



Outer North East Community Committee

Alwoodley, Harewood, Wetherby

**Meeting to be held in the Civic Hall, Leeds
on Monday, 19th March, 2018 at 5.30 pm**

Councillors:

N Buckley - Alwoodley;
D Cohen - Alwoodley;
P Harrand - Alwoodley;

R Procter - Harewood;
M Robinson - Harewood;
R. Stephenson - Harewood;

A Lamb - Wetherby;
J Procter - Wetherby;
G Wilkinson - Wetherby;





Co-optees

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Governance Services Unit, Civic Hall, LEEDS LS1 1UR
East North East Area Leader: Jane Maxwell Tel: 336 7627

Images on cover from left to right:

Alwoodley - MAECare (Moor Allerton Elderly Care); Moor Allerton shopping centre

Harewood - rural landscapes; Harewood Arms

Wetherby – bridge over the River Wharfe; racehorse sculpture

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 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 15.2, 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> <p>No exempt items or information have been identified on the agenda</p>	

Item No	Ward/Equal Opportunities	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>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence (If any).</p>	
5			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 4.16 and 4.17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7	Alwoodley; Harewood; Wetherby		<p>LEEDS DISTRICT NEIGHBOURHOOD POLICING ENHANCED MODEL</p> <p>To receive a presentation from Chief Inspector Anwar Mohammed, West Yorkshire Police on the Leeds District Neighbourhood Policing Enhanced Model.</p> <p>(Verbal Presentation)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8	Alwoodley; Harewood; Wetherby		<p>NEIGHBOURHOOD PLANNING UPDATE</p> <p>To receive a report from the Chief Planning Officer which provides an update on Neighbourhood Planning Activity in the Outer North East Area.</p> <p>(Report attached)</p>	1 - 4
9			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the previous meeting held on 11th December 2017.</p> <p>(Copy attached)</p>	5 - 20
10			<p>MATTERS ARISING FROM THE MINUTES</p> <p>To consider any matters arising from the minutes (If any)</p>	
11			<p>DATES, TIMES AND VENUES OF COMMUNITY COMMITTEE MEETINGS 2018/2019</p> <p>To consider a report by the City Solicitor which seeks the Community Committee's formal approval of a meeting schedule for the 2018/2019 Municipal year and to determine if there are any revisions to the current meeting and venue arrangements.</p> <p>(Report attached)</p>	21 - 24
12	Alwoodley; Harewood; Wetherby		<p>OUTER NORTH EAST WELLBEING AND YOUTH ACTIVITY FUND BUDGETS</p> <p>To consider a report by the Localities Programme Manager which provides an update on the current position of the Outer North East Community Committee's budgets and sets out details of applications seeking Wellbeing Revenue Funding and Youth Activity Funding.</p> <p>The report also provides Members with a draft budget position for the coming financial year (2018/19).</p> <p>(Report attached)</p>	25 - 42

Item No	Ward/Equal Opportunities	Item Not Open		Page No
13	Alwoodley; Harewood; Wetherby		<p>COMMUNITY COMMITTEE UPDATE REPORT</p> <p>To consider a report by the Localities Programme Manager which provides an update on the on-going work programme of Outer North East Community Committee.</p> <p>(Report attached)</p>	43 - 50
14	Alwoodley; Harewood; Wetherby		<p>OUTER NORTH EAST PARISH AND TOWN COUNCIL FORUM</p> <p>To consider a report by the Localities Programme Manager which provides the Minutes from the latest meeting of the Outer North East Parish and Town Council Forum held on 25th January 2018.</p> <p>(Report attached)</p>	51 - 58
15			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Monday 11th June 2018 at 5.30pm (Venue to be confirmed)</p> <p>Third Party Recording</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	

Outer North East Community Committee, 19th March 2018

Neighbourhood Planning Update

Bardsey cum Rigton

Stage: Plan Made

- The Plan went to referendum on 12th October and the results were as follows:

Response	Votes
Yes	745 (93.82%)
No	49 (6.18%)
Turnout	40.12%

- The Plan was made by the Council on 6th November 2017.

Boston Spa

Stage: Plan Made

- The Plan went to referendum on 12th October and the results were as follows:

Response	Votes
Yes	865 (89%)
No	107 (11%)
Turnout	27.17%

- The Plan was made by the Council on 6th November 2017.

Barwick in Elmet and Scholes

Stage: Plan Made

- The Plan went to referendum on 12th October and the results were as follows:

Response	Votes
Yes	1335 (92.77%)
No	104 (7.23%)
Turnout	35.72%

- The Plan was made by the Council on 6th November 2017.

Linton

- We are still awaiting news from the High Court in due course and officers will provide an update at Committee.

Thorp Arch

Stage: Plan Made

- The Referendum took place on 7th December and the results were as follows:

The results were as follows:

Response	Votes
Yes	236 (92.19%)
No	20 (7.81%)
Turnout	39.2%

- The Thorp Arch Neighbourhood Plan was made by the Council on 24th January 2018.

Alwoodley

Stage: Post-Examination

- The Plan was examined by Chris Collison, who recommended that the Plan, subject to modifications, should proceed to Referendum. The final examiner's report was received on 15th December 2017.
- Due to the scheduled Local Elections and associated resources required (increased through the review of Ward Boundaries coming into effect), the Referendum will be held on Thursday 28th June 2018.
- The Parish Council are using this time to publicise the Referendum date as much as possible and were reassured by recent updates to the Legislation introduced by the Neighbourhood Planning Act, which gives greater weight to NPs in the planning application process once they have been through the independent examination.

Walton

Stage: Examination

- The Plan has been submitted for examination, with the Regulation 16 Publicity taking place between 5th February and 19th March.
- Rosemary Kidd has been appointed to undertake the examination, the Parish Council considered her recent examination of the Thorp Arch NP and understanding of local issues to be appropriate.
- It is anticipated that the final examiner's report will be published by mid-April, Members will receive a copy once it has been sent to officers.
- Officers can provide a verbal update on the representations made to the Publicity at Community Committee after the Publicity has closed.

Wetherby

Stage: to be Submitted for Examination

- Terry Heselton has been appointed as the independent examiner for the Plan.
- The Town Council will be submitting the Plan shortly, it is understood that they are finalising the Consultation Statement that must be submitted alongside the Plan.
- The Council has offered to check the submission documents before formal submission as has been done with other neighbourhood plans.

Scarcroft

Stage: to be Submitted for Examination

- Terry Heselton has been appointed as the independent examiner for the Plan.
- The Parish Council plan to submit the Plan for Regulation 16 Publicity and independent examination on 20th March, so it is expected that the examination will commence in mid-May.
- The Council has offered to check the submission documents before formal submission as has been done with others.

Others

- Aberford are finalising the Submission Draft Plan, it is anticipated that the Parish Council will sign off the content of the Plan at their March meeting. Submission of the Plan is likely to be in late April / early May.
- East Keswick are currently re-drafting their Plan and are going to conduct the Pre-Submission Consultation on the changes being made in May / June before submitting the Plan later in the year.
- Bramham completed the Pre-Submission Consultation on 12th February. Officers are meeting with members of the Steering Group on 16th March to discuss the Council's formal comments, other representations, and to provide advice on finalising the submission draft Plan. Officers can provide a verbal update on the meeting at Community Committee.
- Shadwell Parish Council are finalising the first draft of their Plan, which will be sent out for informal comments in mid- to late March. The Parish Council will also be holding an engagement event to provide the opportunity for the local community to agree the intended policies. The Plan will then be re-drafted in preparation for Pre-Submission Consultation later this year.
- Thorner Parish Council have contacted officers to say that they are struggling to pull a Pre-Submission Plan together. Officers have undertaken a review of the Plan and evidence with a view to providing additional support in future, and are meeting with the Steering Group on 7th March to discuss a way forward and agree a project plan. A verbal update on the outcomes of the meeting will be provided at Committee.

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OUTER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 11TH DECEMBER, 2017

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, D Cohen, A Lamb
and M Robinson

32 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of the inspection of Documents.

33 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

34 LATE ITEMS

There were no late items.

35 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: P Harrand, J Procter, R Procter, R Stephenson and Jane Maxwell (ENE Area Leader).

36 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of any disclosable pecuniary interests.

37 OPEN FORUM

Representatives from the Wetherby Transport Group attended the meeting to contribute to the discussion on the Leeds Transport Conversation update (Agenda Item No. 9 refers)

The Chair informed the meeting that the Leeds Transport Conversation update would take place later in the meeting and representatives from the Wetherby Transport Group would be invited to make their representations at the appropriate time.

38 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 11th September 2017 were confirmed as a true and correct record.

Draft minutes to be approved at the meeting
to be held on Monday, 19th March, 2018

39 MATTERS ARISING FROM THE MINUTES

There were no issues raised under Matters Arising.

40 Leeds Transport Conversation update - Public Transport Investment programme (£173.5m), Outer North East update, and Leeds Transport Strategy development

The Chief Officer Highways and Transportation submitted a report which provided an update on the Leeds Transport Conversation – Public Transport Investment Programme (£173.5m) including the Outer North East Area and the Leeds Transport Strategy Development.

Appended to the report were copies of the following appendices:

- Outer North East Workshop – Notes of the meeting held on 12th October 2016
- Aecom analysis of Outer North East questionnaire responses
- Summary of Major Transport Schemes in Leeds

Paul Foster, Transport Strategy Manager, City Development together with Vanessa Allen, Principle Transport Planner, City Development and Neil Warness (WYCA) addressed the report and provided an update in respect of the following:

- The successful business case submission for the Public Transport Investment Programme (£173.5m) announced by the government on the 28th April 2017 (Department of Transport).
- Public transport funding proposals were developed in response to the feedback from the Transport Conversation engagement process in the Summer/ Autumn 2016 and both the Leeds wide and Outer North East response is outlined within the submitted report.
- Outline of Leeds wide transport improvements, the Public Transport Investment Programme (LPTIP - £173.5m) as well as other transport improvements within the Outer North East area.
- Bus improvements including First Bus committed to spending £71m on buying 284 new greener buses.
- The West Yorkshire Combined Authority (WYCA) proposal for bus network and Community hub improvements.
- Identification of the longer term proposals and key issues for development of a 20 year Leeds Transport Strategy.

