Greengrocer’s car park. 2) Immediately review signing, lining and traffic orders on Main Street (including zig-zag lines, location of bus stops and narrower running lanes) with a view to providing short-stay parking of 30 minutes duration where-ever possible. 3) Review disabled parking provision in the public car parks and redistribute 4 spaces along Main Street. 4) Review the need for bus timing points on Main Street. 5) Review resident parking areas to allow dual short-stay use, if appropriate. 6) Immediately create additional parking areas (including motorcycle parking) where possible e.g. by enlarging Main Street car park (demolish the garages), reviewing car park layouts. Leeds City Council should ensure the 12 bays are utilised behind the old One Stop Shop building and bring the Recreation Ground car park up to parking standards for long-stay use. 7) Encourage sustainable travel and efficient use of private car parks (including Town End and Gascoigne’s) within the business community. 8) Complete a street audit of Main Street to support identified parking improvements. 9) Continue with the existing parking management regime using comprehensive waiting restrictions, but keep under review the possibility of introducing Pay and Display. <p>In addition, there are some non-strategic measures that would improve Garforth’s parking experience and the future wellbeing of the town centre. These include:</p> <ul style="list-style-type: none"> • Implement any changes/additions to signing to improve access to parking and information for visitors • Introduce gaps in lines of parked vehicles on Church Lane and Barleyhill Road • Set up a regular car park inspection regime to identify the need for any improvements or maintenance • Implement a programme of maintenance and improvements as 	

	<p>necessary</p> <p>Review walking routes between car parks and destinations and between housing areas and the town centre and implement improvements (including targeted enforcement of footway parking) as necessary to assist access.</p> <p>The Action Plan must remain up to date and will require continual review. Given the nature of the proposed changes, a review within one year would be appropriate.</p> <p>Q. Would it be possible to remove the guard rails at the junction with Church Street as these originally went up because of the school. The school has long since gone yet the rails remain and are a danger as people walk outside them so they can cross the road more easily.</p> <p>A. That is a recommendation the town could make. Possibly via a trader's group.</p> <p>Q. Would significant costs be saved if a single application was made for several changes?</p> <p>A. Yes this may be possible with some points.</p>	
9.0	Services to Young People	
9.1	<p>Adrian provided a brief summary of services noting that 279 young people had received more than one contact over the last 6 months.</p>	
9.2	<p>Swillington: The events on offer were detailed and ranged from zumba to discussion groups.</p> <p>Projects had combated anti-social behaviour and getting youth involved in media project to produce a film about violence, weapons and gangs. (POCA helped with funding.)</p> <p>Residential event taking place at Herd Farm Centre.</p> <p>Once skate park is built youth service will work with people at that location.</p>	
9.3	<p>Garforth: Lots of work about dangers of drugs and alcohol as well as a confidential issues session.</p> <p>Leaders are also training youth to assist with youth club which will give them an opportunity to gain new specialist knowledge.</p> <p>Mobile drop ins at skate park on Wednesdays.</p> <p>Future work in Garforth: Continue campaign against drugs and alcohol, skate park exhibition. Look for health drop ins and a longer term aim is to find an indoor venue for use on Friday nights.</p>	
9.4	<p>Sharon then gave an update about extended services. The 2011 holiday programme had included Key Stage 2 activities however this had gained a poor turnout as parents anticipated it would provide cheap childminding throughout the summer holidays. When they discovered this was not the case they found alternate places for their childminding.</p>	
9.5	<p>Breeze events mainly went well and most were full up.</p> <p>Other activities included a day out at Lightwater Valley for 27 families with issues.</p>	

9.6	Extended services now has three family support workers with one concentrating on NEETs.	
9.7	<p>After school programme attracts 300 – 400 children involved in all sorts of activities. Events include dance activities and much more however Friday events have been scrapped as youth don't seem interested in returning to school on that evening.</p> <p>Forthcoming highlights include the Christmas Fair on 19th November and the Youth Council meeting in December of January.</p> <p>Q. Are there any youth activities which could link in with Garforth in Bloom</p> <p>A. Youth Service would like to help with activities however they have very limited staff resources and it would be impractical to have staff dedicated to additional areas. Adrian will get Philip's details so that they can correspond over any opportunities.</p> <p>Q. How do children from Swillington get to Garforth events as the bus service is infrequent.</p> <p>A. Know it's difficult but there are always at least some coming to Garforth activities.</p>	
10.0	AOB / date of next meeting	
10.1	In light of Peter Mudge being a town centre manager and the Traffic Strategy calling for a trader's Association to be formed, Kevin Pease asked if Peter could encourage trader's to form a group and it was agreed with the intention of holding a meeting early next month.	PM
10.2	Kevin asked if the Forum could be more widely promoted and it was agreed it should.	PM
10.3	Cllr McKenna said the next meeting should be in 3 months with the intention of them being quarterly from now on.	PM

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