

**LEEDS TENANTS FEDERATION
TARA PANEL**

**Thursday 12th January, 2017
Civic Hall, Committee Room 3
4.30 – 6.00pm**

Name	Initials	Position
Andrea Purdy	AP	Chair LTF and Queenswood TARA
Patricia Jackson	PJ	Hunslet TARA
Maddie Hunter	MH	Button Hill TARA
Margaret Foster	MF	Thorpe TARA
Jackie Worthington	JW	LTF Secretary
Mick Dodds	MK	St Augustine's Court
Peter Greenwood	PG	Housing Manager – Tenant Engagement
Tracey McGarry	TM	Housing Assistant – Tenant Involvement (Minutes)
Wendi Carson	WC	Queenswood TARA and Treasurer of LTF
Tony Hepworth	TW	Atlanta Street TARA
Ann Maughan	AM	Sandringham TARA
Sue Clifford	SC	Lakeland Court TARA
Neruka White	NW	
David Lawson	DL	Crime Prevention Panel
Sylvia Myers	SM	WYP Volunteer
Aidan Siney	AS	WYP Volunteer
Apologies		
Ray Laing	RL	Thorpe TARA
Sheila Horne	SH	Area Representative (Whincover Grange)
Corrine Brown	CB	Area Representative (Church Hill Gardens)
Sue Kerrigan	SK	St Augustine's Court
Pearl McArdle	PMA	Broadleas Better Community
Angela McConnell	AMc	Saxton Gardens
Philip McConnell	PMC	Broadleas Better Community

Item No		Owner
1.0	Introductions and Apologies	AP
1.1	AP opened the meeting and apologies were given for Ray Laing, Sheila Horne, Corrine Brown, Sue Kerrigan, Pearl McArdle, Philip McConnell and Angela McConnell.	
2.0	Conflicts of Interest	AP
2.1	No conflicts of interest were raised.	
3.0	Minutes of the previous meeting	AP
3.1	<u>3.4</u> - TM circulated the contact sheet for Income Officers. Completed.	

3.2	<u>5.8.2</u> -. PG confirmed that he had mentioned the suggestion from the group about providing instructions to new tenants for storage heaters, this is to be considered in future.	
3.3	<u>6.2</u> - TM confirmed that the quantity form for the Winter Friends items has been circulated to all TARAs by email. TM to send hardcopy to AM and MH.	TM
3.4	<u>8.1</u> – PG mentioned to get the address for a vulnerable tenant from WC at the end of today’s meeting.	PG
4.0	Feedback from Decembers meeting – Winter Friends	
4.1	MF informed that some leaflets had been distributed to the local chemist	
4.2	Some members of the panel requested hard copies of the quantity form that was included in packs to be sent out. TM to action.	TM
4.3	PG brought along some booklets that contain useful information, these can be given out to vulnerable people.	
5.0	David Lawson – North West Crime Prevention	
5.1	David Lawson introduced himself to the panel and briefly spoke of his 35 years in the Ambulance Service and 16 years as a Manager including Duty Officer, Control Room Manager and Emergency Planning Manager.	
5.1.1	DL delivered a presentation to assist in reducing the number of thefts and robberies, DL designed the slides to give tips and information to help to keep people safe.	
5.1.2	The presentation included information of improving security of the home and belongings, DL provided detailed slides on the following: <ul style="list-style-type: none"> ▪ Home safety & security ▪ Protecting your property ▪ Personal safety at home ▪ Personal safety whilst out and about ▪ Postal Scams ▪ Telephone Scams ▪ Uninvited callers 	
5.1.3	DL mentioned that mobile phones each have a unique IMEI number, this can be retrieved by typing *#06# into the phones keypad and this can be used to log the device when visiting www.immobilise.com .	
5.1.4	DL briefly explained Neighbourhood Watch schemes and informed that these are set-up for information and not to cause confrontation. There is an estimated 5500 homes included within an active Neighbourhood Watch area.	
5.1.5	DL advised that anyone wanting to set up a Neighbourhood Watch scheme in their area can speak to their local PCSO who can help and talk to neighbours to see if they are also interested. DL is happy for TM to share his contact details if any members have any questions.	TM
5.1.6	DL responded to a question regarding ‘No Cold Calling’ zones informing that these are to be set up directly through trading standards but do involve a cost. DL mentioned that local Councillors may be able to assist with charges through the MICE funding.	

5.17	DL included the use of Social Media and advised that advertising to the public that they are on holiday or away from home is high risk as it shows a wide range of users that homes are to be empty.	
5.18	AP mentioned the euro-locks being similar to those installed within LCC properties and will likely be secured by design but requested the panel to know if tenants are able to have supplied additional security on a health and safety cause.	PG
6.0	Communication with other groups	
6.1	The panel discussed the effective ways that the information that has been shared in the meeting can be communicated wider with the citywide TARAs and groups.	
6.2	Suggestions that were agreed were: <ul style="list-style-type: none"> ▪ Sharing the Facebook / Twitter page ▪ TM to share the presentation with TARAs by email. ▪ Invite DL to local groups to deliver the presentation. 	TM
8.0	Any Other Business	
8.1	AM informed that she had spoken with Joanne Hartley from the Private Rented Sector following a previous meeting. Information was scanned and seeking solicitor advice but mentioned that there is a high cost involved to take the landlord to court. AP committed to contacting Joanne to check progress.	AP
8.2	AP updated that the Private Rented Sectors rogue landlord database will be starting from April 2018. AP to forward email to the panel for information.	AP
8.3	MD raised concerns relating to the HAP Chairs group, TM advised to take this up after the meeting.	
8.4	DL invited the group to have a look at the variety of low cost products on offer, fully assured that there is no obligation to buy.	
10.0	Date of Next Meeting	
10.1	The next meeting will be held on Thursday 15 th February 2018. Time: 4.30– 6.00pm at John Lewis Hub, Victoria Gate.	

Item No.	Summary of Actions	Owner
3.3/4.2	TM to send Winter Friends pack quantity form in the post to AM & MH.	TM
3.4	PG to feedback to WC regarding concerns raised for vulnerable tenant.	PG/WC
5.1.5	TM to share David Lawson's contact details with the group.	TM
5.18	PG to check with P&C if added security can be provided to tenants by LCC.	PG
6.2	TM to share Crime Prevention presentation to all TARAs.	TM
8.1	AP to contact Joanne Hartley on behalf of AM.	AP
8.2	AP to forward information email from PRS regarding Rogue Landlord database.	AP