Referring to the Leeds Transport Conversation questionnaire it was reported that the following areas had been identified as key transport issues in the Outer North East Area;

- Unreliable bus services

Draft minutes to be approved at the meeting
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- Poor frequency of some bus services
- Long journey times
- Poor service provision at busy periods
- Lack of direct buses
- Poor connectivity to areas identified for future housing and employment growth
- Poor connectivity to the City Centre
- Buses missing out parts of the route
- Congested bus stands at existing hubs
- Poor pedestrian safety and security at existing hubs

Suggested solutions included:

Transport Hubs

- Improved information provision at Wetherby Bus Station
- Improved pedestrian safety and security at Moor Allerton District Centre

Connecting Communities

- Door to door transport for people with mobility issues
- Improved walking and cycling routes
- Better public transport information that is easily available

In offering comment Members suggested:

- There was nothing in the report about cross border working
- Welcomed the proposal for a Railway Station at Thorp Park but residents from the Outer North East area would find it difficult to get to if using public transport
- Could larger bus layby's be created to reduce congestion
- The No.36 Service Leeds to Harrogate was a very good service, buses every 10 minutes, could other routes operate in a similar way
- Improved passenger information in bus shelters was required
- Possible Park & Ride proposals for north Leeds, were there any further developments (A site near Leeds Grammar School had previously been suggested)

In responding officers commented as follows:

- There had been a lot of partnership working with North Yorkshire Council but in recent years funding from North Yorkshire had been reduced which had impacted on cross border bus services
- There was a proposal to create a park & ride facility at Thorp Park accommodating up to 1000 vehicles, which would improve connectivity in the Outer North East Area
- Creating larger bus layby's could be problematic if underground services required moving, the bus may also be delayed in getting back

into the traffic channel. The introduction of contactless payments may reduce waiting times at bus stops

- The Leeds to Harrogate bus service was run by a commercial operator due to the large passenger numbers
- New/ improved real time passenger information would be installed in up to 1000 bus shelters in the near future
- In respect of a Park & Ride facility for north Leeds, it was reported that the latest proposal would be circulated to Members of the Committee in due course.

The Chair introduced and welcomed to the meeting representatives from the Wetherby Transport Group and invited them to address the meeting.

Mr Melvyn Wood said the Wetherby Transport Group represented 7 Parish Council's across the Outer North East Area and also included Bickerton in North Yorkshire which demonstrated a cross border interdependence within the Leeds City Region.

Mr Wood said the Group wished to highlight the poor public transport network across the area. From Wetherby there was no direct access to York, Tadcaster or Bickerton. Mr Wood provided a number of examples where residents from the Outer North East area had endured long journey times due to the poor frequency of service or the lack of direct buses. There was a large older population in the area surrounding Wetherby with a growing number of people no longer able to drive. Journey times to hospital referrals in Leeds, Harrogate and York were often lengthy, public transport to York was particularly poor.

Referring to highway issues within the area Mr Wood said speeding traffic through Walton Village was a concern and requests had been made to the City Council's Highway Department for traffic calming measures within the village.

Other requests for dropped curbs and the replacement of the footpath on Spring Lane, Walton, Members were informed that in all cases no response had been provided.

Referring to the highway issues, the Chair asked to be supplied with the necessary details so that he may take up the matter on behalf of the Group.

In drawing the discussion to a conclusion the Chair thanked; Members, representatives from the Wetherby Transport Group and Officers for their attendance and contributions all of which would be fed back into the Leeds Transport Conversation.

RESOLVED –

- (i) To note the feedback from the Transport Conversation and its input into the £173.5m public transport improvements and

informing a wider transport strategy for the city and the Outer North East Area over the next 20 years

- (ii) To note the overall progression of Leeds Transport and £173.5m funding programme in Leeds overall
- (iii) To note progression of the major transport schemes within the Outer North East Area

41 Leeds Health and Care Plan: Inspiring Change through Better Conversations with Citizens

The Chief Officer Health Partnerships, submitted a report which provided an overview of the progress made in shaping the Leeds Health & Care plan following the previous conversation at this Committee in Spring 2017.

Members were informed that the aim of the report was to consider proposals made to date and seek support for a shift in services towards better prevention and a more social model of health.

Nigel Gray (Chief Officer, NHS Leeds CCGs) together with Sara Munro (Chief Executive, LYPFT) and Paul Bollom (Head of the Leeds Health and Care Plan, Health Partnerships) addressed the report speaking in detail about the Leeds Health and Care Plan and the Leeds Health and Wellbeing Strategy 2016 – 2021.

Members noted the Leeds approach remained one based on long term planning including demand management, behaviour change and transition from acute-based services towards community based approaches that were both popular with residents and financially sustainable.

A transition towards a community-focused model of health' would bring services together in the community. GP practices, social care. Third Sector and public health services would be informally integrated in a 'Local Care Partnership'. Hospitals would work closely with this model and care would be provided closer to home where possible, and as early as possible. New mechanisms, known as 'Population Health Management' would be used to ensure the right people get the right services and that these are offered in a timely fashion. This was designed to prevent illness where possible and manage it in the community.

Members were informed that the plan was for the number of services based around neighbourhoods to increase and jointly work together as Local Care Partnerships (Leeds Neighbourhood Teams 13). Building on the current neighbourhood teams Local Care Partnerships would include community based health and care services and possibly some services that are currently provided in hospital such as some outpatient appointments. People would still be registered with their GP practice and the vision is that a much wider range of health and care services would 'wrap-around' in a new way of working that emphasises team working to offer greater capacity than the GP alone. It

would mean services no longer operating as entirely separate teams as they often do now.

Professionals working within Local Care Partnerships would work as one team avoiding the need for traditional referrals between services. The approach would be locally tailored to acknowledge how health and care needs vary significantly across Leeds. Working with local people, professionals within Local Care Partnerships would have more opportunities to respond to the needs of local populations and focus on what matters most for local communities.

In the discussion that ensued Members suggested the following:

- The need for more prevention awareness
- Greater engagement with the public and clarity about the developing Plan and future finances for the health & care service
- Greater understanding of the role pharmacies could have in community healthcare and encouraging uptake
- Consideration of asset space and the impact of changes on communities
- The role of technology and connectivity in future health & care services and this approach needed to improve, with security and choice being issues to consider as not everyone utilises ICT at the same level
- The role of health & care staff and the opportunities for 'making every contact count'
- Skill change for the workforce
- The need to offer holistic care in 13 Neighbourhood Teams rather than 176 CCG's

In drawing the discussion to a conclusion the Chair thanked officers for their attendance and presentation suggesting Members were supportive of the Leeds Health and Care Plan proposals.

On a point of information Members requested if the following details could be supplied:

- The number of missed GP appointments in the Outer North East Area and the cost to the service
- Had gluten free products been removed from prescriptions

Officers confirmed the requested information would be supplied

RESOLVED -

- (i) To support the updated Leeds Plan as a basis for conversation with citizens on the future of health and care.
- (ii) To actively support widespread conversation and discussion of the Leeds Plan and narrative to encourage feedback and comment.

- (iii) To support the emerging model of Local Care Partnerships and actively engage with their development in their communities.

42 Neighbourhood Planning Update

The Neighbourhood Planning Officer submitted a report which provided an update on the neighbourhood planning activity in the Outer North East area of the city.

Ian Mackay, Neighbourhood Planning Officer, City Development addressed the Committee providing an update and commentary on the following:

Bardsey cum Rigton

Stage: Plan Made

The Plan went to referendum on 12th October, 93% voted in favour of the plan

Boston Spa

Stage: Plan Made

The Plan went to referendum on 12th October, 89% voted in favour of the plan

Barwick in Elmet and Scholes

Stage: Plan Made

The Plan went to referendum on 12th October, 92% voted in favour of the plan

Linton

Currently subject of Judicial Review, case heard in High Court in early December 2017 where the Judgement was Reserved.

Thorp Arch

Stage: Plan Made

The Plan went to referendum on 7th December 2017, 92% voted in favour of the plan.

Alwoodley

Stage: Examination

- The Plan had been submitted for Examination. The Regulation 16 Publicity closed on Monday 27th November 2017.

- 8 representations had been submitted from both statutory consultees and local residents.
- Chris Collison had been appointed as the Independent Examiner.
- The final Examiner's Report should be published before Christmas.
- It was expected that the Referendum (subject to the Plan passing Examination) will be before March 2018.
- Mistake identified within the plan concerning Adel Woods

Wetherby

Stage: to be Submitted for Examination

- The Plan would shortly be submitted for Examination.
- Terry Heselton had recently been appointed as the Independent Examiner.
- It was expected that the Regulation 16 Publicity period would run to the New Year, and that the Examination would take place early in the New Year.
- On that basis, and owing to Electoral Services' commitments for the Local Elections, it was expected that the Referendum (subject to the Plan passing Examination) could be held towards the end of May 2018.

Aberford

Finalising the Submission Draft Plan.

East Keswick

Currently re-drafting their Plan and were considering going back out to Pre-Submission Consultation on the changes before submitting the Plan.

Scarcroft

Finalising the Submission Draft Plan.

Walton

Finalising the Submission Draft Plan, it was expected that they would submit early in the New Year.

Bramham Parish Council

Due to commence the Pre-Submission Consultation on the Plan in January 2018.

Thorner Parish Council

Currently preparing the Pre-Submission Plan and would be conducting Pre-Submission Consultation in due course.

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Shadwell Parish Council

Currently producing an early draft Plan.

43 Raising Awareness of What it means in Practice to be a Corporate Parent and the Role of the Corporate Parenting Board.

The Chief Officer (Children and Families Directorate) submitted a report which outlined the role of the Corporate Parenting Board and aimed to increase the understanding of the role of the Children's Champion and what being a Corporate Parent meant.

Councillor Dan Cohen introduced this item in his role as Children's Champion for the Outer North East area and as a Member of the Corporate Parenting Board.

Councillor Cohen informed the Committee that as Elected Members, they had a responsibility for all looked after children and care leavers.

