

2008 – 2009
June 2008 Volume 2



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 2: JUNE 2008

CONTENTS

Meeting

Date 2008

COUNCIL AND COUNCIL COMMITTEES

**STANDING ADVISORY COUNCIL FOR
RELIGIOUS EDUCATION**

3 June

DEVELOPMENT MANAGEMENT COMMITTEE

4 June

STANDARDS COMMITTEE

5 June

COUNCIL (EXTRAORDINARY)

5 June

OVERVIEW AND SCRUTINY COMMITTEE (SPECIAL)

10 June

LICENSING AND GENERAL PURPOSES COMMITTEE

23 June

Licensing Panel

6 June

Licensing Panel

17 June

**GOVERNANCE, AUDIT AND RISK MANAGEMENT
COMMITTEE**

24 June

STRATEGIC PLANNING COMMITTEE

25 June

Meeting

Date 2008

THE CABINET, ADVISORY PANELS AND CONSULTATIVE FORUMS

| CABINET | 19 June |
|---|----------------|
| Local Development Framework Panel | 3 June |
| Supporting People Advisory Panel | 4 June |
| Education Admissions and Awards Advisory Panel | 4 June |
| Education Admissions and Awards Advisory Panel | 18 June |
| Grants Advisory Panel | 9 June |
| Traffic, Transport and Road Safety Advisory Panel | 18 June |
| Education Consultative Forum | 30 June |

COUNCIL
AND
COUNCIL
COMMITTEES

STANDING ADVISORY
COUNCIL FOR
RELIGIOUS
EDUCATION

**STANDING ADVISORY COUNCIL FOR
RELIGIOUS EDUCATION**

3 JUNE 2008

Representatives of the Local Authority

Councillors: * Ms Nana Asante * Mrs Anjana Patel
* Mrs Lurline Champagnie

Representatives of Christian and Other Religious Denominations and Faiths

| | |
|---------------------|------------------------|
| * Mrs M Besser | * Councillor Asad Omar |
| * Mr Z Baig | * Mr N Ransley |
| * Mr M Bishop | * Mrs G Ross |
| * Mrs N Desai | * Mrs B Samuels |
| * Mrs P Gan-Kotwal | * Prof H Singh |
| * Ms S Gulamhussein | † Mr P Singh-Kohli |
| * Mrs M Hale | † Ms B Willson |
| * Dr V Kapashi | |
| * Mr D Liversedge | |

Representatives of the Church of England

* Mrs M Abbott

Representatives of Teachers

| | |
|------------------------|--------------------------|
| * Ms B Pandya-Arepalli | * Mrs A Stowe (Chairman) |
| † Ms N Parsons | † Rev'd Dr S Thompson |

Co-opted Members

| | |
|-------------|----------------|
| * Mr J Dave | * Ms P Stevens |
|-------------|----------------|

Adviser to the Council, Nominated by the Corporate Director, Children's Services

† Ms F Aldridge

* Denotes Member present
† Denotes apologies received

Also in attendance at the meeting:

Ms Gordana Capin (Head of Religious Education at Park High School)
Mr Emlyn Lumley (Senior School Improvement Professional)
Mr Shaban Siddk (Muslim Youth Council Officer)

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

119. **Opening Reflection:**
Mrs Besser opened the meeting with a spiritual reflection.
RESOLVED: That opening reflections would be continued at all future meetings.
120. **Appointment of Chairman:**
RESOLVED: That Mrs Alison Stowe be appointed Chairman of the Standing Advisory Council for Religious Education for the 2008/2009 Municipal Year.
121. **Appointment of Vice-Chairman:**
RESOLVED: That Mrs Martha Besser be appointed Vice-Chairman of the Standing Advisory Committee on Religious Education for the 2008/2009 Municipal Year.
122. **Apologies for Absence:**
RESOLVED: To note that apologies for absence had been received from Mr Paramjit Singh Kohli, Ms Beverley Wilson, Miss Nancy Parsons, Reverend Dr Stephen Thompson and Ms Fazana Aldridge.

123. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

124. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interest made by Members in relation to the business transacted at this meeting.

125. **Minutes of the Meetings held on 5 December 2007 and 12 March 2008:**

RESOLVED: That the minutes of the meeting held on 5 December 2007 and 12 March 2008 be taken as read and signed as correct records.

126. **Matters Arising Not Included Elsewhere in the Agenda:**

(i) It was noted that 2 Hindu representatives would be sought following the resignation of Mrs Punitha Perinparaja and the sad death of Cllr Dhirajal Lavingia.

(ii) In reference to Item 110 appearing in the minutes for the meeting held on 12 March 2008, it was agreed that Mrs Stowe would pass the details of 'A Handbook for SACRE Members' published by the National Association of SACREs (NASACRE) to Ms Stevens, so that the order could be processed.

