

ADEL CRAG COMMUNITY ASSOCIATION

Minutes Held on Tuesday 27 April 2010

Attendees:

Committee Members:

Francis Garbutt (Chair) (FG)
June Bricklebank, Treasurer (JB)
Edward Buckley (EB)
Maureen Lye (ML)
Phillip Metcalfe (PM)

Officers:

Paul Hurrell, Neighbourhood Estate Officer (PH)

1.0 Welcome and Chairman's Opening Remarks

1.1 The Chair welcomed everyone and introduced the agenda items.

2.0 Apologies

2.1 Apologies were received from Abigail Buckle.

3.0 Minutes of last Meeting

3.1 These minutes were accepted and approved as a true record.

4.0 Matters Arising – Action Points and Updates of Previous Minutes

4.1 Gill Wyatt who attended our last meeting sent an email to thank us for making her welcome in which she enjoyed meeting everyone and it was particularly interesting for her to meet Abigail.

4.2 **Minute 5.1** FG handed over to PH the Adel Crag Association Inspection Estate log listing 13 jobs not completed.

4.3 **Minute 5.4** Paul confirmed he had emailed HEAT about the complaints received and requested that a much-improved service is required as present level of service is unacceptable. PH waiting for a reply. **Action: PH.**

4.4 **Minute 5.9** PH confirmed he had emailed Stephen Towler for an update regarding the intercoms at Wayland Croft Sheltered complex and waiting a response. **Action: PH.**

4.5 **Minute 7.1** PH confirmed that communal grassed area situated in Adel Wood Road has been authorised to turf the borders and the Estate Caretakers will be dealing with this matter. FG asked PH if he could contact the Estate Caretakers to give an intended date to commence the work.

4.6 **Minute 7.2** FG confirmed the cavity wall insulation to Flat 3 Adel Wood Close was completed before the Easter break.

- 4.7 **Minute 8.1** Due to reasons beyond control WNWHL decided that the questionnaire would be distributed by their own staff to the immediate surrounding area and not be placed in Adel Life Magazine as mentioned at our previous meeting. This was hand delivered on 9th April to be returned to Neighbourhood Planning Team no later than 23rd April 2010.

5.0 Outgoing and Incoming Correspondence

- a) Correspondence received from Lee Wright, Customer Involvement Manager in relation to Code of Conduct for Recognised Tenants & Residents Associations. To be discussed under item 7 of the agenda.

6.0 Young Peoples Ideas and Activities Update

- 6.1 FG confirmed he had met with Janice Turner, Head Teacher with positive feedback with regard to the proposal to have the disco on Friday night between 6pm – 8pm to include no more than 30 people between the ages of 11– 14 yr old (this would include yr 6- 8). Janice Turner mentioned it would be a good idea to try and encourage some young parents to be the key person(s) to bring together a Community Cohesion.

Janice Turner suggested that it may be a good idea for Abigail to put together a business plan and would offer any assistance Abigail needed. FG advised that the event would be on the proviso we can acquire funding. The meeting then closed.

- 6.2 FG then went onto say he has tried to contact Emma Trickett, Woodland Ranger to try and arrange dates available to commence with the project and had no success but would keep trying.

FG agreed that he would contact Abigail Buckle to feedback the information.

7.0 WNWHL Issues

- 7.1 PH provided and talked through the monthly management analysis of the current ASB, Environmental cases the period 30 March to 26 April 2010.
- 7.2 PH confirmed he had ordered and paid for 2 grit boxes to be delivered to their offices until such times we agree where they are to be positioned in Adel Wood Close and Adel Wood Gardens. FG and PH agreed that this would be discussed during our next estate walkabout at 10.30am on Wednesday 12th May meeting outside 2 Wayland Croft. **Action: PH and FG.**
- 7.3 ML raised the matter of some loose paving on the steps adjacent to 11 Wayland Croft. PH was aware of the issue and informed us that the paving requires re-bedding and pointing.
- 7.4 PH provided some additional surgery times but FG required July and August to be placed in our newsletter for information.
- 7.5 It was mentioned due to recent complaints about people catching their clothing on the hedges outside Flat 17 Adel Wood Close a request was made for this work to be added to the maintenance program. PH and FG agreed to view the area during the next estate walkabout inspection.
- 7.6 ML raised an issue about overgrown hedges situated nearby the fence of 31

Wayland Approach. PH agreed he would investigate and report at the next meeting. **Action: PH.**

- 7.7 As stated in the "Buzz" magazine FG asked PH if he could let us know if all the council properties in Adel Wood Place and Adel Wood Road are to have replacement kitchens and bathrooms. **Action: PH.**
- 7.8 It was reported that before resurfacing of the footway outside 1 & 3 Adel Wood Close can commence the tree roots found in the surrounding area need to be cutback. PH confirmed that the tree is not to be removed as rumoured and the resurfacing to the footway is to commence ASAP.
- 7.9 PM raised a potential hazard that a manhole outside the flats of Adel Wood Road facing Sir George Martin Drive appeared to have been dislodged which FG reported it may have been caught by Glendale grass cutting machine. This issue has been placed on the inspection log.
- 7.10 FG talked through the proposed WNWHL Code of Conduct for recognised Tenants & Residents Associations and asked for feedback from the group.

Some members made comments and it was agreed that the feedback form would be completed and returned by Monday 3rd May 2010.

FG thanked PH for attending and then left the meeting.

8.0 Coach Trip Update

- 8.1 FG confirmed that mail shot for the FREE Coach trip had recently been distributed to the local residents to obtain a choice where to go which are to be returned no later than Friday 30th April. FG thanked ML for her help in the distribution.

It was agreed that FG, JB and PM would check the returned forms to ascertain which place we are to visit.

FG stated that there is to be a second mail shot with the booking form to go out with the newsletter separately in May which will include the request of a £5 returnable deposit per family.

FG asked ML to ask Pauline Mitchell, Warden if possible could we have use of the Wayland Croft Sheltered complex on Wednesday 9th June from 7.00pm- 8.00pm as a surgery to make it easy for local residents to pay their £5 returnable deposit.

ML asked FG about an elderly person who has a small scooter could be taken on the coach. FG agreed that he would talk to the Coach Company and then discuss this with her in Wayland Croft Sheltered Complex. **Action: FG.**

9.0 Spring Newsletter

- 9.1 FG stated that the newsletter is due to be distributed sometime early May and should anyone have an article to add to the newsletter please let him know as soon as possible – however big or small. This also will include the Booking Form for the FREE Coach Trip.

10.0 AOB

- 10.1 Coffee Morning - If you are feeling lonely and want to go and meet up and have a

chat with someone then come along to Coffee Morning and a Bacon Sandwich every Monday between 10.00am – 12.00pm at Wayland Croft sheltered Complex.

- 10.2 Received copy of the Leeds Tenants Federation magazine Home@ Leeds.
- 10.3 Leeds Tenants Federation (LTF) AGM 22nd June at the LC Institute, details of speakers etc will be distributed in May.
- 10.4 LTF 2010 Summer Training Programme made available. All 8 sessions was mentioned for those interested in attending.
- 10.5 Anti- Social Behaviour updated pamphlets were made available for interest.
- 10.6 Supporting Parents of disabled children and children with health problems were handed out for information.
- 10.7 PM briefed us on the event at The Church Institute, Leeds he attended 31 March on recycle and disposal of waste, which he found very interesting and most informative.

Meeting closed at 08.50pm

11.0 Date and Time of Next Meeting

- 11.1 Tuesday 18th May at 7.00pm

Chair's Signature:

Print Name: Date: