

# MINUTES

## Outer West Housing Advisory Panel Meeting

Date: 4<sup>th</sup> June 2014

Time: 4.00pm

Venue: Westfield Chambers

Name	Initials	Position
Andy Liptrot	AL	Chair – Outer West Panel
Sharon Guy	SG	Area Performance Manager - Outer West
Lorna Bustard	LB	Community Engagement & Inclusion Manager
Mick Parker	MP	Area Manager OW/ONW
John Aubrey	JA	Tenant Representative
Lydia Appleby	LA	Tenant Representative - Bawn Approach
Shelia Horne	SH	Tenant Representative - Whincover Grange
Sandra Ogden	SO	Tenant Representative - Gamble Hill Grange
Tracey Thorpe	TT	Minute-taker Administration Officer

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<b>1.0</b>	<b>APOLOGIES/INTRODUCTIONS</b>	
1.1	Apologies were sent from Councillor Lewis, Councillor Wood, Brian Falkingham. SG introduced Mick Parker to the members, MP under the new housing restructure has been appointed as the Area Manager for the Outer West and Outer North West area.	
<b>2.0</b>	<b>DECLARATION OF INTEREST</b>	
2.1	LA declared that she would have to leave the room when the HAP bid 21 for Bawn Drive/Gardens blocks is being discussed as she lives in this area.	
<b>3.0</b>	<b>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING</b>	
3.1	The minutes were approved as an accurate record the actions were reviewed:	
	3.2. Area Panel Bid 88 Gamble Hill Seating. SG informed the meeting further information is still being obtained regarding the quotation.	
	5.5 Parking at Brookleigh Sheltered Complex. SG has carried out Some surveillance and has spoken to staff about the parking.	

4.0	<p><b><u>Housing Review Update</u></b></p> <p>SG reported that the signing off of the new process for future bids will now be on a new template, guidance notes on how to apply for funding is available. Part of the bidding process is that all new bids are to be signed off for official approval by the Housing Advisory Board; once all the bids have been given approval then the work will be ordered.</p> <p>All bids that come from the Neighbourhood Housing Management Officers are looked at by APMs and Team Leaders ensuring criteria is met before any bids are submitted.</p> <p>LB reported that budget holders are different than before and so far everything has been signed off, and best practice is being looked at how money is being spent. LB also commented that Councillors have recognised the work that tenants carry out and are looking to continue and strengthen tenant involvement.</p> <p>SG informed the members that within the next couple of weeks a meeting will need to be held to have a discussion regarding the plan on the page, looking at local priorities within the community and what we can improve on in the future.</p>	
5.0	<b>CUSTOMER INVOLVEMENT</b>	
5.1	<p><b><u>Housing Advisory Bids</u></b></p> <p><b><u>HAP 15 GREENSIDE SHELTERED HOUSING COMPLEX - BENCHES. £ 2,244.16.</u></b></p> <p><b><u>PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL.</u></b></p> <p>Funding is requested to install two benches in the communal garden at the Greenside sheltered housing complex in Pudsey. This is to follow on from work by LCC's Parks &amp; Countryside Department, to remove some of the established shrubs on the site.</p> <p>The residents in the scheme are all elderly and feel vulnerable and unsafe when they have to walk pass the shrubs and hedges to get to and from the community room. The bushes are quite large and they feel anyone could be hiding behind them. The residents would like to have the hedges and shrubs removed and replaced by benches, one hexagonal bench to be placed around the tree in the centre of Greenside and Smalewell Close and one straight bench to be placed on the paved area of Smalewell Close. This area would then make a good place for the residents to meet up, sit and rest especially the ones who have difficulty walking.</p> <p>There will be no ongoing costs to LCC as this will reduce the cost of</p>	

maintaining the hedges and shrubs throughout the year.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

**HAP 16 GREENSIDE SHELTERED COMPLEX COLD CALLING ZONE. £99.00**  
**PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL.**

Funding is requested to provide a “Cold Calling Control Zone” in the Greenside sheltered housing complex in Pudsey. The residents of the scheme are all elderly and are being plagued by cold callers particularly in an evening. Various companies are visiting and residents are becoming increasingly agitated by the high pressure sales techniques of the salesmen. In addition to being harassed by genuine salesmen some tenants have fallen prey to bogus callers posing as sales reps who have stolen items from residents homes after gaining their confidence and been allowed inside.

The project aims to give residents the confidence to say “No” to uninvited sales people and warn cold callers that they are not welcome. The project is supported by the Neighbourhood Police Team.