127. **Report from the Student Advisory Board:**

Ravi Mistry reported that Mr Shaban Siddik had spoken to the Student Advisory Board about the Muslim Youth Forum, emphasising that it was established to encourage young Muslims to reflect on what it meant to be a Muslim and to interact meaningfully with their peers of other faiths. Ravi Mistry reported on the desire of the Student Advisory Board members to participate in inter-faith activities. He stated that he was pleased to hear that SACRE was in the process of setting up a Harrow Youth Inter Faith Forum, whose first project would be to make a film about faith in Harrow. Councillors reminded the meeting that the Community Youth Council also existed alongside other groups, with PVE (Preventing Violent Extremism) funding, for which Harrow Council was accountable. Mrs Hale advised that Harrow's young people and SACRE members had an open invitation to a Brent Interfaith function to be held on 9 December 2008, entitled 'Voice of Youth'. She promised to provide flyers at the next SACRE meeting, which would be distributed to schools and colleges. In addition she had the contact details of a Buddhist monk and nun from the Amaravati Centre, who could conduct youth workshops on meditation free of charge, if a venue was provided.

RESOLVED: That the discussion be noted

128. **Religious Education at Park High School:**

Ms Gordana Capin explained that Religious Education (RE) was taught in conjunction with Philosophy and Ethics at Park High School. An outline of the resources available to pupils such as, the 'Building Learning Power' and 'Virtual Learning Environment' was provided. SACRE members discussed the programme which would include the one day Sixth Form Conference for 200 sixth form students at Park and Canons High Schools and Philosophy and Ethics students at all Harrow Colleges and schools. The event would be held at Park High on 27 June 2008. The attendance of various local groups such as Harrow RE Generation and a Jewish Group specialising in ethical business practices was confirmed. Harrow Inter Faith Council had also offered support to the conference. Members were encouraged to suggest further activities and workshops. Members suggested that the Holocaust Education Trust could run thought-provoking workshops and Mrs Niru Desai offered support to run a workshop on the philosophy of Hindu texts. Ms Stevens undertook to circulate Ms Capin's e-mail address so that members could contact her with any further offers of help. Ms Stevens thanked Ms Capin and congratulated Park High School on lessons that used every second of the 50 minutes lessons for productive learning.

RESOLVED: That the discussion should be noted.

129. **New Strategies for the General Curriculum:**

Mr Emlyn Lumley presented the film 'Shift Happens', which highlighted the vast changes in world populations, technology and outlook, that formed the backgrounds of young people's education. He emphasised the increasing number of skills and techniques included in the strategy for Key Stage 3 that enabled students to make sense of and link the various areas of the curriculum. He also confirmed that the Key

Stage 2 strategy would soon follow suit. SACRE members were informed of the increasing opportunities available to young people to manage their own learning, with assessment on their progress being used to launch them onto the next stage in their development.

RESOLVED: That the discussion be noted.

130. **Non-Statutory Guidelines for RE Linked to the Harrow Agreed Syllabus for Religious Education:**

Ms Stevens reported on the progress of the primary non-statutory scheme of work that was being put together to exemplify the requirements of the Harrow Agreed Syllabus. Ms Stevens confirmed that the scheme would be ready for schools to use in September 2008. In addition each Harrow primary school would receive a DVD and teachers' handbook from Somerset County Council, entitled 'Christianity Unpacked', which would enhance teaching and learning about the Christian religion. Ms Stevens confirmed that SACRE members would receive a pack containing the Harrow Agreed Syllabus 2008, with the accompanying non-statutory units of work, together with a 'Christianity Unpacked' set.

RESOLVED: That this report be noted.

131. **Report of the National Association of SACREs (NASACRE) Annual General Meeting (AGM):**

The Chairman reported on the Annual General Meeting (AGM), held on 8 May 2008, which she attended with Mrs Phiroza Gan-Kotwal. SACRE members were informed of the speech given by Karen Armstrong, which emphasised the need to keep the golden rule of religion to do unto others what you would have done to you and to teach children to venerate each other's faiths. The Chairman also reported that Professor Brian Gates outlined the developing pattern of religious education and collective worship, supported by professional associations. This included increased support for SACREs and RE teachers. It was announced that SACREs from Bradford, Buckinghamshire, Cambridgeshire, Peterborough, Lancashire, Newcastle, Swindon and Torbay were successful in their bids to NASACRE for funding. Harrow SACRE was not successful in its bid for funding to set up a Youth Harrow Inter Faith Forum, but useful feedback was received from NASACRE, which would be useful in making further bids. However as SACRE had already secured an additional £5,000 funding for the venture, the project would go ahead and other funding sources, eg PVE, would be investigated.