Hannah Lamplugh, Voice and Influence Lead attended the meeting together with Jancis Andrews, Head Teacher Virtual School for LA Children.

Members were informed that the session was to provide the following outcomes:

- Greater awareness of the characteristics and outcomes of looked after Children
- Increased understanding of what corporate parenting means in practice
- Informed about the different levels of corporate parenting responsibility

The Community Committee heard that the Social Work Act 2017 provided new guidance on Corporate Parenting.

It was reported that the young people from the Have a Voice Council had prepared a quiz for the Community Committee relating to aspects of being a looked after child or a Care leaver.

Members' attention was drawn to the contextual information about the Outer North East Community Committee area provided in the submitted report.

The Community Committee discussed the following points:

- Educational attainment and how this needed to improve, including the Work of the Clusters and a need for a named school governor.
- The role of designated teachers in schools
- Continued care for over 18 years up to 21
- Low numbers of looked after children and care leavers attending University

Members queried if there were any “Get Together’s” planned for the Outer North East Area

In responding Members were informed that there were no planned “Get Together’s” specifically for the Outer North East Area, the nearest venue was currently the Reginald Centre, which covered the Inner North East Area, but further enquiries would be made

RESOLVED –

- (i) That Members use their increased knowledge and understanding of looked after children and young people and corporate parenting to consider and act on their own corporate parenting responsibilities.
- (ii) That where relevant Members consider reports and record the impact of decisions on looked after children and care leavers

44 Outer North East Wellbeing and Youth Activity Fund Budgets

The East North East Area Leader submitted a report which provided an update on the current position of the Outer North East Community Committee’s budgets and set out details of applications seeking Wellbeing Revenue Funding and Youth Activity Funding.

Appended to the report were copies of the following documents for information / comment of the meeting:

- An explanation on capital funding and eligible schemes (Appendix A referred)
- Outer North East Community Committee Wellbeing Revenue Budget (Appendix B referred)
- Outer North East Community Committee Youth Activity Funding (Appendix C referred)
- Outer North East Community Committee - Community Committee priorities 2017/18 (Appendix D referred)

Andrew Birkbeck, Area Improvement Manager, presented the report and responded to Members comments and queries.

Further discussions ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year.
- Clarification around some of the projects seeking financial assistance.

RESOLVED –

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- (i) To note the current budget position for 2017/18.
- (ii) To note the CIL Neighbourhood Fund balance for the Outer North East Community Committee as referred to in paragraph No.8 of the submitted report
- (iii) That the following project requesting Wellbeing Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Northwest Leeds Country Park & Green Gateways Trail	Leeds City Council Parks and Countryside Section	Not Granted (Other funding options to be explored)
Burton Mews CCTV	Leeds Jewish Housing Association	£1,242.85
New Machinery Shed and Electrical Upgrade	Bardsey Bowling Club	£2,091
Barwick & Scholes Allotments	Barwick & Elmet and Scholes Parish Council	Deferred pending further information
Collingham & Linton Christmas Village Project	Collingham with Linton Parish Council	Deferred pending further information
X 3 Speeds Indication Device (SIDS)	Leeds City Council Highways Services	£9,330
Essential Bowling Club Equipment	Scholes Bowling Club	£745.20
Thorner Playground Equipment Refurbishment	Thorner Parish Council	£15,295
Thorner Lane & Weardley Lane Improvement Works	Leeds City Council Highway Services	£4,500

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Quarry Hill Surfacing Works	Leeds City Council, Parks and Countryside Service	£4,000
Activities for WISE	Wetherby In Support of the Elderly (WISE)	Not Granted
Replacement Gas Boilers at Boston Spa Village Hall	Boston Spa Parish Council	£4,000
Wetherby Bike Trails – The Devils Toenail	SingletrAction (Wetherby Bike Trails)	£5,000

- (iv) That the following project requesting Youth Activity Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Professional Interviewing Skills & Training (Purchase of equipment – capital spend)	Tempo FM – Wetherby Community Radio Limited	£8,777

- (v) To note that the following application had been approved since the Community Committee on 11th September 2017 under the delegated authority of the Director of Communities and Environment

Project	Organisation	Amount Granted (£)
Thackrah Court Tree Works	Leeds City Council – Parks and Countryside Service	£810

45 Community Committee Update Report

The Area Leader submitted a report which provided an update on the Work Programme for the Outer North East Community Committee

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The following document was appended to the report for information/ comment of the meeting:

- The minutes of the Outer North East Environmental Sub Group held on 7th September 2017 (Appendix A referred).

Andrew Birkbeck, Area Improvement Manager, presented the report and highlighted the main issues which included:

- It was noted that the Outer North East Environment Sub Group had recently met on 23rd November 2017
- The ongoing issues around highways maintenance, grit bins, greenspace and the environment
- A summary of the decision taken at the Emmerdale Stakeholder Panel on 7th September 2017
- Transport and Highways issues for the Outer North East Area
- Options for allocation Section 106 monies arising from local development
- Highway maintenance concerns in the Harewood Ward

RESOLVED – That the contents of the report be noted

46 Outer North East Parish and Town Council Forum

The East North East Area Leader submitted a report which provided the Minutes from the latest meeting of the Outer North East Parish and Town Council Forum held on 7th September 2017.

RESOLVED –

- (i) That the Minutes of the latest meeting of the Outer North East Parish and Town Council Forum held on 7th September 2017, be noted.
- (ii) To support where appropriate, the Outer North East Parish and Town Council Forum in resolving any issues raised.

47 Date and Time of Next Meeting

RESOLVED – To note that the next meeting would take place on Monday, 19th March 2018 at 5.30pm (Venue to be confirmed)

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**Leeds Health and Care Plan: Inspiring Change through Better Conversations with Citizens
(Minutes No.41 refers)**

**Subject: OFFICIAL : Follow up from 17th December 2017 Meeting of the Outer North East
Community Committee**

Dear Cllr Robinson, following your email to Nigel Gray, please find the answers below to the questions that you raised.

1 The number of missed GP appointments in the Outer North East and the cost to the health service

Unfortunately, without contacting the practices direct we don't have access to the DNA rates for those specific practices.

Some work in other parts of the City has provided us with data relating to the DNA rate which shows this can range from anything from 18% to 2.3% per practice (as a percentage of all appointments). Using this data we can scale up for the City which shows that there will be approximately 17,000 DNAs per month (with an average 330,000 attendances per month in General Practice).

If you work on a basis of 10 minute consultations that is a significant number of hours lost which results in people either waiting longer for appointments or being seen as urgent 'extra' appointments. We know that different practices use different appointment models which can support improvements in DNAs.

Nationally, it is reported that more than twelve million GP appointments are missed each year in the UK, costing in excess of £162 million per year and as part of the GP Forward View there are some key top tips for improving DNAs such as encouraging patients to write appointment cards themselves (some case studies has reduced DNA rate by 18% by this initiative), reminders by text and making it easier for patients to cancel appointments.

We are working with practices raise to awareness in both practices and with patients, and will be relaunching our Forgetful Friend DNA campaign very shortly..

2 A resident raised with me the removal of gluten free food on prescription and I wondered what stage this was up to (please see the image below)

Last year we undertook a consultation with Leeds citizens, patients, carers and third sector organisations which included asking people about not routinely prescribing gluten-free foods.

However, the CCG Partnership has agreed that we will await a decision from the Department of Health, (DoH) on prescribing gluten free foods. We are currently not advising GPs in Leeds to stop prescribing gluten free products and will follow the DoH decision.

We have sent this information to GP practices and community pharmacies and asked them to ensure that it is shared with practice teams and community pharmacy teams as soon as possible. The key messages are:

- The Leeds CCGs Partnership will await a decision from the Department of Health on the prescribing of gluten free foods before making any recommendations in relation to the prescribing of these products
- Please do not advise patients that their gluten-free / OTC medicine may no longer be prescribed. The current advice is that these are still available where they have been previously prescribed.

- Patients, practices and community pharmacy who have any queries about the proposed changes should be directed to medicineleedswest@nhs.net
- Where individual practices have taken the decision to make changes in their prescribing, that is an individual decision, please discuss any concerns directly with the practice team.

We will write to Coeliac UK to make sure that they have this information

I hope this is useful, but please let me know if you need anything else

Kind regards

Carolyn

Carolyn Walker
Head of Communications and Engagement
NHS Leeds Clinical Commissioning Groups Partnership
Units B5-B9
Wira House
West Park Ring Road
Leeds
LS16 6EB



Report of the City Solicitor

Report to: Outer North East Community Committee

(Alwoodley, Harewood and Wetherby Wards)

Report author: John Grieve, Senior Governance Officer, 0113 37 88662

Date: 19th March 2018

For decision

Dates, Times and Venues of Community Committee Meetings 2018/2019

Purpose of report

1. The purpose of this report is to request Members to give consideration to agreeing the proposed Community Committee meeting schedule for the 2018/2019 municipal year, whilst also considering whether any revisions to the current meeting and venue arrangements should be explored.

Main issues

Meeting Schedule

2. The Procedure Rules state that there shall be at least four ordinary or 'business' meetings of each Community Committee in each municipal year and that a schedule of meetings will be approved by each Community Committee. In 2017/18, this Committee is scheduled to hold four meetings.
3. To be consistent with the number of meetings being held in 2017/18, this report seeks to schedule four Community Committee business meetings as a minimum for 2018/19. Individual Community Committees may add further dates as they consider appropriate and as the business needs of the Committee require. The proposed schedule has been

compiled with a view to ensuring an even spread of Committee meetings throughout the forthcoming municipal year.

