

MINUTES

Inner West Area Panel Meeting

Date: Monday 7th October 2013

Time: 16.00 until 17:30

Venue: The Boardroom - Westfield Chambers

Attendees

| Name | Initials | Position |
|----------------------|----------|---|
| Hugh Morgan Pugh | HMP | Chair of the Inner West Area Panel |
| Jenny Holt | JH | Area Panel Member |
| Jean Paxton | JP | Area Panel Member |
| Councillor J McKenna | JM | Area Panel Member |
| Akbar Khan | AK | Area Performance Manager Inner West L.C.C |
| Paul Rounding | PR | Project Manager Leeds C.C. |
| Tracey Thorpe | TT | Minute-taker Administration Officer |

| Item No. | | Owner |
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| 1.0 | Welcome and Apologies | |
| | Apologies were received from Harry Shields, Area Panel Member. Corrine Brown, Area Panel Member. No apologies have been received from Deanne Hodgson Area Panel Member. | |
| 2.0 | Minutes of Previous Meeting and Matters Arising | |
| | <p>The minutes of the meeting held on the 12th August 2013 were approved as an accurate record.</p> <p>The actions from the previous meeting were reviewed:</p> <ul style="list-style-type: none"> • An extra meeting was held on the 28th August 2013 as allegedly the meeting is not quorum if there are no Councillors attending. • HMP confirmed that TT had sent a letter out to Beth Hargreaves in the Governance team of the former WNWHL who reported back that meetings can be held and area panels bids can be voted on. Any Councillor who attends the meetings are there to offer advice and support. • At the extra meeting all the bids were approved. | |
| 3.0 | Capital Programme Update (Paul Rounding LCC) | |
| | Paul Rounding attended the meeting to provide an update on the works that will be carried out under the previous WNWHL capital works programme. Councillor McKenna requested that in the report where it states the lift replacement for the Height's East and West, this needs to be removed from Inner West as the above area falls under Outer West. Paul Rounding is to email TT an update of the report for circulation to panel members. | |

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| 4.0 | Customer Involvement | |
| 4.1 | <p><u>Area Panel Bids</u></p> <p><u>AP32 Armley Forum Christmas Lights £500.00 Approved</u></p> <p>HMP declared an interest in the above bid and left the room.</p> <p>The application is for £500.00 towards the cost of staging the Armley Christmas Lights the event will take place on Saturday 16th November 2013 from 5.30pm – 7pm.</p> <p>The bid has been submitted by Hugh Morgan Pugh for a contribution of £500 toward the cost of staging the event. The event is now in its fourth year and is supported by the Armley Community Forum, Local residents, Ward Members and Leeds City Council Officers.</p> <p>The event will bring the community together and it is expected that 300 people will attend leading to an increase in community spirit.</p> <p>The panel agreed that the bid represents good value for money and will increase customer satisfaction.</p> <p>A vote was carried and agreed by everyone to approve the funding.</p> <p><u>AP33 Skips for Action Days £5,625.00</u></p> <p>The above bid is to provide 45 skips to be used by all the Neighbourhood Management Officers within the Bramley and Armley area for upcoming Action Days on their estates. Action days are to be arranged by each Neighbourhood Management Officer on a monthly rolling programme until April 2014.</p> <p>The skips will be used in the following locations:</p> <ul style="list-style-type: none"> • 4 Skips for the Clyde Estate Action Day – Scheduled for 17th October 2013 • 5 Skips for the Snowden Estate and the Landseer Estate Action Days – Dates TBA • 6 Skips for the Burnsall / Westerley Action Day – Date TBA • 6 Skips for the Top Wyther and Bottom Wyther Action Days – Dates TBA • 7 Skips for the Fairfield Action Day – Dates TBA • 5 Skips for the Ganners Estate Action Day – Date TBA • 6 Skips for the Langley Estate and Summerfield Estate Action Days – Dates TBA • 6 Skips for the Broadlea Estate Action Day – Date to be arranged. | |

It will assist during the Action Days and Multi Agency working, assisting with future enforcement action where appropriate. It will help make the estate a cleaner place to live and help improve the overall environment and give tenants a sense of pride living in those areas. It will also demonstrate high visibility and proactive work in our local areas.

This bid fits into the Armley and Bramley Neighbourhood plan by addressing the strategic aims of quality neighbourhoods (our estates are clean and tidy and well maintained).

The entire cost of the bid will be £5,625.00, forty five skips at £125.00 ea.

A vote was carried and the panel agreed to approve the above bid.

AP34 Landseer Drive £2,500.00

The bid is to paint low level solid metal fencing on the upper level of low level flats on Landseer Drive. Fencing is on the upper floor and serving individual property yard areas which run along the length of the communal walkway.