RESOLVED: That this report be noted.

132. **SACRE Advice on the Religious Needs of Pupils:**

The Chairman reported on the progress of the guidelines and welcomed a number of contributions that were submitted at the meeting, including those from Harrow Inter Faith Council and the Rastafarian and Sikh communities.

It was outlined that a small number of national SACREs were developing guidelines for schools which might prove useful for other SACREs in the future.

RESOLVED: That Mrs Stowe, Mrs Besser and Ms Stevens would continue to work together to develop and produce the guidelines.

133. **SACRE Showcase Event:**

Councillor Anjana Patel and Ms Stevens reported on their meeting to organise the SACRE Showcase. Schools within the borough would be invited to enter a competition to produce an RE project, based on the guidance given in the Harrow Agreed Syllabus for Religious Education. The entries would be judged by SACRE members between 4.00 pm and 7.00 pm on Monday 3 November 2008 at Harrow Teachers' Centre. The upcoming SACRE Showcase event would be held on Tuesday 18 November 2008 from 7.00 pm – 9.30 pm in the Council Chamber and Members' Lounge at Harrow Civic Centre. An outline of the programme for the evening was also provided.

RESOLVED: That (1) Ms Stevens co-ordinate the sending of information to schools about the competition;

(2) Councillors, Officers, SACRE members and neighbouring SACREs would be invited.

134. **Calendar of Religious Festivals 2008-09:**
 Discussion continued from the last meeting on the days that SACRE wished to recommend to schools for permitting authorised absence for pupils to fulfill religious obligations associated with important festivals. SACRE members voiced concerns about the high level of authorised absence from Harrow schools, together with the belief that some pupils were taking leave to attend parties, rather than participate in religious functions. A suggestion was made that SACRE should recommend that pupils were allowed no more than two days authorised absence during a year for major festivals, but members felt that this would be too restrictive for some faiths. It was also suggested that in some cases pupils might be allowed to leave school early to prepare for a festival that began at dusk, rather than be absent from school for a whole day.
- RESOLVED:** That (1) Ms Stevens would check with all faiths which days were necessary days of obligation for worship and that the guidance for the academic year 2008-2009, to be published in September 2008, should include a statement that the suggested days were those when religious requirements would be fulfilled;
- (2) this item be revisited at the next SACRE meeting, as detailed information and discussion would be needed to inform future guidance.
135. **Determinations:**
- RESOLVED:** To note that there were no determinations for discussion at this meeting.
136. **News From Harrow Inter Faith Council:**
 SACRE members were informed of the failure of the Harrow Inter Faith Council to secure a grant for its 25th anniversary. Mrs Hale confirmed that a celebration would still go ahead and that an article on its history would appear in the local newspaper on Thursday 5 June 2008. An update on recent events at Wealdstone Methodist Church and Harrow College Faith Week was provided. Members also discussed future plans such as, a question and answer session on the role of religious law in a secular society.
- RESOLVED:** That the discussion be noted.
137. **News From the Faith Communities:**
 Mrs Barbara Samuels reported that in September 2008, the Moriah Jewish Day School would begin a year of celebration for its 10th anniversary.
- RESOLVED:** That the report be noted.
138. **Correspondence:**
 Three members of Harrow SACRE were invited to the Second Annual Meeting of Chairs of London SACRES in association with NASACRE. Councillor Nana Asante, Mr Zia Baig and Mrs Mary Hale expressed an interest in attending.
- It was also reported that NASACRE and IslamExpo had invited Muslim SACRE members to attend a seminar on 14 July 2008.
- RESOLVED:** That Ms Stevens would send in a booking form for SACRE members who wished to attend the Second Annual Meeting of Chairs of London SACRES in association with NASACRE.
139. **Any Other Urgent Business:**
 Mr Ransley reported that Tim Haines would develop a debate in conjunction with the John Templeton Foundation for Natural / Human Sciences.
- Mrs Abbott expressed concern from her school that some families were picking and choosing which religions they would study in RE and which places of worship they would visit when such visits were arranged. Ms Stevens explained that parents could legally require that their children be withdrawn from all or some of the RE curriculum. Members discussed the motive of some parents for withdrawing their pupils from the study of particular religions and it was agreed that this was a very important discussion which should continue.
- RESOLVED:** That (1) Ms Stevens would survey schools to ascertain the position with regard to withdrawals from a particular aspect of RE;
- (2) the subject would appear as an agenda item at the next meeting.

140. **Dates of next meetings:**

RESOLVED: To note that the next meetings would be held on:

- Wednesday 17 September 2008;
- Wednesday 3 December 2008; and
- Wednesday 11 March 2009.