This project which will be administered by West Yorkshire Trading Standards proposes to erect signs at the entrance to the estate to inform people that they are entering a “Cold Calling Control Zone”, information packs will be distributed to households along with stickers for residents to display in their windows. Residents will also be issued with contact numbers to report any rouge traders still operating.

There will be no on-going costs to the contrary the scheme should reduce the number of burglaries and therefore any costs incurred for repairs and also reduce the associated management problems in terms of visiting and reassuring tenants.

West Yorkshire Trading Standards have carried out a consultation in the area and received an overwhelmingly positive response in favour of the scheme.

A quote of £99.00 has been obtained from West Yorkshire Trading Standards, who are the only recognised organisation to provide this service therefore we cannot obtain comparison quotes.

Any follow up support to the residents of the scheme West Yorkshire Trading Standards will follow their requests up.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

**HAP 17 NEW STREET GROVE PARKING £4,583.18  
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL.**

Funding is requested to create new parking spaces directly outside the sheltered bungalows on New Street Grove.

The area in front of the bungalows currently consists of a raised flagged area. The flags are old and uneven and pose a trip hazard to residents; they also look unsightly and detract from the aesthetic of the area. The flags constantly have to be repaired to re-level and re-bed them causing a drain on our repairs and maintenance budget as well as work for staff reporting and inputting repairs and disruption to residents. The residents of New Street Grove are elderly and many have mobility problems. When attending or returning from hospital and doctor's appointments, ambulances and taxis cannot park directly outside their properties; leaving them with a long walk to reach their front door.

There will be minimal on-going costs as the new tarmac surface will have a life span of approximately 15 years before minor repairs will be needed. This is in contrast to the regular maintenance needed to the flags to prevent someone tripping on them and also the cleaning of moss etc. in-between the flags. Consultation was conducted by visiting the residents who would be directly affected; all were in favour of installing parking spaces outside their bungalows.

A quote of £9,233.18 has been obtained from Property Maintenance. Match funding has been requested from Area Committee for the sum of £4,650.00 therefore a request for funding of £4,583.18 is being sought from the Outer West Housing Advisory panel.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

**HAP 18 RYCROFT PLACE RECYCLING STATION £959.43  
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL**

Funding is requested to construct a purpose built recycling station adjacent to Rycroft Place multi-storey flats.

The area will contain glass and paper re-cycling bins and will be sited at the front of the block within easy access for residents.

The bid has been requested by the residents of Rycroft Place, at the moment the bins are tied to the railing to the side of the block this looks unsightly and would be better placed enclosed in a specific area.

The current recycling bins had to be chained to the railing to prevent them being stolen/used as go carts by local youths which has

happened in the past. Although the bins are no longer being removed the fact that they are on display does still attract unwanted attention.

The residents of Rycroft Place are keen to do their bit to reduce waste sent to landfill and improve their environment a dedicated recycling station would help to increase recycling at the block.

The adjacent block of flats at Rycroft Green already has a bin enclosure in situ and the area has improved significantly. There will be no ongoing costs to Leeds City Council, the bins are already on the collection route and it is anticipated that a reduction of waste being put into bin chutes will lead to less blockages and therefore less call out to contractors.

Consultation letters were sent to all residents in Rycroft Place and an overwhelming response were in favour of the relocation of the recycling bins.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

**HAP 19 SWINNOW LANE BIN STORE GATES £ 4,749.78  
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL**

Funding is required to install bespoke metal gates to the 8 bins areas adjacent to the flats on Swinnow Lane, the bid has been requested by the residents of the flats.

This would enhance the look of the bin enclosure, the gates would be galvanized and powder coated so no ongoing maintenance would be required. Residents have complained of foxes and dogs ripping open bin bags inside the bin enclosures scattering the contents over the grassed area, there has been an increased sighting of rats in the area.

The construction of the gates would stop animals gaining access and help to keep the area rubbish and litter free. The problem has been made worse since we changed to fortnightly bin collections meaning more bags are being left in the enclosures. There are no ongoing costs to Leeds City Council.

Consultation letters were sent to all residents in the Swinnow Lane flats and an overwhelming response was in favour of installing the metal gates to the bin area.

AL commented that he would like to see the figures on future reports of how many people were consulted and how many agreed/disagreed and how many reports were received back. SG stated she would ask the NMO's to add this onto their reports.

A vote was carried and the bid was provisionally approved subject to

final approval from the Housing Advisory Board.

