

MINUTES

Present:	
Cllr Karen Bruce (Chair)	Ward Member
Cllr Robert Finnigan	Ward Member
Cllr Shirley Varley	Ward Member
Tom Smith	Locality Team
Bob Buckenham	Public Rights of Way
Aretha Hanson	Area Support Team
Moira Burke	Area Support Team
Clare Poolman	Strategy and Improvement

		ACTION
1	Introduction and apologies	
1.1	Everyone was welcomed and introductions were made. Cllr Finnigan was voted in as Chair of the meeting.	
1.2	Apologies received from Cllr Karen Renshaw and Mark Gray (Housing Leeds).	
2	Matters arising and minutes of the last meeting (25th September 2013)	
2.1	There were no matters arising.	
2.2	The minutes were agreed as an accurate record.	
2.3	The Chair was handed to Cllr Bruce.	
3	Locality Service Performance and delivering of SLA priorities	
3.1	TS presented the South and Outer East Locality Team Service Level Agreement Performance Report that will be presented to Area Committee when on 2 nd December.	
3.2	The report highlighted that overall 4,329 jobs were received or identified between 1 st July and 25 th October 2013 of which 1,190 were for the Outer South wedge area (27%). The most prevalent issues dealt with in Outer South in the period were, in descending order: fly-tipping, overgrown vegetation, domestic waste issues and dog related issues. There has been a significant rise in the number of Domestic Waste Enforcement jobs being carried out, from 19 in July to October 2012 to 91 in the same period year.	

3.3	<p>Manual Cleaning - 1st July to 25th October: 95% of manual cleansing rotas were undertaken as scheduled in the period a slight fall when compared with 96% in the same period as last year. Of the 9 days where the manual cleaning routes did not run 4 were due to holidays and 5 due to sickness.</p>	
3.4	<p>Mechanical Cleaning – 20th August to 31st October: 76% of the mechanical cleansing rotas were undertaken as scheduled in the period an increase compared to 86% in the same period last year. Of the 38 non-running routes 22 were due to holidays, 3 due to sickness, 3 was due to staff being used by refuse collection, and 10 due to other operational reasons, e.g. training or other priority work.</p>	
3.5	<p>Wedge-wide Services – 20th August to 31st August 2013: wedge-wide services generally ran as scheduled, with the exception of 1 occasion where a litter bin team did not run due to holidays, and gulley cleaning service which did not run on 9 occasions in the period due to holidays (4 occasions), sickness (2 occasions) and other operational problems (3 occasions). Due to the specialist nature of the service it is often difficult to source appropriate cover. However the Locality Team is in the process of training further frontline cleansing staff so that cover will be easier in future.</p>	
3.6	<p>Fixed Penalty Notices: 6 Fixed Penalty Notices were served on residents in the period, twice the number that were served during the same period last year, but still very low numbers. Prosecution action: No prosecutions were progressed during the period.</p>	
3.6	<p>The following points were noted.</p>	
3.6.1	<ul style="list-style-type: none"> • A project is underway across the Outer South Area to raise awareness with shop keepers on their legal duty to ensure shop frontages are kept clean. Non-compliance can lead to enforcement action being taken requiring shop keepers to sweep outside their stores and to provide litter bins. 	
3.6.2	<ul style="list-style-type: none"> • Environmental Services is working with colleagues from Asset Management to improve shop areas including replacement of litter bins outside Fairleigh shops in Tingley. 	
3.6.3	<ul style="list-style-type: none"> • A project is underway to ensure the shops on Fountain Street have adequate waste storage and disposal contracts in place. 15 notices have been issued • Next stage is to ensure flats have adequate bins • Work is being undertaken with owners of the properties to suggest they come together to tarmac the unmade road at the rear and improve the surrounding environment. 	

3.6.4	<ul style="list-style-type: none"> The enforcement team has targeted unauthorised advertising on council street furniture. Some companies in Morley, Gildersome and Rothwell have been asked to remove their banners Negotiations are underway with Rothwell Traders to limit the use of A boards on Commercial Street following complaints from Elected Members and local residents 	
3.6.5	<ul style="list-style-type: none"> Work is on-going with Housing Leeds to develop models of integrated working, with the development of zonal teams. 	
4.0	Refuse and Bulky Waste Collections Policies	
4.1	TS handed out a brief report on the Kerbside Waste Collection Commitment and gave a brief update of the report. TS to forward to members.	TS
4.2	TS introduced Clare Poolman, a graduate trainee, who will be working with the Locality Team to help manage the bulky waste scheme.	
4.3	<p>There is a report scheduled to go to Exec Board in January 2014. This will focus on standard wheeled bin collection service. Changes include:</p> <ul style="list-style-type: none"> commitment being developed based on the principles of a social contract, whereby the Council sets out clearly its service standards that excessive waste is not encouraged and is recycled or disposed of through the appropriate routes provided Seek Exec Board approval to the formal adoption of the following operational kerbside collection policies: <ul style="list-style-type: none"> Residual waste collection service SORT recycling collection service Garden waste collection service Bulky waste collection service 	
4.4	<p>Key issues from the report :</p> <ul style="list-style-type: none"> one wheeled bin per household for each waste stream, an extra green bin can be provided where AWC service is not provided 'no side waste' policy where AWC service provided approved by Exec Board in Oct 2013 residents must present bins in line with policy to be assured of collection. No recovery for individual bins, but if a whole street is missed the service aims to recover within two working days there is to be a proposal to limit collections of bulky waste to 3 per household per year and four items per collection garden waste not to be collected by the bulky collection service where brown bins have been provided. 	

