

MINUTES

Inner West Area Panel Meeting

Date: Monday 2nd December 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
Harry Shields	HS	Vice Chair of the Inner West Area Panel
Corrine Brown	CB	Area Panel Observer
Lorna Bustard	LB	Community Involvement Team Manager
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
Tracey Thorpe	TT	Minute-taker Administration Officer

Item No.		Owner
1.0	Welcome and Apologies	
	No apologies have been received from Councillor Taggart or Deanne Hodgson Area Panel Member. TT will contact DH with regards to future meetings attendance.	
2.0	Minutes of Previous Meeting and Matters Arising	
	The minutes of the meeting held on the 7 th October 2013 were approved as a true and accurate record.	
3.0	Customer Involvement	
3.1	<p><u>Area Panel Bids</u></p> <p><u>AP47 Refurbishment of Communal Garden Ashlea Court £16,000.00 Approved</u></p> <p>The above bid had previously been discussed at the October Area Panel meeting to refurbish the condition of the back garden area of Ashlea Courts communal area. There has been complaints that were largely due to the number of perennial weeds that are growing in between the flags which the annual weed spraying is unable to control.</p> <p>It was agreed to lay tarmac down to the area of the garden which will provide a safe outdoor space for the elderly residents.</p> <p>A vote was carried and agreed by everyone to approve the funding.</p>	

AP66 ASB & Burglary Packs £2,000.00 Approved

This bid aims to provide match funding for the provision of Householder ASB and burglary prevention packs, in specific areas within the Area, as identified as being neighbourhoods where ASB and burglary are unusually high, and also areas where reports of ASB are thought to be under reported.

The packs will be provided and administered by the Police NPT Hub. The Police will be asked to match fund £2000 through Proceeds of Crime money and the remaining match funding will be sought from the Area Committee, to total the £5,000.00 required.

The packs aim to provide useful information, advice and telephone numbers; noise nuisance; ASB; Environmental Health; Housing Contact Centre; Relevant police contact numbers, to make reporting of ASB and potential crime as easy as possible and advice about action householders can take to minimise their risk of being victims of burglary. The packs will contain:

Burglary

Yellow Envelope Folders

Lock Up or Lose It Notepads

Pens

Pencils

Fridge Magnets with useful telephone numbers Contact Cards

Door handle Leaflet

Lock Up or Lose it Postcards

Auto Snap Lock Leaflets

Total 9 Items Per Pack

ASB

Green Envelope Folders

Pens

Pencils

Fridge Magnets

101 Contact Cards

Community Safety Booklet (no cost)

Hate Crime Letter (no cost)

LASBT Leaflet (no cost)

Laminated Contact Card (no cost)

This initiative is part of a long standing and sustained campaign to reduce burglary especially in the Inner North West Area and to increase

reporting in areas where asb under-reporting is suspected. For example areas where other indicators suggest an asb issue such as criminal damage or unofficial reporting (i.e. where a householder will tell a housing officer but will not wish to officially report anything).

A vote was carried and the panel approved the bid.

AP39 Outgang Lane £4,931.05 Approved.

The above bid was previously discussed at the October panel meeting. The bid is for metal fencing to be erected around flats numbers 89 -103 Outgang Lane. There is an issue with children and youths using the gardens as a short cut and thoroughfare during the day and also during the night. This gives residents a lack of privacy as they are looking through bedroom windows which face onto this area.

There is also an issue of dogs fouling in the area and evidence of fly tipping on the grassed area, washing has previously been stolen. This could all be prevented if the area is fenced off.

The fencing would also resolve another issue of youth nuisance by preventing them from using this area to access residents gardens as shortcuts. It would also give residents ownership of the grassed area and encourage them to take more pride in the area. Furthermore it would increase feelings of safety within residents and give them more peace of mind.

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

AP82 Snowden Royd Fencing £529.71 Approved

The bid is to remove existing wooden fencing and replace with metal fencing to the grassland located at the gable end of 46 Snowden Royd. This will prevent possible risk to tenants and pedestrians as it is located on a high area of banking and therefore acts as a barrier. Also replacing the wooden fencing with one made of metal will prevent damage to the fencing, currently the wooden fence is being damaged on a regular basis, resulting in high maintenance costs,

Consultation has been conducted by home visits to all affected tenants. 10 Visits attempted with 5 successfully accessed visits. Of the 5 accessed visits 4 tenants were in favour of the proposed bid.

To leave the existing fencing in situ will encourage further criminal damage, this impacts on the number of repairs required to replace missing sections of the damaged fence. The expected future maintenance costs outweigh the cost of the proposed works. Not replacing the fencing may lead to dissatisfaction and a lack of pride in area and residents wanting to leave, also there is a possibility of personal injury in the future.

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

AP45 Wyther Park Fencing £793.05

This bid has previously been discussed at the October Area Panel and the panel agreed to approve the bid, the panel were informed that the cost of the fencing had now increased from £477.80 to £793.05 the panel agreed to the increased cost.

