

**MINUTES OF THE  
INNER WEST AREA PANEL MEETING  
held on  
Monday 12<sup>th</sup> December 2011  
5.30 pm, at Westfield Chambers**

**Attendees:**

**Area Panel Members:**

John Willshaw,	JW
Hugh Morgan Pugh	HMP
David Higgott	DH
Jean Paxton	JP
Harry Shields	HS
Deanne Hodgson	DeH
Cllr Neil Taggart	CllrNT

**Officers:**

Akbar Khan – Area Performance Manager Bramley/Armley	AK
Marie-Pierre Dupont – Neighbourhood Planner	MPD
Margaret Houchen – Minutes	MH

**1.0 Apologies for Absence**

1.1 Apologies for absence were received from, Andrew Liptrot, Jenny (Zeniada) Holt, Francesca Harris, James Granger, Graham McDonald, Stephen Towler, Lee Wright, and Cllr Jim McKenna.

MH informed the panel not only of James Granger's apologies, but also that he has resigned from the panel forthwith.

Given James Granger's resignation, members of the panel were asked if there were any expressions of interest regarding the role of Vice Chair, of the panel. HS, put himself forward and was duly elected by panel members, as Vice Chair, of the Panel.

DeH advised that she had been present at the last meeting, although this had not been documented in the minutes. MH informed the panel that as no introductions had been given at the previous meeting, Beth Hargreaves, minute taker, had difficulty in documenting who was, or was not, actually present at the meeting. Apologies, therefore were given to the panel should there be any inaccuracies in this instance.

It was noted that there was no representative from Morrison FS, present at the meeting, although invitations had been sent to both Graham Hepworth and Carol Taylor.

The panel requested that they be invited again to the next meeting to be held in

**Action**

**MH**

February 2012.

The panel requested that a representative be invited to the next meeting, from Continental Landscapes Ltd.

MH

## **2.0 Minutes of the Meeting Held on 10<sup>th</sup> October 2011**

2.1 The minutes were accepted as a true record of the meeting.

## **3.0 Matters Arising**

3.1 JW enquired of the progress of bid AP37-2011.

MPD confirmed that the work has now started.

## **4.0 Customer Involvement**

### **4.1 Update**

Having noted the contents of the report, AK asked the panel if they had any questions.

There were no questions arising from the report. However, the panel members wished it to be minuted that they were not happy and questioned why it was that Customer Involvement (now Customer Engagement), organised the CIN event on the same night as two of the panel meetings, thereby causing poor attendance at both panel meetings.

### **4.2 Local Performance Framework**

AK provided a summary of the performance for both Armley and Bramley.

In conclusion, he said that performance for both housing offices is mainly in the green target area, and that overall he is happy with their performance. The only area of concern is with the handling of correspondence, mainly at Armley housing office.

## **5.0 Revenue and Capital Expenditure**

### **5.1 Decency Update and Capital Investment 2010/11**

As Rebecca Mell was not present at the meeting, AK advised that if the panel members had any questions, these will be fed back to her, and an update will be provided at the next meeting.

### **5.2 Area Panel Bids**

5.2.1 MPD informed panel members that currently the Inner West Area Panel is greatly underspent, with £214k being available on the revenue budget and £57k on the capital budget. She advised that for next year, the panel should try and spend the capital funding available, earlier in the year. MPD added that she now has to report on potential spend so therefore, not to hold back on the bids.

AK advised the panel members that if they have any ideas for potential bids, to get in touch with their relevant NMOs.

5.2.2 AP53-2011: To supply and fit three raised beds at Ashleigh Court Sheltered Housing Scheme

Total estimated cost: £2,350.00.

JW left the room, whilst the bid was discussed.

HMP mentioned that such a bid would greatly benefit the residents who are wheelchair bound.

**The bid was agreed by the panel.**

5.2.3 AP54-2011: To supply and fit three raised beds at Stanningley Court Sheltered Housing Scheme

Total estimated cost: £2,680.00.

There were no comments or questions arising from the bid.

**The bid was agreed by the panel.**

5.2.4 AP57-2011: To install lighting to Theaker Lane garage site

Total estimated cost: £8,000.00 (based on historic cost).