5.0	Locality Team Streets Review	
5.1	TS handed out a draft model for the new Zonal Teams in SSE that will be coming into force hopefully in April 2014. A draft paper is being done showing where resources will be allocated, still a bit of work to be done on this.	
5.2	TS to bring back for discussion a paper showing what can be set as reasonable zones for Members to discuss.	
6.0	Parks and Countryside	
6.1	BB gave members a brief update	
6.1.1	<ul style="list-style-type: none"> • P&C are looking at improving Magpie Lane Playground in Morley. Paul Robinson (PR) is exploring funding streams 	
6.1.2	<ul style="list-style-type: none"> • P&C are working with Sport, CPM and ward Members for Morley South to improve the bowling Pavilion at Scratcherd Park. Capital funding being sought by Sport from Lottery 	
6.1.3	<ul style="list-style-type: none"> • There is a new path link to be installed before Christmas mas in Springhead Park 	
6.1.4	<ul style="list-style-type: none"> • Friends of Springhead Park has been established. Two meetings where P&C staff have taken place along with site visits. 	
6.1.5	<ul style="list-style-type: none"> • Rothwell Country Park continues to develop – Following the site meeting with the Chair of FoG and the Leeds LAF in July P&C officers are working with Chair (Sue Child) to see how the former colliery site can be further developed to an attractive greenscape containing meadows, trees and ponds 	
6.1.6	<ul style="list-style-type: none"> • Vicky Nunns is working with Councillor Bruce regarding Wood Lane Recreation. No specific update at this time. 	
6.1.7	<ul style="list-style-type: none"> • Vicky Nunns is working with the Councillor Renshaw and Councillor Mulherin on a number of projects, also with Councillor Dunn regarding Smithy Lane and Copley Lane: <ul style="list-style-type: none"> ○ Looking at using S.106 monies for a new slide for Lofthouse Recreation ground and a water supply pipe at Copley Lane Community Garden (now known as Robin Hood Community Garden and Maid Marian Orchard). A quote for approx. £2k has been received from YW for installation of a new water supply pipe. ○ Signs approved for info boards on species and history 	
6.1.8	<ul style="list-style-type: none"> • PR taking the Site Based Gardeners report to the next Area Committee meeting on the 2nd December which details work undertaken. 	

6.1.9	<ul style="list-style-type: none"> Lewisham Park Memorial is looking overgrown. BB to chase up with colleagues. 	
6.1.10	<ul style="list-style-type: none"> 90 school children from East Ardsley Primary have begun the season's tree planting with 100 mixed deciduous trees and have been learning about their local environment, local food and the site itself. A press release about this is pending. 	
6.1.11	<ul style="list-style-type: none"> 75 Elm trees are to be planted in a new avenue along the permissive bridleway through East Ardsley fall and Spring Lane sidings. TCV have commenced fencing at Spring Lane Sidings for the boundary to the community orchard, they will be also fencing off habitat exclusion and water safety zones around the leachate ponds. 	
6.1.12	<ul style="list-style-type: none"> Heavy duty access barriers will be installed by Landscapes at Moor Knoll Lane and Lingwell Gate Lane to improve accessibility for LCC and emergency vehicles as public access on the site is increased. 	
6.1.13	<ul style="list-style-type: none"> A section of the bridleway running alongside Dolphin Beck Marsh which was excessively overgrown and impassable on foot has been cleared and added to a maintenance contract by PROW. 	
6.15	Public Rights of Way update	
	<ul style="list-style-type: none"> A frames have been programmed for installation on Morley 105/27/40 The overgrowth complaints regarding Drake Lane and Wakefield Road Drighlington have been dealt with and 2 Signposts have been installed. Footpaths and Signposts are to be installed in Spring Gardens shortly. Morley Footpath 37 Public Path Diversion Order has been made and the objection period ended on 9th September. Skelton Restoration site – Temple Newsam to Rothwell Country Park. New network of public paths being built and dedicated. Link to Rothwell will be achieved when new bridge developed. Works ongoing Rothwell 68 (Dawson Lane) off Wood Lane to Churchfield Lane – request for improvements – tarmacking of approx. 130m to full width. Approx. £20 k. Wellbeing application forms have been sent to BB for completion. It was noted that Area Committee would not fund the entire project and match funding would need to be sought. BB to progress Mill Lane, Gildersome Local Public Inquiry: 26/11/13 - Modification Order and Public Path Diversion Order decisions following objections 	

7.0	Housing Leeds Update	
7.1	<p>TS gave a verbal update on the behalf of Mark Gray as he was unable to attend the meeting. Main points :</p> <ul style="list-style-type: none"> • Environmental Work will be handed over to the Locality Team in April 2014. Work is on-going to clear any backlogs before the service is handed over • Meetings are scheduled to speak with caretaking and locality staff about the shaping of the new service • 3 consultations have taken place with staff regarding the new service and have been received well • TS advised that the new structure will be in place by December 2013 with grades back from job evaluation • All walkabouts are being fulfilled and met as publicised 	
8.0	Any other business	
	None	
9.0	Next meeting	
	Wednesday, 5 th March 2014 – venue to be arranged	MB
10.0	Forward plan	
	<p>Wednesday, 23 April 2014 at 4pm – venue tbc Wednesday, 24 September 2014 at 4pm – venue tbc Wednesday, 26 November 2014 at 4pm – venue tbc</p>	