4. Members are also asked to note that the schedule does not set out any Community Committee themed workshops, as these will need to be determined by the Committee throughout the municipal year, as Members feel appropriate. During 2017/18, for those Committees which held workshops, many took place either immediately before or after the Committee meetings. Therefore, when considering proposed meeting arrangements, Members may want to consider whether they wish to adopt a similar approach to the themed workshops in 2018/19, as this could impact upon final meeting times and venues.
5. The following provisional dates have been agreed in consultation with the Area Leader and their team. As referenced earlier, this report seeks to schedule a minimum of four Community Committee business meetings for 2018/19 in order to ensure that the dates appear within the Council's diary. Individual Community Committees may add further dates as they consider appropriate and as business needs of the committees require.
6. The proposed meeting schedule for 2018/19 is as follows:
 - Monday 11th June 2018 – 5.30pm
 - Monday 17th September 2018 – 5.30pm
 - Monday 10th December 2018 – 5.30pm
 - Monday 11th March 2018 – 5.30pm

Meeting Days, Times and Venues

7. Currently, the Committee meets on a Monday at 5.30pm and the proposed dates (above) reflect this pattern.
8. Meeting on set days and times has the advantage of certainty and regularity, which assists people to plan their schedules. The downside might be that it could serve to exclude certain people i.e. members of the public, for instance, who have other regular commitments on that particular day or who might prefer either a morning or afternoon meeting or a meeting immediately after normal working hours. Therefore, the Committee may wish to give consideration to meeting start times and venue arrangements which would maximise the accessibility of the meetings for the community.

Options

9. Members are asked to consider whether they are agreeable with the proposed meeting schedule (above), or whether any further alternative options are required in terms of the number of meetings, start times or venue arrangements.

Corporate considerations

10a. Consultation and engagement

The submission of this report to the Community Committee forms part of the consultation process as it seeks the views of Elected Members with respect to the Community Committee meeting schedule and venue arrangements.

In compiling the proposed schedule of meeting dates and times, the current Community Committee Chair, the Area Leader and colleagues within Area Support have been consulted.

10b. Equality and diversity / cohesion and integration

In considering the matters detailed, Members may wish to give consideration to ensuring that the Community Committee meeting arrangements are accessible to all groups within the community.

10c. Legal implications, access to information and call in

In line with Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to decisions taken by Community Committees.

Conclusion

11. The Procedure Rules require that each Community Committee will agree its schedule of meetings and that there shall be at least 4 business meetings per municipal year. In order to enable the Committee's meeting schedule to feature within the Council diary for 2018/19, Members are requested to agree the arrangements for the same period.

Recommendations

13. Members are requested to consider the options detailed within the report and to agree the Committee's meeting schedule for the 2018/19 municipal year (as detailed at paragraph 6), in order that they may be included within the Council diary for the same period.

14. Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

Background information

- Not applicable

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Report of: Jane Maxwell, East North East Area Leader

Report to: Outer North East Community Committee – Alwoodley, Harewood & Wetherby Wards

Report author: Andrew Birkbeck, Localities Programme Manager, 0113 3367642

Date: 19th March 2018

For Decision

Outer North East Wellbeing and Youth Activity Fund budgets

Purpose of report

1. The report provides Elected Members with an update on the current position of the Outer North East Community Committee's budgets and sets out applications for Wellbeing Revenue Funding and Youth Activity Funding for consideration by the Community Committee.
2. This report will also provide Elected Members with a draft budget position for the coming financial year (2018/19). An appendix will be presented on the evening of the meeting as, at the time of writing, the Wellbeing budget is still being finalised.

Main issues

3. Wellbeing Revenue – the amount of revenue funding for each Community Committee is determined by a formula based on 50% population and 50% deprivation in each area.
4. The allocation for the Outer North East Community Committee for 2017/18 is £70,380. The Community Committee apportions this budget between the three wards on a population basis (Source: 2011 Census).
5. Capital Wellbeing – this is allocated through the council's Capital Receipts Incentive Scheme (CRIS). 20% of receipts generated are retained locally up to a maximum of £100,000 per capital receipt. 15% is retained by the ward as additional Ward Based Initiative (WBI) funding and 5% is pooled across the Council and transferred to the Community Committees on the basis of need.
6. Of this pooled CRIS funding the Outer North East Community Committee receives an allocation of 6.1%. Currently the Outer North East Community Committee has **£33,300**

in its Capital Wellbeing budget. A further explanation on capital funding and eligible schemes is attached at **Appendix A** for Members consideration.

7. At the September 2017 meeting of the Community Committee, Members agreed to split this funding allocation equally between the three Wards. An allocation of **£11,100** per Ward.
8. On the 21st October 2015 the council's executive board approved a process for the allocation of CIL in Leeds. Any planning application approved prior to the 6th April 2015 do not qualify for a CIL contribution. As part of this payment schedule, Leeds City Council retains up to 70-80% centrally, 5% for administration and 15-25% goes to a Community Committee or the relevant Town or Parish Council. This 15-25% of the CIL receipt (25% if there is an adopted neighbourhood plan, 15% if there isn't) is known as the 'Neighbourhood Fund'. In the absence of a Town or Parish Council, the Neighbourhood Fund element of CIL is allocated to the Community Committee.
9. In the case of the Outer North East Community Committee the committee's CIL Neighbourhood Funding stream is only generated by receipts from the part of Alwoodley Ward that isn't parished. All other parts of the Outer North East area are parished and thus the CIL Neighbourhood Fund will be paid directly to the geographically relevant Town and Parish Council.
10. The Current CIL Neighbourhood Fund balance for the Outer North East Community Committee is highlighted in the table below:

	CIL Invoiced				CIL Collected			
	2015/16	2016/17	2017/18	Total	2015/16	2016/17	2017/18	Total
Community Committee								
Outer North East	0.00	£140,462	£154,169	£294,632	0.00	£37,551	0.00	£37,551

11. Youth Activity Fund (YAF) – this funding is determined by the number of children and young people aged 8 – 17. The allocation for the Outer North East Community Committee for 2017/18 is £32,490. The committee apportions this budget between the three wards using the 8 – 17 year old population figures (Source: GP Data 2012).
12. More detailed information about the spending against the 2017/18 budget is available in the appendices to this report. (**Appendix B** – Wellbeing Revenue; **Appendix C** - Youth Activity Funding).

Wellbeing Funding

Current Wellbeing budget position

13. A year end reconciliation of the Wellbeing budget has been completed and taking into account carry-forward figures, the current position for March 2018 is highlighted below:

Ward	Total carry forward (including schemes from 2016/17 to be paid for in 2017/18)	Total budget remaining (2017/18 allocation plus unallocated carry forward less new approvals)
Alwoodley	£24,377	£ 7,279
Harewood	£21,115	£ 120
Wetherby	£22,521	£ 7,875

14. The following eight Wellbeing applications are for consideration by the Community Committee from both the remaining 2017/18 budget and the new 2018/19 budget*:

Ward(s)	Organisation	Project	Total cost	Amount applied for	Ward Member recommendation for
Alwoodley	MAECare	Building Capacity and developing skills (*anticipated start date is April 2018)	£9,000	£6,000	To be confirmed.
Alwoodley	MAECare	Mind and Body – emotional and physical wellbeing (*anticipated start date is April 2018)	£9,000	£6,000	Ward Members have agreed a contribution of £3,000 from 2017/18 budget
Alwoodley	Saheli Women's Group	Health Champions	£4,220	£4,220	Ward Members have agreed a contribution of £1,000 from 2017/18 budget
Alwoodley	Moortown Social Club Over 60s section	Transport and catering costs	£4,000	£1,000	To be confirmed.
Alwoodley	Slaid Hill in Bloom	Adding Sunshine to our Borders (*anticipated	£872.70	£872.70	To be confirmed.

		start date is May 2018)			
Harewood	Barwick in Elmet & Scholes Parish Council	Barwick in Elmet & Scholes Allotments	£10,000	£10,000	To be confirmed.
Harewood	Collingham with Linton Parish Council	Collingham Christmas Village Project	£2,575	£2,575	To be confirmed.
Harewood	LCC Highways Maintenance	Thorner Lane & Weardley Lane improvement works	£6,500	£2,000 from the Wellbeing Capital Budget	Two Harewood Ward Members have agreed to an additional £2,000 Wellbeing capital funding injection into this project due to a funding shortfall.

Youth Activity Fund

Current Youth Activity Fund budget position

15. The year-end reconciliation of the Wellbeing budget and Youth Activity Fund has been completed and taking into account carry-forward figures, the current position for March 2017 is highlighted below:

Ward	Carry forward (including schemes from 2016/17 to be paid for in 2017/18)	Total budget remaining (2017/18 allocation plus unallocated carry forward less new approvals)
Alwoodley	£7,150	£ 7,696
Harewood	£11,047	£ 11,150
Wetherby	£9,747	£ 11,367

16. The following two Youth Activity Fund applications are for consideration by the Community Committee from both the remaining 2017/18 budget and the new 2018/19 budget*:

Ward(s)	Organisation	Project	Total cost	Amount applied for	Ward Member Recommendation
Alwoodley	Chabad Lubavitch Youth Organisation	Chabad Lubavitch Summer Schemes (*anticipated)	£11,450	£3,600	To be confirmed.

		start date is July 2018)			
Harewood	Shadwell Tennis Club	Let's play Tennis (*anticipated start date is April 2018)	£3,150	£3,150	To be confirmed.

Delegated Decisions

17. The following two applications have been approved since the Outer North East Community Committee held on 11th December 2017.

Ward(s)	Organisation	Project	Total cost	Amount applied for	Amount approved
Wetherby	Thorp Arch Parish Council	Thorp Arch Speed Indication Devices (SIDS)	£6,750	£3,375	£3,375
Wetherby	Thorp Arch Parish Council	Thorp Arch Heritage Information Board	£3,518	£3,000	£3,000

- a. These approvals were made under the delegated authority of the Director for Communities and Environment due to the need for a financial decision (Wellbeing Fund, Youth Activity Fund, Community Infrastructure Levy Neighbourhood Fund) to be made before the next scheduled Committee round. Ward Members have been consulted and were supportive of the applications highlighted in paragraph 17.
- b. As agreed at June 2016 meeting (Minute No. 17v) of the Outer North East Community Committee, in order for a delegated decision to be enacted, all three Ward Members must unanimously agree to support an application either at a Ward Members meeting or via email.

Conclusion

18. The Wellbeing Fund programme supports the social, economic and environmental wellbeing of a Community Committee area by funding projects that contribute towards the delivery of local priorities (Outlined in **Appendix D**). A group applying to the Wellbeing fund must fulfil various eligibility criteria including evidencing appropriate management arrangements and finance controls are in place; have relevant policies to comply with legislation and best practice e.g. safeguarding and equal opportunities; and be unable to cover the costs of the project from other funds.