**HAP 20 HEIGHTS CLOSE PARKING PREVENTION £3,102.93  
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL**

Funding is requested to install parking prevention measures on Heights Close in Wortley. The bid is being submitted by on behalf of residents and local ward members. The grass verge on Heights Close is being used by vehicles for parking; the practice has caused damage to the verge and leads to mud being strewn over the road surface in wet conditions.

Heights Close is a cul- de -sac with a dedicated parking area at the end as well as room along the side of the road to park without blocking access. Residents have been instructed not to park on the verge but the practice continues with delivery drivers and service vehicles thought to be the main culprits. As previously stated the parking has damaged the verge making it look unsightly; but also a potential trip hazard should someone slip over the large drop in levels created by the parking.

The proposal is to repair the damaged verge and reseed it with grass to revert it to its original state; and to install low level green tubular railings to prevent any further parking and damage.

There will be no on-going costs to the contrary the scheme will prevent further damage to the verge and as such reduce ongoing costs. The proposal was raised by residents and discussed on an estate walkabout. Local ward members have also discussed with residents and people are overwhelming in favour of the scheme.

AL queried would it not be cheaper to install mushroom bollards. SG reported that the problem with the bollards is that visually impaired people cannot distinguish the bollards.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

**HAP 21 FENCING ON BAWN DRIVE/BAWN GARDEN BLOCKS  
£12,833.88  
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL**

LA left the room while the above bid was discussed.

The funding is requested to remove the old broken and rotten wooden fencing on the blocks that have fencing and replace it with black bow top fencing that is 1 metre high and matching gates.

The front open plan gardens on the blocks have become untidy and have a negative impact on the estate; they also attract nuisance

behaviour, fly tipping and dog fouling due to them being open plan giving free access to passers-by.

Residents have reported groups of teenagers walking through their gardens trampling on their flowers and banging on windows, also dog walkers allow their animals to go and defecate in their garden and many do not clear up afterwards.

The proposed fencing will secure the gardens for residents giving them the confidence to re-plant and maintain their gardens to a decent standard and help make them feel secure in their homes.

The properties in question are difficult to let and have a high turnover of tenants. LCC's Investment and Planning department have secured funding to renew the facia's and damaged tiling to the blocks which will vastly improve their appearance and that of the neighbourhood. The proposals will also contribute to regenerating the area and helping to secure long term lets for the properties.

There will be no ongoing costs to the contrary the scheme should reduce costs for the Estate Caretaking team who have to remove the rubbish and reduce the costs generated by the high turnover of tenants in these properties.

The project would contribute towards ensuring the neighbourhood is a safer and more desirable place to live which is key element in the Wortley Neighbourhood Action plan.

The Neighbourhood Management Officer has completed a survey with residents who are all in favour of the scheme.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

5.2

### **Budget Sheet**

SG reported that some of the work has been committed and when the approval has been given by the Housing Advisory Board the bids will be ordered.

AL added that the £120,000.00 that each panel has been given must be spent otherwise the budget will be cut.

5.3

### **Community Engagement & Inclusion Team**

Lorna Bustard attended the meeting, a document had already been provided to the members with their packs.

LB also commented that the team are looking at all the 3 areas across the service and to support more groups and that they now have an

	<p>active budget to support them. WYCAS have provided free accounting for all the tenants and residents groups.</p> <p>LB stated that the CEI team will continue to support groups and carrying out training with them.</p>	
<b>6.0</b>	<b>ANY OTHER BUSINESS</b>	
6.1	MP stated that he was very pleased with the bids that have been presented at the meeting tonight; and generally they are all very good, and would like SG to feed this back to the team.	
6.2	JA reported that the new pavement that was laid at Dawson's Corner now has dandelions coming up through the tarmac situated near the bungalow numbers 1, 2, 3 & 4. SG will ask the NMO for the area to look at this.	
6.3	JA queried the Cow Close bid he would like to know the scale of what the figures represent.	
6.4	SH requested to know if the garages behind the shops at Whincover could be renovated. SG stated that the rear walls and rear ends of the garages have been damaged, LA stated that she did not think that having the garages renovated is a good idea as where the bricks have been knocked through children are getting in and out of the garages.	
6.5	LB advised members that a "plan on a page" priorities for the areas needed to be done prior to the next meeting. This meeting has taken place and priorities have been set and submitted for approval.	
<b>7.0</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	The next meeting will take place on Wednesday 6th August 2014 from 4.00pm until 5.30pm at Westfield Chambers.	

Item No.		Owner