The bid is for metal fencing to be painted on each of the upper levels of the following blocks:

- 33 – 55 Landseer Drive
- 46 – 68 Landseer Drive
- 70 – 92 Landseer Drive

There is currently an issue of youths being attracted to the area who are causing further damage by peeling off paintwork; there is also a feeling that these youths could cause further criminal damage within the area. The painting would remove the attraction of visiting the area. The painting would improve the environment and give tenants a sense of pride in their properties and the community.

Consultation has been conducted by home visits to all affected tenants. 18 visits were attempted with 7 successfully accessed visits. Of the 7 accessed visits all 7 tenants were in favour of the proposed bid.

A vote was carried and the panel agreed to approve the bid.

AP35 Concrete Mushrooms £2,978.31 Approved

Funding is required to provide concrete mushrooms on the grass verge to stop cars from parking on the verges and churning the grass over.

A door knock has taken place and the majority of customers that have been spoken to have agreed that the concrete mushrooms bollards would prevent people parking on the grass verge and damaging the

grass which would make the area more appealing.

There are on-going costs to keep re-turfing the area due to it looking unsightly when it is churned over. There is also a potential for an accident to happen due to the area getting boggy in the winter months.

A vote was carried and the panel agreed to approve the bid.

AP38 Burnsall Grange planters £1,150.00

Funding is requested for the purchase of 2 large wooden planters for residents of Burnsall Grange to grow their own vegetables or plant flowering plants.

The bid has been requested by the residents of Theaker Lane residents association. There are 99 residents in this multi-storey block who this bid will benefit, plus other residents who use the complex in the surrounding area. It will also benefit future residents of the complex.

The bid will encourage resident's participation and involvement not for just the few but all tenant and residents in the community to help and socialise with each other.

A vote was carried and the panel agreed to fund the bid.

AP40 Station Road £1,973.72

Funding is requested to supply and fit 'A' Frames to prevent vehicles accessing the estate and causing damage and to resolve the concerns for health and safety for residents and the general public.

The Station Road garage site has 2 pedestrian access points from the highway which provides access to Sir Karl Cohen Square (a sheltered complex) and also includes standard let properties with no age restrictions. There is an area for residents to use for recreational purposes which contributes to the overall aesthetics of the estate.

WNWHL are receiving increasing numbers of reports regarding people driving over the area on quad bikes causing concerns for health and safety. This behaviour poses serious risks for children using the area for play and to unsuspecting drivers not expecting large vehicles to be entering the pedestrian area.

The turf has been churned up and damaged by the tyres making it look unsightly and rendering it unsuitable for playing on. Mud has also been spread across the footpath and road from adding to work for the Estate Caretakers and Highways teams who then have to clean up the mess.

There is also a problem with increased noise from the engines of the

vehicles being revved to climb the banking. This project proposes to install row 'A' frames to both sides of the Garages on Station Road to prevent vehicles gaining access. There will be no on-going costs to the contrary the scheme should reduce costs for the Estate Caretaking and Highways teams that currently have to clean the mud and reseed the area.

Attendees of the local Tenant and Residents Group meeting have been canvassed for their opinion and all agreed that the project would be a positive step towards a safer estate.

A vote was carried and the panel agreed to approve the bid.

AP41 Theaker Lane Approved £250.00

To provide £250 for residents of Armley for payment of additional plants to place where required in communal green space belonging to Housing.

The bid has been submitted by the Theaker Lane TARA this bid will benefit about 300 residents in the area and will improve the external area of the blocks with the additional plants.

A vote was carried and the panel agreed to approve the bid.

AP42 MoorsideTARA Community Centre Approved £250.00

The bid is to treat the area of land to the side and behind the Community Centre with weed killer. This bid would also increase tenant engagement with Moorside TARA and partner agencies and improve the quality of their lives as more tenants become aware and use this area growing plants in the raised planter beds.

The bid needs to be approved by the end of November so that the work can commence as soon as possible.

A vote was carried and the panel agreed to approve the bid.

AP43 Notice Board Broadlea Hill Approved £2,200.00

To supply a notice board which is to be installed on Broadlea Hill. This would increase tenant engagement who would become aware of services that are being provided by voluntary and statutory organisations.

The bid needs to be approved by the end of November so that the work can commence as soon as possible.

A vote was carried and the panel agreed to approve the bid.

AP45 Wyther Park Fencing £477.8 Approved

This bid is for fencing panels to be renewed to properties in the area. There is an issue with children and youths using our gardens as a short cut and thoroughfare during the day and also during the night, giving residents a lack of privacy.