19. Projects eligible for funding could be community events; environmental improvements; crime prevention initiatives or opportunities for sport and healthy activities for all ages. In line with the Equality Act 2010 projects funded at public expense should provide

services to citizens irrespective of their religion, gender, marital status, race, ethnic origin, age, sexual orientation or disability; the fund cannot be used to support an organisation's regular business running costs; it cannot fund projects promoting political or religious viewpoints to the exclusion of others; projects must represent good value for money and follow Leeds City Council Financial Regulations and the Council's Spending Money Wisely policy; applications should provide, where possible, three quotes for any works planned and demonstrate how the cost of the project is relative to the scale of beneficiaries; the fund cannot support projects which directly result in the business interests of any members of the organisation making a profit.

20. The report has set out the current budget position, applications recently approved through delegated decisions in consultation with Ward Members and funding applications for the Community Committee's consideration.

Recommendations

21. The Community Committee is asked to:

- a. Note the current budget position for 2017/18;
- b. Note the CIL Neighbourhood Fund balance for the Outer North East Community Committee as highlighted in paragraph 10.
- c. Consider the eight Wellbeing Revenue & Capital applications and two Youth Activity applications set out at paragraphs 14 and 16 and approve, where appropriate, the amount of grant to be awarded;
- d. Note the two applications that have been approved since the Community Committee met in December 2017 under the delegated authority of the Director of Communities and Environment.
- e. Note that an appendix will be provided to Elected Members with a draft budget position for the coming financial year (2018/19). This appendix will be presented on the evening of the meeting as, at the time of writing, the Wellbeing budget is still being finalised.

WBI guidance notes for ward councillors 2015

1. Introduction

- 1.1 The Ward Based Initiative (WBI) scheme was first introduced in 2008-09, to provide councillors with funding to progress minor capital schemes within their wards.
- 1.2 The establishment of a Capital Receipts Incentive Scheme (CRIS), approved by Executive Board in October 2011, is being administered under the WBI scheme. The key feature of CRIS is that 20% of each eligible receipt generated will be retained locally for re-investment, subject to a maximum per receipt of £100k, with 15% retained by the respective ward and 5% pooled across the council and distributed to wards on the basis of need via community committees. Some receipts are excluded from the scheme and these are largely receipts that are already assumed to fund the council's budget or are earmarked in some other way to previous or future spend. Any land sale valued less than £10,000 is, by statute definition, revenue income and is therefore not eligible for CRIS.
- 1.3 CRIS injections to the capital programme are made half yearly and are allocated equally to each councillor within the respective ward.

2. Eligible schemes

- 2.1 The expenditure must be for the acquisition or improvement of any council asset or, in the case of a grant to a community or voluntary organisation, must be for works to their premises that will result in reduced running costs and must fall within the definition of capital expenditure as set out in the capital finance regulations. This includes:
 - the purchase or laying out of land
 - the purchase or refurbishment of buildings to enhance the building rather than maintain it
 - the purchase of equipment for council use (schools, libraries, community centres – for schools, see paragraph 5.8)
 - CCTV.
- 2.2 Schemes must be consistent with existing targets and priorities set out in the council's policy framework and with departmental asset management plans.
- 2.3 Schemes must provide benefit to whole wards or communities and not confer private benefit to individuals or small groups of individuals. Councillors should consider whether the scheme is one in which they have a disclosable pecuniary interest (DPI). The categories of DPI are:
 - Employment, office, trade, profession or vocation
 - Sponsorship
 - Contracts
 - Land
 - Licences
 - Corporate tenancies
 - Securities.

The Localism Act came into force on the 1 July 2012. This removed the personal and prejudicial elements from the National Code of Conduct and replaced them

with a declaration of any DPI. Councillors (or their spouse or civil partner) are no longer under any obligation to declare their involvement with any organisation unless they work for the organisation or have shares of more than £25,000 in the organisation. Where councillors have a DPI they should also ensure that it is recorded in the register of interests.

3. Financial criteria

- 3.1 The total scheme cost will be inclusive of fees for design and supervision and any other associated costs (planning permissions, building regulations).
- 3.2 Schemes must result in no additional revenue costs for the council, unless these can be met from within existing departmental budgets.
- 3.3 Joint sponsorship of projects can be made with other ward members.

4. Joint funded schemes

- 4.1 Departments can joint fund WBI schemes, only if such a programme of works is included in the capital programme. Any such matched funding by the sponsoring department would require that additional authority to spend be obtained independently of the WBI scheme in line with normal governance procedures.

5. Initiating schemes

Work on LCC land or property

Applications must be made through the relevant sponsoring department and should be made on a WBI scheme submission form, attached at appendix A.

- 5.1 It is essential that proposals complement existing departmental service plans and strategies. Therefore, councillors should discuss the scheme proposals with the head of service or nominated officer. That officer will be able to advise on:
 - the council's legal powers for such expenditure
 - the estimated capital costs
 - the potential revenue costs (and the likely ability of the service to meet those costs)
 - whether the proposals are likely to secure approval.
- 5.2 The formal submission document, signed by the councillor(s) is to be forwarded to the sponsoring department. Where the form is signed by 1 or 2 councillors, the form should indicate whether the other ward councillor(s) have been made aware of the proposals. The head of service with responsibility for the asset must approve it as being within current council policies, in the interests of the council and as involving no more expenditure than is proportionate to the benefit to be achieved and is satisfied that there are no other reasons (including alternative proposals) which make it inappropriate to approve the proposal.
- 5.3 Full details of the scheme should be provided to determine:
 - whether and how the proposal meets the WBI eligibility criteria
 - whether and how the proposal meets the WBI financial criteria
 - whether and how proposals are consistent with existing targets and priorities set out in the council's policy framework and with departmental asset management plans

- whether any CCTV project meets the community safety criteria, details of which are available from the community safety officer
- that schemes relating to schools meet the criteria (see paragraph 5.8)
- that schemes with matched funding identify that the funding has been agreed by all parties.

Any useful background information such as site drawings, plans and photographs in support of the application should also be provided. Insufficient details can unfortunately delay the progress of a scheme whilst clarification is sought.

Work to non-LCC land or property (for example a community or voluntary organisation)

These applications should be made on the same WBI scheme submission form, attached at appendix A. However, the community or voluntary organisation must complete a WBI grant application form, attached at appendix B.

- 5.4 There is no need to directly involve a sponsoring department when making an application to provide a grant to a community or voluntary organisation. It is the responsibility of the community or voluntary organisation to evidence the savings on running costs.
- 5.5 Once an application is approved, the grant payment will be processed on the condition that evidence of expenditure incurred is subsequently provided in line with the following conditions:
- Grant payment under £5,000 – payment will be made directly to the community or voluntary organisation, which must then provide evidence of expenditure as soon as they are able, after the works have been completed.
 - Grant payment over £5,000 – evidence of expenditure must be supplied before payment is made. In special cases, part payment can be made if this causes financial difficulties to smaller organisations.

5.6 CCTV schemes

All WBI proposals for CCTV schemes must comply with the council's criteria for CCTV schemes as advised by the community safety officer.

5.7 Energy efficiency schemes

In order to support the sustainability agenda, match funding from the council's energy efficiency reserve is available for eligible WBI schemes. The reserve was established to provide pump priming funding to energy efficiency initiatives. All proposals should be discussed in the first instance with the sponsoring department who will advise on the merits of the proposal and on whether match funding would be available. In the majority of cases, funding will be made available as a loan, with a maximum payback period of five years. After the payback period, the service area will benefit from the ongoing efficiencies and the energy efficiency reserve will ultimately become self-sustaining.

Another priority area is renewable energy technologies. For advice on such capital investment, please contact the climate change officer.

5.8 Schools

All WBI proposals relating to schools must be assessed by the built environment service within children's services using the six criteria set out as follows (the criteria will rank equally in determining whether the proposal will be supported):

1. Condition

The proposal should relate to building condition issues categorised as poor and identified as priority 1 or 2 as identified by the condition surveys carried out as part of developing education's asset management plan.

2. OFSTED identified premises deficiencies

The proposal should address premises deficiencies identified in the school OFSTED report that would directly contribute to the raising of standards.

3. Curriculum computers

A priority for support would be for schools which fall below a minimum ratio of computers to pupils of
1:12 in Primary Schools and
1:8 in High Schools.

Proposals should be justified in terms of the overall deficiency of equipment at a school or to support the essential renewal or replacement of equipment in line with the school ICT development plan.

4. Capital for revenue savings

Proposals should be cost effective in reducing future revenue expenditure, for example energy efficiency schemes, and may also contribute to improving the learning environment.

5. School security

Proposals should improve the security and safety of pupils, staff, premises or equipment. Evidence of priority need should be supported by a high level of reported incidents.

6. Developments or improvements to facilities

Proposals to contribute to improved educational standards or to promote social inclusion will require the endorsement of Childrens Services Asset Management Board (CSAMB).

5.9 Grants for facilities co-located with schools

Proposals which are for a facility based on a school site, for example a sports facility or a community centre, will not automatically be subject to the same prioritisation criteria as school schemes. The position will depend on the particular arrangements in force on each site. Where a grant is proposed for such facilities, then officer advice should be sought at the outset to clarify the position.

6. Approvals process

6.1 When received, the application will be checked to make sure:

- there are sufficient funds available for the proposal to qualify within the financial limits
- that the proposal meets the eligibility and financial criteria outlined above
- that it is within the legal powers of the council to make the grant

- external organisations in receipt of grant awards will be required to enter into a legal agreement with the council to protect the council's investment in the future. Legal requirements will be scaled dependant on the level of council investment.

6.2 The proposal will then be submitted to the deputy Chief executive or, under the scheme of delegation, chief officer audit and investment for approval.

Until all necessary approvals have been obtained, no firm commitments of funding can be given.

7. Final approval scheme

7.1 Following the above approvals, a scheme will be set up in the council's capital programme under the sponsoring service area and the scheme will proceed like any other council capital scheme. This means that the council's financial procedure rules and contract procedure rules must be followed with regard to tendering and appointment of contractors.