HS left the room, whilst the bid was discussed.

The panel members all agreed that the area in question is very dark. MPD said that she has been advised that because of the possibility of vandalism, lighting columns are the better option.

DeH enquired if four columns will be enough, and she was advised that this will be sufficient.

**The bid was agreed by the panel.**

5.2.5 AP58-2011: To provide some decorated panel created by the community to enhance a shabby garage gable end

Total estimated cost: £4,000.00.

HS remained absent from the room whilst the bid was discussed.

MPD directed the panel's attention to paragraph 2.5 of the bid, and added that there is potential for the community to come together and work on the project.

MPD asked if the panel had any questions.

DeH enquired of the format the work would take. MPD advised that artistry work would be carried out to begin with, and then the panels would be fitted, after being treated.

DH asked if there is the likelihood of the panels being targeted by vandals. He was advised that this is very unlikely as the panels would be too high.

**The bid was agreed by the panel.**

5.2.6 AP68-2011: To erect a fence at the back of 57 to 79 Summerfield Drive

Total estimated cost: £5,500.00.

MPD directed the panel's attention to paragraph 2.2 of the bid report, and in particular, to the fact that there has been a large amount of dumping of asbestos waste on the site.

MPD asked if the panel had any questions.

No questions were forthcoming.

**The bid was agreed by the panel.**

5.2.7 AP69-2011: To enhance the outdoor sitting area at Whingate Court

Total estimated cost: £2,800.00.

There were no comments or questions arising from the bid.

**The bid was agreed by the panel.**

5.2.8 AP80-2011: To demolish the outhouses at the side of 57 to 79 Summerfield Drive and convert them into bin areas

Total estimated cost: £8,000.00.

There were no comments or questions arising from the bid. However, MPD informed the panel that whilst the bid may appear costly, once the work has been completed, there should be no further costs involved.

**The bid was agreed by the panel.**

5.2.9 Budget Commitment 2011/12: MPD provided an overview of the budget commitment for revenue and capital.

DH asked of the requirements for the CCTV bid. MPD informed him that evidence of crime, and also of need, must be provided.

5.2.9.1 With the restructuring of teams within WNWhL and subsequent staffing changes to be made, MPD informed the panel that her role will be to assist the NMOS, with future bids. In addition, she will be providing the Inner West Area Panel, with updates on progress, as and when required.

**6.0 Any Other Business**

6.1 **Inner West Area Panel Report to Board**

AK informed the panel that both he and JW have compiled a report for the Board, on the effectiveness and of the difference the panel has made.

AK provided an overview of the report, regarding the challenges faced by the panel,

such as Cllr attendance at the meetings, and having sight of all the bids. He also mentioned budget reassignment being an issue, and of not having access to specific Board reports.

In conclusion to the report, AK said that the Inner West Area Panel does have a positive role within the organisation.

He asked the panel if they had any thoughts on the report, or questions.

- 6.1.1 CllrNT mentioned that the Labour Group meet on a Monday and as the Inner West Area Panel meetings are held on a Monday evening, this will always pose a problem. In addition, as the Labour Group meetings are very busy with looking at funding cuts, there appears to be less chance of them being able to attend panel meetings.
- 6.1.2 DeH enquired of the bids that are not approved. MPD advised her that sometimes the bids are not appropriate, or that they do not meet the criteria.
- 6.1.3 The panel were informed by MPD that they have a lot to congratulate themselves on, when considering the improvements that have been made by the Inner West Area Panel.
- 6.2 **Christmas Wishes**  
JW thanked the panel for their attendance during the past year, and he wished everyone a Merry Christmas.
- 6.3 **Scrutiny Panel**  
JW informed the panel that both he and Jean Paxton have been appointed to the Scrutiny Panel for the next twelve months, but will still continue with the Inner West Area Panel, for the time being.
- 7.0 **Date Time and Location of Next Meeting**
- 7.1 Monday, 13<sup>th</sup> February 2012, at 5.30 pm, in The Board Room, Westfield Chambers.
- 7.1.1 Schedule of meetings for 2012 attached.