

# MINUTES

## Inner West Area Panel Meeting

Date: Monday 10<sup>th</sup> February 2014

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
<b>1.0</b>	<b>WELCOME AND APOLOGIES</b>	
1.1	No apologies have been received from Councillor Taggart or Deanne Hodgson Area Panel Member	
<b>2.0</b>	<b>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING</b>	
2.1	The minutes of the meeting held on the 2 <sup>nd</sup> December 2013 were approved as a true and accurate record.	
2.2	The actions from the previous minutes were reviewed.	
2.3	TT to send a letter to Deanne Hodgson regarding her non attendance at the area panel meetings. TT showed the Chair a copy of the letter sent to Deanne Hodgson, TT has also telephoned and left messages several times for DH. It was agreed that another letter will be sent informing DH that her place will now have to be offered to any future members requesting to sit on the Inner West Panel. TT will also inform Amanda Rudd in the Governance team.	
<b>3.0</b>	<b>CUSTOMER INVOLVEMENT</b>	
3.1	<b><u>Update on Previous Bids</u></b>  AK informed the panel that the bid AP 47 Ashlea Court resurfacing of the garden area has been finalised and the feedback from local residents has been very positive stating the garden area is a big improvement. TT	

handed out photographs showing the outcome of the bid.

The trees on Poplar Way AP 46 are due to be planted and completed by the end of March 2014.

The Broadlea Notice Board AP43 has been completed on the 7<sup>th</sup> February 2014.

AK reported that all the orders have been placed for the skips that are being used for action days which are on-going. Currently there will be no more skips ordered.

3.2

### **Area Panel Bids**

#### **AP79 Metal Fencing 30 - 46 Landseer Way £1,836.01 Approved**

The above bid is to install metal fencing along the pathway, running to the front of 30 to 36 Landseer Way, in order to prevent the risk to Tenants and pedestrians as the path is located on a high area of banking.

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

Delivery of the project is envisaged to be before the 31<sup>st</sup> of March 2014.

A vote was carried and agreed by everyone to approve the funding.

#### **AP80 Path/Fencing Landseer Drive £7,750.66**

The bid is for renewing the existing concrete walkway to the side and the front of block 46-68 Landseer Drive and also to provide metal fencing to the length of the front pathway in order to prevent a fall hazard to pedestrians and tenants. The pathway is currently uneven and damaged in several areas and prevents a trip hazard to tenants and pedestrians, also the high banking to which the pathway is located present a Health and Safety risk, an issue that would be resolved by the installation of Metal fencing. The proposed works would improve the environment and give tenants a sense of pride in their properties and the community, would also prevent possible personal injury to tenants and pedestrians.

Consultation has been conducted by home visits to all affected tenants. 12 Visits attempted with 5 successfully accessed visits. Of the 5 accessed visits all 5 tenants were in favour of the proposed bid.

A vote was carried and agreed by everyone to approve the funding.

#### **AP81 Rossefield Parade – Fencing £5,893.65 Approved**

The bid is to supply and install bow top metal fencing powder coated in

	<p>green, along with 2 metal gates in order to allow access for tenants and the grass cutting contractors. The fencing will be surrounding low level blocks of flats.</p> <p>The metal fencing will be installed to 1-11 Rossefield parade and 25-35 Rossefield Walk. There is currently an issue of dog fouling in the area and feeling of unease from the tenants regarding security and privacy as currently anyone can walk up to their windows and peer in/attempt to break in. The fencing would improve the environment and give tenants a sense of pride in their properties and the community.</p> <p>The bid has been identified by customers as a priority. Consultation has been conducted by home visits to all affected tenants. 12 visits were attempted with 6 successfully accessed visits. Of the 6 accessed visits all 6 tenants were in favour of the proposed bid.</p> <p>Once the work is complete there are no maintenance costs envisaged.</p> <p>A vote was carried and agreed by everyone to approve the funding.</p> <p><b><u>AP87 Fencing, Levelling of Wasteland Broadlea and Leeds &amp; Bradford Road. £2,355.00 Approved.</u></b></p> <p>A previous bid for fencing to Broadlea/Leeds &amp; Bradford Road had been submitted by the Neighbourhood Management Officer Sukhvinder Singh the amount was for £10,312.86 the original bid was for £17,000.00.</p> <p>A further three quotes have been submitted to the panel for carrying out the levelling of the ground along with the removal of all fly tipping and litter. There is also some Japanese Knot weed which will also require removal. Access points will also be made to enable the grass cutting machines to maintain the areas.</p> <p>The panel decided to approve the quote from Continental Landscapes at a cost of £2,355.00 plus v.at</p>	
<b>4.0</b>	<b>COMMUNITY ENGAGEMENT &amp; INCLUSION</b>	
4.1	<p>LB attended the meeting and gave a quick update on the Housing Review.</p> <p>Liz Cook has been appointed to the role of Chief Officer in Housing Management; along with Simon Costigan Chief Officer who will lead on Strategic Housing.</p> <p>The roles of LC and SC have been swapped around to enable a fresh approach in the operational side of their roles.</p> <p>Three similar posts will also cover the South South East and East North East geographical areas. Jill Wildman has been appointed to Head of</p>	