7.2 If, during the WBI process, it becomes apparent that the WBI element of a joint funded scheme exceeds or will exceed the approved amount, the head of the sponsoring service will seek agreement from the councillor(s) to the revised cost before proceeding further (subject to the additional funds being available).

7.3 Schemes that do not meet the WBI criteria will get the option of funding the scheme by other funding sources such as through the Members Improvements in the Community and the Environment (MICE) Scheme. MICE Funding is used for low value schemes and can be used on both capital and revenue projects. If a WBI submission does not get approved then MICE may be suggested as an option.

8. Position statements

8.1 The chief officer audit and investment will maintain a record of the value of schemes relating to each ward, will undertake scheme monitoring and will provide other financial monitoring information as required.

9. Contact points

9.1 WBI matters will be co-ordinated by the same staff that administer the MICE Scheme. They are within the capital and treasury section of audit and investment, part of the strategy and resources directorate

2 Floor West
Civic Hall
LS1 1UR

Tel: 0113 24 74770
Email: MICE@Leeds.gov.uk

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Funding / Spend Items	Alwoodley	Harewood	Wetherby	Ward 4	Area Wide	Total
Wellbeing Balance b/f 2016/17	£ 24,377.16	£ 24,227.96	£ 85,209.48	£ -	£ -	£ 133,814.60
Wellbeing New Allocation for 2017/18	£ 26,744.00	£ 21,115.00	£ 22,521.00	£ -	£ -	£ 70,380.00
Total Wellbeing Spend	£ 51,121.16	£ 45,342.96	£ 107,730.48	£ -	£ -	£ 204,194.60
2016-17 approved b/f for paying in 2017/18	£ 9,359.50	£ 1,824.00	£ 72,880.00	£ -	£ -	£ 84,063.50
Amount budget available for schemes 2017/18	£ 41,761.66	£ 43,518.96	£ 34,850.48	£ -	£ -	£ 120,131.10

2016/17 Projects (b/f)	Alwoodley	Harewood	Wetherby	Ward 4	Area Wide	Total
Wetherby & District Development Fund	£ -	£ -	£ 69,880.00	£ -	£ -	£ 69,880.00
Building Capacity and Developing Skills	£ 1,820.00	£ -	£ -	£ -	£ -	£ 1,820.00
Grit Bin Programme	£ 4,942.00	£ -	£ -	£ -	£ -	£ 4,942.00
Transport & catering costs for the over 60's section	£ 1,127.50	£ -	£ -	£ -	£ -	£ 1,127.50
Wetherby Christmas Lights	£ -	£ -	£ 3,000.00	£ -	£ -	£ 3,000.00
MAECare online	£ 1,470.00	£ -	£ -	£ -	£ -	£ 1,470.00
Essential Bowling Green Equipment	£ -	£ 1,824.00	£ -	£ -	£ -	£ 1,824.00
Total of schemes approved in 2016-17	£ 9,359.50	£ 1,824.00	£ 72,880.00	£ -	£ -	£ 84,063.50

2017/18 Projects Approved	Alwoodley	Harewood	Wetherby	Ward 4	Area Wide	Total
Skips and Grit Bins	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ -	£ 3,000.00
Small Grants	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ -	£ -	£ 7,500.00
Community Engagement	£ 100.00	£ 100.00	£ 100.00	£ -	£ -	£ 300.00
Additional Funding for Building Capacity	£ 4,000.00	£ -	£ -	£ -	£ -	£ 4,000.00
Speed Indication Display Cameras	£ 6,220.00	£ -	£ -	£ -	£ -	£ 6,220.00
Little Monsterz / Little Bakers / Slurp	£ 4,000.00	£ -	£ -	£ -	£ -	£ 4,000.00
Refurb shop as Community Hub	£ 1,000.00	£ -	£ -	£ -	£ -	£ 1,000.00
Building Capacity and Sharing Skills	£ 4,000.00	£ -	£ -	£ -	£ -	£ 4,000.00
Creating Patchwork Quilts on the Beds	£ 919.42	£ -	£ -	£ -	£ -	£ 919.42
Disabled Toilet Facilities	£ 2,000.00	£ -	£ -	£ -	£ -	£ 2,000.00
Leeds Cambridge Initiative	£ 1,390.00	£ -	£ -	£ -	£ -	£ 1,390.00
Wayside Mount Bridleway Enhancement	£ -	£ 2,837.50	£ -	£ -	£ -	£ 2,837.50
Renovation & Repainting of 2 Tennis Court Playing Surfaces	£ -	£ 4,000.00	£ -	£ -	£ -	£ 4,000.00
Moor Allerton Festival	£ 2,000.00	£ -	£ -	£ -	£ -	£ 2,000.00
Tour in the Town	£ -	£ -	£ 2,000.00	£ -	£ -	£ 2,000.00
Wetherby Riverside Bandstand	£ -	£ -	£ 1,000.00	£ -	£ -	£ 1,000.00
Moor Allerton Community Defibrillator	£ 1,300.00	£ -	£ -	£ -	£ -	£ 1,300.00
Moor Allerton Community Café	£ 2,000.00	£ -	£ -	£ -	£ -	£ 2,000.00
Wetherby Arts Festival 2017	£ -	£ 1,000.00	£ 1,000.00	£ -	£ -	£ 2,000.00
Thackrah Court Tree Works	£ 810.00	£ -	£ -	£ -	£ -	£ 810.00
Burton Mews CCTV	£ 1,242.85	£ -	£ -	£ -	£ -	£ 1,242.85
New Machinery Shed and Electrical Upgrade	£ -	£ 2,091.00	£ -	£ -	£ -	£ 2,091.00
Harewood Ward Speed Indication Display Cameras	£ -	£ 9,330.00	£ -	£ -	£ -	£ 9,330.00
Essential Bowling Green Equipment	£ -	£ 745.20	£ -	£ -	£ -	£ 745.20
Thorner Playground Refurbishment	£ -	£ 15,295.00	£ -	£ -	£ -	£ 15,295.00
Thorner Lane & Weardley Lane Improvement Works	£ -	£ 4,500.00	£ -	£ -	£ -	£ 4,500.00
Quarry Hill Surfacing Improvements	£ -	£ -	£ 4,000.00	£ -	£ -	£ 4,000.00
Replacement of Gas Boilers at Boston Spa Village Hall	£ -	£ -	£ 4,000.00	£ -	£ -	£ 4,000.00
Wetherby Bike Trails - Devil's Toenail	£ -	£ -	£ 5,000.00	£ -	£ -	£ 5,000.00
2 x SIDs	£ -	£ -	£ 3,375.00	£ -	£ -	£ 3,375.00
Heritage Information Board	£ -	£ -	£ 3,000.00	£ -	£ -	£ 3,000.00
Total of schemes approved in 2017-18	£ 34,482.27	£ 43,398.70	£ 26,975.00	£ -	£ -	£ 104,855.97

Total Spend for 2017-18 (incl b/f schemes from 2016-17)	£ 43,841.77	£ 45,222.70	£ 99,855.00	£ -	£ -	£ 188,919.47
Total Budget Available for projects 2017-18	£ 51,121.16	£ 45,342.96	£ 107,730.48	£ -	£ -	£ 204,194.60
Remaining Budget Unallocated	£ 7,279.39	£ 120.26	£ 7,875.48	£ -	£ -	£ 15,275.13

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Outer North East Community Committee Priorities 2017/18

THEME - linked to the Best Council Plan 2017/18 (click here)	OBJECTIVES
Good Growth & Transport & Infrastructure	<ul style="list-style-type: none"> • Improve the opportunities for local people seeking work by offering local information and advice. • Link up with local businesses to encourage their support for local communities. • Help people to broaden their horizons and develop new skills through volunteering opportunities. • Encourage shoppers and visitors to the historic town of Wetherby by promoting the town and improving car parking. • Support Town and Parish councils in the production of Neighbourhood Development Plans which enable local communities to shape and influence future development. • Encourage efficient, reliable public transport to improve access to services and employment for local people. • Support highways improvements which meet the needs of the local communities. • Improve the business and leisure environment for local communities through working with partners to improve broadband connectivity.
Resilient Communities	<ul style="list-style-type: none"> • Offer support to local organisations to enable them to offer a range of sports, arts and leisure activities for everyone. • Reduce crime and anti-social behaviour levels through a partnership approach to problem solving and information sharing in the Wetherby & Harewood and Alwoodley neighbourhood policing areas. • Work in partnership with the local community to sustain a clean and tidy streetscape and high quality public green spaces that the whole community can enjoy and take pride in. • Provide regular support for Town and Parish Councils through servicing the quarterly Outer North East Town and Parish Council Forum and providing information on activities, funding and volunteering opportunities. • Support the work of the Moor Allerton Partnership (MAP) network.
Child-Friendly City	<ul style="list-style-type: none"> • Offer young children the best start in life through the services and activities offered by Alwoodley, Boston Spa and Wetherby Children's Centres. • Reduce the numbers of young people at risk of becoming NEET (not in education, employment or training) through providing appropriate advice and guidance in learning, training and employment. • Improve children's behaviour, school attendance and academic results by providing support and activities for children, young people and their families. • Provide opportunities for young people to have fun. • Give young people the opportunity to have their say about what happens in their local community.
Health & Wellbeing & Better Lives	<ul style="list-style-type: none"> • Support voluntary organisations including MAECare and Wetherby in Support of the Elderly (WISE), who provide services for vulnerable people. • Advise people on living safely in their own homes through promotion of schemes such as home security checks and fire safety checks. • Encourage active lifestyles for everyone through supporting and promoting local advice sessions and activities.