The fencing would discourage this. It would also give back ownership of the gardens and encourage residents to take more pride in this area. It would increase feeling of safety within residents homes and give them more peace of mind.

Consultation has been conducted by the Customer Services Support Team who have advised that they have received survey forms and a positive response for renewing the fencing panels.

A vote was carried and the panel agreed to approve the bid.

AP46 Poplar Way £2,250.00 Approved

Funding is requested for the purchase and planting of 15 low growing trees to be planted to the open grassland in front of 59 to 67 Poplar Way.

Residents in the local area have requested measures be taken to prevent children and youths in the area from playing ball games on the grassland on Poplar Way.

There has been a history over the last few years with youths congregating on the grass area and causing nuisance and Anti-Social Behaviour.

In addition there have been incidents where properties have been damaged by footballs and crickets balls in the past.

It would potentially prevent possible further Anti-Social Behaviour and Damage being caused to individual properties. Thus reducing costs relating to repairs.

It will also improve the overall appearance of the estate and make it a more appealing and attractive place to live for existing residents, creating a safe and sustainable community. It will also help attract new tenants to the area.

Consultation has been carried out by Akbar Khan (Area Performance Manager), and residents were in agreement with the proposed plans

A vote was carried and the panel agreed to approve the bid.

AP51 Half Mile Green £5,560.00 Approved.

This bid is to allow for the lift and removal of the concrete flag path that runs along the rear of properties. Supply and fit 84 new 50mm thick replacement concrete flags on sand/cement screed over a geotextile weed barrier.

Removal of accumulated debris between the path and boundary fence.
Allow for 10 ton of imported top soil.

To supply and fix 1.5m high x 1m wide bow top gate and posts with two bow top infill panels all galvanised and powder coated green. The gate is to have an inbuilt mortise lock and eight keys.

Shrubbery, supplied and planted is to be agreed.

On-going costs to keep removing the fly tipping and cutting back the weeds. It is also a better idea to clean the area this way rather than seeding and adding to the maintenance contract as it is a one off payment and low cost maintenance.

A vote was carried and the panel agreed to approve the bid.

AP57 Burnsall Croft £3,000.00 Approved.

Funding is requested to supply and fit new flooring to the top three floors of Burnsall Croft to improve the appearance and safety on the floors.

Burnsall Croft is a 16 floor multi story block in Armley. There has been new flooring fitted to the foyer which has dramatically improved the appearance and safety of the block.

WNWHL are attempting to ask residents to comply with removing items which are deemed a 'fire risk' a resident within this block has advised they are not prepared to remove their plastic fire display as the floor is not in the same condition underneath the display.

Over the years the flooring has had responsive repairs carried out which has left it mis matched and in places uneven. The bid is to replace the entire flooring to the style of what has been placed in the foyer. This will mean the removal of a tiled floor to a fitted, hard wearing flooring which is non slip.

There is also a problem with the floor becoming slippery when it is mopped due to its finish.

This project proposes to install brand new flooring to the top three floors.

A vote was carried and the panel agreed to approve the bid.

Deferred Bids.

AP39 Outgang Lane

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| | <p>This bid is to supply fencing around two blocks of cottage style flats on Outgang Lane.</p> <p>The bid is deferred until the next area panel meeting in December when the panel will reconsider.</p> <p><u>AP47 Ashlea Court £22,150.00</u></p> <p>The bid is to refurbish the communal garden at Ashlea Court</p> <p>The proposal is to refurbish the hard surface in the communal outdoor space at Ashlea Court.</p> <p>The bid is deferred until the February area panel meeting due to the costing of the bid.</p> | |
| 5.0 | Any Other Business | |
| | There were no other outstanding matters. | |
| 6.0 | Next Meeting | |
| | The next meeting will take place on Monday 2 nd December 2013 from 4.00pm until 6.00pm at Westfield Chambers. | |

| Item No. | Summary of Actions and Agreements | Owner |
|-----------------|--|--------------|
| 6 | <u>Deferred Bids</u> | |
| | AP39 Outgang Lane. Papers to be included in the December Area Panel Packs for the December meeting. | TT |
| | AP47 Ashlea Court. Papers to be included in the February Area Panel Packs for the February meeting. | TT |
| | <u>Capital Programme Report</u> | |
| | PR is to email TT an update of the report for circulation to panel members. | |
| | <u>Other</u> | |
| | TT proposed to the panel members would they be agreeable to only two copies of each photograph being presented for each bid at future meetings; rather than sending them out in the panel packs. This would be a cost effective saving on the colour printing. | |
| | The panel are in agreement of this. No photos will go out in the packs. | |

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