	<p>Housing Management for West; JW was previously a Director at East and will be looking at best practice across the service.</p> <p>There will be one more post to be recruited to within Senior Management this post will be known as Head of Neighbourhood Services. The structure is schedule to be completed by the 1st April 2014.</p> <p>LB reported that the Area Panel Chairs have been meeting across the City. Ted Wilson has been appointed as the City Wide Chair who will liaise with the other Area Panel Chairs. The terms of reference for the panels have not yet been finalised.</p> <p>Tenant Scrutiny is also being looked into, at the moment the Community Involvement and Engagement team facilitate this, Peter Marrington - Head of Scrutiny and Member Development for Leeds City Council will be leading on this.</p> <p>The Multi Story Flats Forum will consist of six members of staff and 1 tenant who will sit on advisory panels covering geographical areas. Interviews are to take place at the end of March.</p> <p>A tenant's conference will be taking place at the end of February a consultation exercise will be carried out looking at what works well in geographical areas, possibility of one City Wide group or a Local group.</p> <p>The new structure in April will take on all the best practice and encourage new people to become involved.</p>	
<b>5.0</b>	<b>LOCAL PERFORMANCE</b>	
5.1	<p>AK reported that there has been a marked improvement and that everyone in his team had done well.</p> <p>There are still issues with the correspondence and staff. A new member of staff is starting shortly, the ticket system is working out well reducing the time for customers waiting, and the staff have received good feedback from the customers.</p> <p>Home visits the corporate target is 100% during December 46% of the visits were carried out.</p> <p>Estate grading's have also shown a marked improvement up to good as opposed to average.</p> <p>The Out of Hours team have 4 priority areas they are working in New Wortley, Bramley, Wyther and Armley. Currently the figures are showing 60 – 75% and may go up to 100% by the end of March.</p> <p>The Out of Hours service will be disbanded by the end of March and there are no plans to extend the service in the future. At the moment the hours</p>	

	<p>of the service have been reduced they will only operate after 8pm on a Monday, Tuesday, Wednesday and Friday. There will be no service on Thursday, Sat and Sunday. The service was set up nearly 2 years ago due to reports of noise and anti-social behaviour happening after the housing office has closed. At night time it has been relatively quiet, a suggestion has been made to have the service put forward into the housing restructure.</p> <p>The Shakespear's and Little London area, Keep Moat have been employed to carry out the works. The upgrading of work will be carried out on all Multi Story flats and funding will be monitored throughout the areas.</p> <p>As from the 1<sup>st</sup> of April 2014 the Caretakers will no longer be under the remit of the housing offices. They will be transferred over into the three Locality teams of Environmental Action, who are introducing a new Cleansing Services team that will be merged into one. The new proposals are to introduce a Zonal Team which will operate City Wide with cleaning operatives and litter pickers who will work shift patterns</p> <p>Civic Enterprise Leeds (formally PMC) will still be responsible for the chute programme and litter picking.</p>	
<b>6.0</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
6.1	The next meeting will take place on Monday 7 <sup>th</sup> April 2014 from 4.00pm until 6.00pm at Westfield Chambers.	
<b>Item No</b>	<b>Summary of Actions and Agreements</b>	<b>Owner</b>
2.1	TT to inform Amanda Rudd in Governance regarding D.Hodgson non attendance at area panel.	TT