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Report of: Jane Maxwell, East North East Area Leader

Report to: Outer North East Community Committee – Alwoodley, Harewood and Wetherby Wards

Report author: Andrew Birkbeck, Localities Programme Manager, Tel: 0113 3367642

Date: 19th March 2018

To Note

Community Committee Update Report

Purpose of report

1. This report provides an update on the on-going work programme of Outer North East Community Committee.

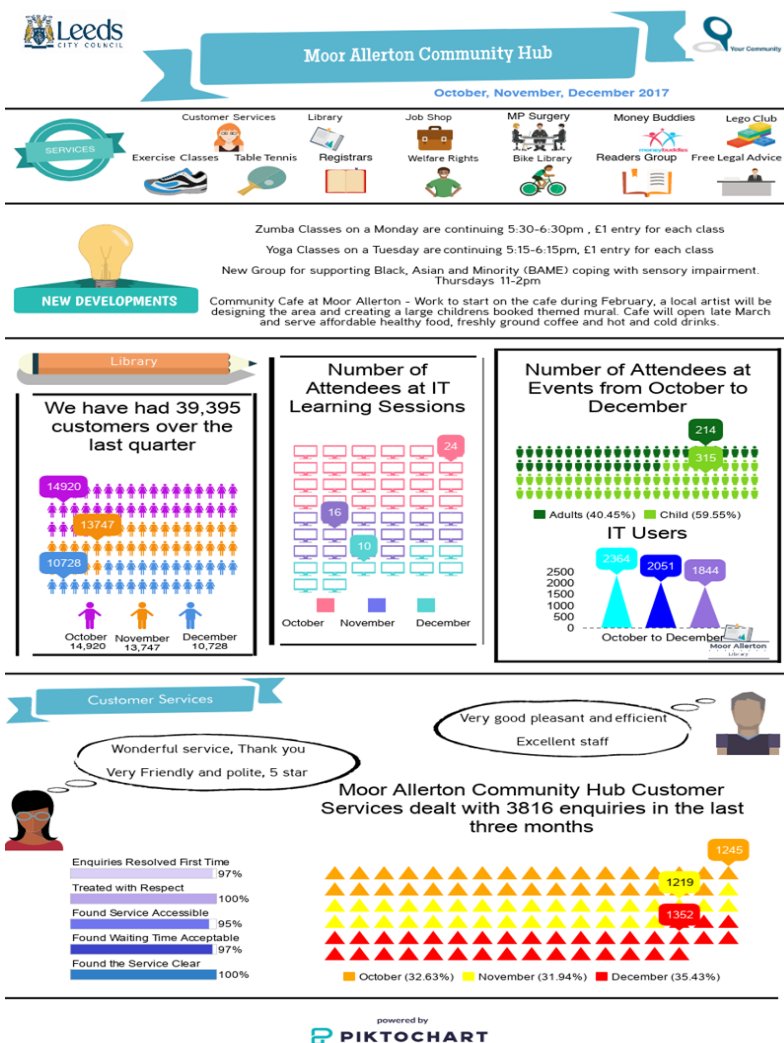
Main issues

2. Tasking meetings for both Alwoodley and Harewood & Wetherby Wards continue to regularly take place.
3. Tasking meetings are an opportunity for the Police, Ward Members, council officers and partner agencies to discuss and co-create actions to address emerging and on-going crime and environmental issues in the local area.
4. For all the latest information and developments regarding community safety matters in the Outer North East area please visit:
<https://www.facebook.com/WYPLeedsOuterNorthEast/?fref=ts>
5. The Outer North East Environment Sub Group met on 23rd November 2017. The sub group is chaired by Cllr Gerald Wilkinson, the Outer North East Community Champion for Environmental Services.
6. Ward Members, officers from the Communities Team, Housing Leeds, East North East Locality Team, Parks and Countryside and Waste Management Services were all in attendance.
7. The minutes of the Outer North East Environment Sub Group meeting held on 23rd November are attached as **Appendix A**.

8. A series of Ward Member meetings have been held since the last meeting of the Community Committee.
9. Alwoodley Ward Members met on both 5th February and 12th March 2018. Local issues discussed included highways maintenance, greenspace, the environment and Wellbeing finance.
10. Harewood Ward Members met on 11th February 2018. As well as Wellbeing finance, subjects for discussion included traffic management issues and highways maintenance investment in the Ward.
11. Wetherby Ward Members met on 26th January 2018. Items discussed included the role of Housing Leeds, highways maintenance and Wellbeing finance.
12. An Emmerdale Stakeholder Panel meeting was held on 29th November 2017. This panel considered three projects that had been put forward by eligible groups and organisations since the last meeting in September. The panel made the following decisions:

Name of project	Applicant	Amount applied for (£)	Panel decision (including amount awarded)
Playground Refurbishment	Thorner Parish Council	£10,000	The panel supported a £10,000 grant
Bingley Ginnel Restoration	Bardsey Parish Council	£11,160	A £10,000 contribution is approved in principle but some aspects of the project need further clarification.
Cottage in the Wall enabling works	Harewood Estate	£50,000 (approx.) + VAT	Panel agreed to support the enabling works to allow a survey to take place. £50,000 (approx.) + VAT but more detail needed on exact price. Harewood Estate to submit invoice and also send survey report to Phil Ward, Conservation Officer at LCC.

13. The purpose of the panel is to help steer and allocate the S106 funding stream that has arisen to help mitigate any impact that the Emmerdale film set may have. The Chair, Cllr Rachel Procter, has resolved to utilise this funding stream to its full potential over the coming years to best benefit not only the Harewood estate and its environs, but also the wider Harewood Ward.
14. The Alwoodley Youth Summit is scheduled to take place on Friday 23rd March. Hosted and co-designed by Cllr Dan Cohen (Community Committee Champion for children and young people) and officers from the council's Voice and Influence Team, the event is to take place at Moor Allerton High School and will be attended by pupils from six Alwoodley Schools. The objective of the event is to help steer the Youth Activity Fund for Alwoodley Ward for 2018/19 as well as explaining the role of Councillors and how young people can get involved in local democracy.
15. Work at the Moor Allerton Hub is continuing to flourish. The infographic below highlights some of activity that has taken place there during the winter period (October – December 2017).



16. Leeds City Council are seeking the views of local communities on secondary school provision in the Outer North East area, which will then be shared with the Department

for Education before a decision is made on the academy application by Boston Spa School. As this may lead to significant long term changes to secondary education provision in the area it is clearly important that families have the chance to express their views.

17. An online public engagement exercise has commenced from Wednesday 28th February and runs until midnight on Sunday 25th March. The Engagement Survey document, containing background information, data on finance and pupil numbers, can be found on the Leeds City Council website: <https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-place-planning/current-consultation> An associated online survey, which provides interested parties with the opportunity to share their views on how secondary school places in the area should be organised, can also be found on the same webpage.
18. At the time of writing the Outer North East Facebook page has 200 Likes. Since the December Community Committee, the Communities Team have posted over 80 items that have had a reach of over 4,000 (although it should be noted that this will include a high proportion of re-visits to site from the same people).
19. Since the last meeting in December, members of the Communities Team (ENE) have been managing and populating the Facebook page that has been established for the Outer North East Community Committee as a means for communicating with partners, 3rd sector organisations and local residents.
20. Posts on both Twitter and Facebook are on a variety of subjects relevant to the Outer North East area including job opportunities, funding support, open days, local service provision, consultations and sporting activities. For more details visit:
 - Link to the Facebook Page for the Inner East Community Committee: <https://www.facebook.com/LCCOuterNE>
 - Link to the Your Community Twitter Page: https://twitter.com/@_YourCommunity
21. An example of the potential of social media as a means for engagement is highlighted below. This particular post from the 25th January 2018 reached 353 people.



Conclusion

22. There are a number of actions on-going to achieve the Community Committee priorities and fulfil its work programme but despite this, the Community Committee recognises that there is still a significant amount of work to be done.

Recommendations

23. That Members note the contents of the report and make comment where appropriate.

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Meeting Notes

1.0	Welcome, introductions, apologies	
	Attendees: Cllr Gerald Wilkinson; Cllr Neil Buckley; Susan Hardy; Paul Ackroyd; Eliot Whitely; Andrew Birkbeck Apologies: Graham Berwick; Beverley Kirk; Cllr Matthew Robinson	
2.0	Minutes of the Last Meeting and Matters Arising	Actions
2.1	N/A	
3.0	Waste and Recycling	
3.1	A5 postcards detailing the changes to bin collections over the festive period would be distributed to every household in Leeds. Brown bin collections will cease between 2 nd December 2017 – 26 th February 2018.	
3.2	SH gave an overview of service performance data for ONE between August – October 2017.	
3.3	SH asked Elected Members to feedback on the forthcoming brown bin service expansion direct to Mathew Birkett, Service Manager, Waste Management: Matthew.Birkett@leeds.gov.uk	Ward Cllrs
3.4	SH referenced that due to modification to council policy there would now no longer be a charge to householders for new brown bins.	
3.5	SH said every month the council's refuse service collects approximately 2 million bins (or 250,000 per week) and the current "successful" collection rate stands at 99.95%.	
4.0	Parks & Countryside	
4.1	PA gave a detailed update as to the success of the recently opened 'Arium' Nursery - http://www.theariumleeds.co.uk/	
4.2	PA updated on issues relating to the King Lane/Village Green barrier (now painted black); trees on Westwood Way, Wetherby (to be removed and replaced); Weir Garth (trees to be looked at); Graffiti on trees adjacent to Boston Spa Children's Centre (PA to contact BK about this); Quarry Hill surfacing works in Wetherby (Ward Members support).	PA & BK
4.3	Cllr Buckley raised an issue about conifer hedges and the need to mediate and advise in a neighbour dispute. EW said he would provide Cllr Buckley with the relevant information.	EW
5.0	Grounds maintenance	
5.1	PA informed the meeting that the grass cutting programme had ceased, given the season, and attention had turned to shrub maintenance.	
6.0	Cleaner Neighbourhoods Delegation	
6.1	EW said BK was now based at Redhall Nursery. EW added that utilising the Redhall site for tipping-off collected leaves had improved service delivery (saving significant time from the former route to the Kirkstall depot).	
6.2	EW referenced issues relating to de-leafing on King Lane and verge creep on Boston Road, Boston Spa. Cllr Wilkinson to meet EW on site re	Cllr W & EW

	Boston Road.	
7.0	A.O.B	
7.1	PA said this would be his final meeting (he is to take a sabbatical from the council after many years' service) and in future the Parks and Countryside Service would be represented by Sam Ouassine. The sub group passed on their thanks to PA for all his hard work.	
8.0	Date and Time of Next Meeting	
	TBC.	AB



Report of: Jane Maxwell, East North East Area Leader

Report to: Outer North East Community Committee – Alwoodley, Harewood & Wetherby

Report author: Andrew Birkbeck, Localities Programme Manager, 0113 3367642

Date: 19th March 2018

To Note

Outer North East Parish and Town Council Forum

Purpose of this report

1. The purpose of this report is to provide the Community Committee with the minutes from the latest meeting of the Outer North East Parish and Town Council Forum.