Update on Previous Bids

3.2

AK reported on the budget sheet giving an update of the bids that had previously been approved and when the works were due to start.

All funding that was due to be spent by the end of March is now budgeted for.

AK informed the panel that the Clyde Walk project at a cost of £40,000.00 has now been submitted and this work is due to start in January with a completion date for Summer 2014.

Community Engagement & Inclusion Team Report LB

3.3

LB attended the meeting and reported on the teams events.

Thank You Event

A thank you event was held at the Swinnow Community Centre, over 7 customers, staff and other stakeholders attended. Senior managers were also in attendance to give a personal thank you to customers and to reflect on what had been achieved. Simon Costigan the new Interim Chief Officer for Housing Management assured customers that Housing Leeds is keen to continue to work together and learn from the best examples of community and customer involvement as it develops its new services.

Tenant and Resident Associations and Area Representatives

There are currently seven active and recognised Tenants & Residents Associations (TARA's and one Area Representative in the Inner West. They represent residents in Ashlea Court, Burnsall Court, Burnsall Croft, Coal Hill, Moorside, New Wortley, Theaker Lane and Landseer area.

Residents Associations and Area Representative make a really great contribution to their communities. Two examples from the Inner West area are the Moorside TARA volunteers who provide and run community facilities such as a youth group and luncheon club to local residents from the Moor side Community Centre. New Wortley Resident Association are about to celebrate their 10th anniversary as a residents group and

are still very active in working on further improvements to the area.

Diverse Community Fund

The Disabled Customer Forum and Rainbow Roof LGBT group were successful in applying for the fund. They are now busy organising a Hate Crime Event which is to take place on the 4th December at Civic Hall Leeds. The funding continues to be promoted through a variety of mediums including to TRAs, Area Representative and through Sheltered Housing Schemes.

This funding can be used for:

- Specific projects or activities which will seek to involve all communities, particularly those who are not usually represented.
- To develop opportunities for groups to extend their own knowledge and understanding of others cultures, beliefs and traditions increasing their acceptance and respect of diversity.
- these may include younger residents, families, black or minority ethnic residents, residents of a particular faith or disabled residents.
- Projects or activities should be new initiatives which also need to support the business objectives of West North West Homes Leeds.

Regular reports will continue to be brought to future meetings of the Area Panel.

Involving Diverse Tenants

In order to ensure that we are meeting the needs of our Diverse Communities the Diversity Project Officer is now attending local groups in the area which are representative of the top 6 languages other than English requested by our customers.

These are Arabic, Farsi, Kurdish, Polish, Tigrinya and Urdu.

Diversity Project Officer will attend local groups within the local areas that represent these forums.

If you have any suggestions of particular groups in your area please pass on details to the Diversity Project Officer.

Tenant Scrutiny

The Tenant Scrutiny Executive had previously commissioned Tenant Inspectors to mystery shop within the area to quality check recommendations outlined in their report on Property Security. This works is now complete.

	<p>The Tenant Scrutiny Executive have recently developed their annual report and presented their successes over the years, to tenants and staff at the recent “Thank you” event at Swinnow Community Centre.</p> <p>The Tenant Scrutiny Executive recently met with Simon Costigan to discuss the future of scrutiny across the city, and will meet with their counterparts in the east and south of the city.</p> <p>LB gave an update on the future of Area Panels that under the Housing Restructure, the Area Panels will be renamed as the Housing Advisory Board, who are looking to strengthen Area Panels and Tenant group.</p> <p>A city wide Chair Person will be elected who will feedback information to the Chairs of each geographical Area Panel, any concerns that the local Area Panels have they will be able to feed back to the city wide Chair.</p> <p>Simon Costigan and John Statham Head of Housing Partnerships are involved in discussions on how the operational side of the panels will work. Linda Lawless Manager of Leeds Tenant Federations have been coming to LB meetings, as in the future they may have a larger role to carry out.</p> <p>Once everything is in place, other groups will be looked at i.e the Lesbian and Gay, Disabled Forums could be rolled out city wide. The three Almos are being looked at with best practices to be rolled out.</p> <p>A skeleton structure will be out in the new year for all staff to view.</p>	
4.0	Local Performance.	
	<p>On the reports there is too much red around correspondence and tenancy visits.</p> <p>AK reported that he has had only 3 Neighbourhood Management Officers out of 4 and 2 Customer Service Officer out of 5.</p> <p>The back office has had to take second place with all the paperwork to ensure that the public were attended to on the counter.</p> <p>By the next meeting the performance should be a showing an improvement.</p>	
6.0	Next Meeting	
	<p>The next meeting will take place on Monday 10th February 2013 from 4.00pm until 6.00pm at Westfield Chambers.</p>	

Item No.	Summary of Actions and Agreements	Owner
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