Background information

2. The Outer North East Parish and Town Council Forum provides an opportunity for the parish and town councillors from Alwoodley, Harewood and Wetherby Wards to:
 - Receive presentations and hold discussions on issues of common interest;
 - Share information and good practice;
 - Raise any issues of concern;
 - The forum meets quarterly, with the position of chair rotating between the Wards.

Main issues

3. The most recent meeting of the Forum took place at Tree Tops Community Centre on 25th January 2018 and was chaired by Cllr Neil Buckley (Alwoodley Ward).
4. Agenda items discussed included the environment, community safety and flood risk management.
5. The draft minutes of the meeting are attached at **Appendix A**.

6. A further bespoke meeting of the Forum was convened on 15th February 2018 at Manor House in Scholes on the subject of recent the air quality consultation: <https://www.leeds.gov.uk/business/environmental-health-for-business/air-quality>. This was chaired by Cllr Matthew Robinson (Harewood Ward).

Corporate Considerations

Consultation and Engagement

7. In their role as democratically accountable bodies, local councils offer a means of shaping the decisions that affect their communities.
8. Parish and town councillors and their officers possess local knowledge which can help decision makers in the City Council to make more informed decisions and parishes have made it clear that they would like more influence on services which affect their communities. They offer a means of decentralising the provision of certain services and of revitalising local communities. In turn, the local councils recognise the strategic role of the Leeds City Council and the equitable distribution of services which it has to achieve.

Equality and Diversity / Cohesion and Integration

9. Attendance at the meeting is open to all town and parish councillors and the meetings are held a variety of venues throughout the three wards of Alwoodley, Harewood and Wetherby.

Council Policies and City Priorities

10. Leeds City Council and the local councils within its area share the common belief that working closely together plays a vital contribution to the wellbeing of the communities they serve.
11. To this end, Leeds City Council and the local councils in the Leeds City Council area have a Charter which sets out how they aim to work together for the benefits of local people:
<http://www.leeds.gov.uk/docs/Parish%20and%20Town%20Council%20Charter%202016.pdf>
12. Leeds City Council and the local councils are committed to the principles of democratic local government. They are keen to see continued efforts made to improve our system of local democracy and to see greater public participation in and appreciation of this system.

Resources and Value for Money

13. The Parish and Town Council Forum is supported by an officer from the Communities Team (East North East).

Legal Implications, Access to Information and Call In

14. There are no significant legal implications.

Risk Management

15. There are no significant risks identified in this report.

Conclusions

16. The Outer North East Parish and Town Council Forum provides a place for the local councils to discuss issues of common interest and concern. It is supported by Ward Members and the Communities Team (East North East).

Recommendations

17. The Community Committee is requested to note the minutes of the Forum and, where appropriate, support the Outer North East Parish and Town Council Forum in resolving any issues raised.

Background documents¹

18. None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Outer North East
Parish and Town Council Forum

Aberford and District; Alwoodley; Bardsey cum Rigton; Barwick in Elmet & Scholes;
Boston Spa; Bramham cum Oglethorpe; Clifford; Collingham with Linton; East
Keswick; Harewood; Scarcroft; Shadwell; Thorner; Thorp Arch; Walton; Wetherby;

Thursday 25th January 2018 at 7:30pm
Tree Tops Community Centre
Chair: Cllr Neil Buckley (Alwoodley Ward)

In attendance:

Cllr Neil Buckley	Alwoodley Ward
Cllr Matthew Robinson	Harewood Ward
Cllr Ryan Stephenson	Harewood Ward
Cllr Ruth Reed	Aberford & District PC
Cllr David Howson	Aberford & District PC
Cllr Lyn Buckley	Alwoodley PC
Cllr Glyn Davies	Barwick in Elmet & Scholes PC
Cllr Claire Hassell	Barwick in Elmet & Scholes PC
Keith Langley	Clerk to Bramham and Barwick in Elmet & Scholes PCs
Cllr John Steel	Boston Spa PC
Cllr Steve Morfitt	Boston Spa PC
Cllr Nicholas Fawcett	Clifford PC
Kevin Sedman	Clerk, Harewood PC
Cllr Debbie Potter	Shadwell PC
Cllr Helena Buck	Walton PC
Cllr Harry Chapman	Wetherby Town Council
Cllr Norma Harington	Wetherby Town Council
Jonathan Moxon	LCC, Flood Risk Manager
Andrew Birkbeck	LCC, Communities Team
PC Stephen Lane	West Yorkshire Police
PCSO Chris Barrett	West Yorkshire Police
Bev Kirk	LCC Cleaner Neighbourhoods Team
Eliot Whiteley	LCC Cleaner Neighbourhoods Team
Craig Dyson	LCC Cleaner Neighbourhoods Team

Apologies: Cllr John Procter (Wetherby Ward); Cllr Gerald Wilkinson (Wetherby Ward); Cllr Alan Lamb (Wetherby Ward); Cllr Rachel Procter (Harewood Ward); Cllr Dan Cohen (Alwoodley Ward); Cllr Peter Harrand (Alwoodley Ward); Cllr Keith Dunwell (Aberford & District PC); Cllr Linda Flockton (Bardsey PC); Cllr Marina Heum (Boston Spa PC); Gina Carter (Scarcroft PC); Cllr John Richardson (Thorp Arch PC).

Andrew Birkbeck
Communities Team (East North East)
0113 3367642

Andrew.Birkbeck@leeds.gov.uk

1. Cllr Neil Buckley welcomed everyone to the meeting and introductions were made.

2 **Apologies** given as overleaf.

3 **Minutes of last meeting**

3.1 Approved as an accurate record.

4 **Matters Arising**

4.1 Andrew Birkbeck re-iterated that a working group would be convened to help progress work around a refresh of the Town and Parish Council Charter and representation would be sought from the Forum.

AB

5. **Police Update – PC Stephen Lane and PCSO Chris Barrett**

5.1 PC Lane presented a statistical report relating to crime data in Alwoodley, Harewood and Wetherby Wards.

5.2 PC Lane explained whilst the Outer North East NPT would be merged into a broader North East Leeds offer there would be no change to staffing levels or delivery of service.

5.3 Questions from the Forum included; ID theft and was this a big issue in ONE? (There have been cases but not a major cause of concern, stay vigilant); can resources be re-directed into policing speeding/traffic offences? (Police do their best in this regard, but resources are limited); can speeding offences be mapped? (Police will look into this request); how best to deal with street hawkers? (tell them to go away, if aggressive ring 101).

Police

5.4 On the subject of speed enforcement, Collingham with Linton PC said they were exploring options for “buying in” some additional police resource to help with this issue.

6 **Environmental issues – Bev Kirk (LCC, Cleaner Neighbourhoods Team)**

6.1 Bev Kirk presented a report on fly tipping cases in Alwoodley, Harewood and Wetherby Wards and updated on specific cases in both Shadwell and Aberford.

6.2 Bev gave a further update on the Big Spring Clean planned for 2nd – 4th March 2018. Any Town or Parish Councils interested participating in this initiative should contact Bev directly, who could supply them litter picking equipment and hi-vis vests.

6.3 Bev further requested that Town and Parish Council provide her with the details of any local ginnels that need clearing via: Beverley.Kirk@leeds.gov.uk

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0113 3367642

Andrew.Birkbeck@leeds.gov.uk

- 6.4 On the subject of the environment, Cllr Stephenson said and his colleagues would circulate a communication regarding the soon-to-be introduced charge for certain types of non-household waste at LCC owned recycling sites:
<https://www.leeds.gov.uk/residents/bins-and-recycling/recycling-sites>

7. Flood Risk Management

- 7.1 Jonathon Moxon explained his role at Leeds City Council in his capacity as Flood Risk Manager. Jonathan gave details of upcoming work programmes including Otley (and the wider River Wharfe route), Collingham Beck and Halton Moor.
- 7.2 Questions arising from the Forum included; Is there any support for local Town and Parish councils? (Yes, please contact Jonathan who will be able to signpost to appropriate services: Jonathan.Moxon@leeds.gov.uk); Could attention be given to Crow River/Cock Beck near Aberford? (Yes, supply details via email); Is flood risk factored in to future developments such as ELOR? (We are a statutory consultee on ELOR and any relevant planning applications), Who maintains flood defences, as this is an expensive business (If LCC owned then LCC, if not this would need negotiating).

8. Update from Town and Parish Councils

- 8.1 Barwick in Elmet & Scholes PC - The recent Governance Review included a proposal that our parish be split into two separate parishes, one each for Scholes and Barwick in Elmet.
- 8.2 A survey of residents was conducted by the Parish Council; 1337 responses were received, 206 were in favour of de-grouping and 1131 were against.
- 8.3 Leeds City Council took this survey into account in considering this and rejected the proposal to de-group, as a result we will continue to attend the Outer N.E. forum as a single parish and not as separate Barwick in Elmet and Scholes parishes.

9. Any Other Business

- 9.1 Cllr Robinson stated that at a future Forum he would like the following items on the agenda:
- HGVs in Outer North East on A58 and overnight parked on lay-bys
 - Data protection officer for Parish Councils
 - Taxis and Licensing. Better understanding this issue, complaints, process to issue licences and revoking them
 - Role of Wetherby Health Centre

- 9.2 Cllrs Buckley, Robinson and Stephenson further requested that a stand-alone meeting of the Forum be convened on the council's air quality consultation: <https://www.leeds.gov.uk/business/environmental-health-for-business/air-quality>
AB to arrange before 2nd March 2018 (when the consultation closes).

AB

DRAFT