Members suggested that the days on which future SACRE meetings were held could be varied, because Wednesday was difficult for some people to attend.

(Note: The meeting having commenced at 7.30 pm, closed at 9.50 pm)

(Signed) MRS A STOWE
Chairman

DEVELOPMENT
MANAGEMENT
COMMITTEE

REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE

MEETING HELD ON 4 JUNE 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Robert Benson * Thaya Idaikkadar
 * Don Billson * Julia Merison
 * Mrinal Choudhury * Joyce Nickolay
 * Keith Ferry

* Denotes Member present

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 231. **Appointment of Chairman:**

RESOLVED: To note the appointment of Councillor Marilyn Ashton as Chairman of the Development Management Committee for the 2008 / 2009 Municipal Year.

 232. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

 233. **Appointment of Vice Chairman:**

RESOLVED: To appoint Councillor Joyce Nickolay as Vice-Chairman of the Development Management Committee for the 2008 / 2009 Municipal Year.

 234. **Right of Members to Speak:**

RESOLVED: To note that there were no requests to speak from Members who were not Members of the Committee.

 235. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

| <u>Agenda Item</u> | <u>Member</u> | <u>Nature of Interest</u> |
|---|---------------------------|--|
| 13. Planning Applications Received – item 2/02 and 2/03 – 6 Canons Corner, Edgware, HA8 8AE | Councillor Marilyn Ashton | Personal interest in that Councillor Ashton knew someone who resided in the immediate area. Councillor Ashton remained in the room and took part in the discussion and decision making on this item. |
| | Councillor Robert Benson | Personal interest in that Councillor Benson regularly shopped in Canons Corner and resided in the neighbouring area. Councillor Benson also knew someone who resided in the immediate area. Councillor Benson remained in the room and took part in the discussion and decision making on this item. |

236. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

| <u>Agenda item</u> | <u>Special Circumstances / Grounds for Urgency</u> |
|--------------------|--|
| Addendum | This contained information relating to various items on the agenda and was based on information received after the agenda's dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision. |

(2) all items be considered with the press and public present.

237. **Minutes:**

RESOLVED: That the minutes of the meeting held on 7 May 2008, be taken as read and signed as a correct record.

238. **Public Questions:**

RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19 (Part 4b of the Constitution).

239. **Petitions:**

A resident presented a petition containing 8 signatures. The terms of the petition were as follows:

- (i) Petition objecting to proposed ATM outside Martins Newsagents, 6 Canons Corner representing businesses based on Canons Corner.

RESOLVED: That the petition be received and noted.

240. **Deputations:**

RESOLVED: To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17 (Part 4b of the Constitution).

241. **Reference from Annual Council meeting held on 8 May 2008: Petition re: proposal at 23 High Worples, Harrow, Middlesex, HA2 9SX:**

The Committee received the above petition which had been presented to the Annual Council meeting on 8 May 2008.

RESOLVED: That the petition be received and noted.

242. **Representations on Planning Applications:**

RESOLVED: That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations were received in respect of item 2/02 and 2/03 on the list of planning applications.

243. **Planning Applications Received:**

RESOLVED: That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

244. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Head of Planning which listed enforcement notices awaiting compliance.

RESOLVED: That the report be noted.

245. **Member Site Visits:**

RESOLVED: That Member visits to the following sites takes place on Tuesday 8 July 2008 at 6.00 pm:

2/04 – 10 Hillcrest Avenue, Pinner, HA5 1AJ.

(Note: The meeting, having commenced at 6.30 pm, closed at 8.12 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

SECTION 1 – MAJOR APPLICATIONS

| | | | |
|-------------------|--|------------------------|---------------|
| LIST NO: | 1/01 | APPLICATION NO: | P/1179/08/CFU |
| LOCATION: | Nower Hill High School, George V Avenue, Pinner | | |
| APPLICANT: | Harrow Council | | |
| PROPOSAL: | Three – Storey Extension to School to Provide Post 16 Education Facility and Associated Works. | | |
| DECISION: | <p>GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informative reported and the following:</p> <p>(i) inserting condition 13 to read:</p> <p>Notwithstanding the details shown on Drawing No. P109, the new vehicular access to George V Avenue indicated on Drawing No. P105 Rev.A hereby permitted shall not be brought into use before:</p> <ol style="list-style-type: none"> 1. the central crossover opposite the existing vehicular access, and 2. the existing central crossover has been closed. <p>REASON: To confine access to the permitted points in order to ensure that the proposed development does not prejudice the free flow of traffic or the conditions of general safety along the neighbouring highway.</p> <p>[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].</p> | | |

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

| | | | |
|-------------------|--|------------------------|---------------|
| LIST NO: | 2/01 | APPLICATION NO: | P/1438/08/CFU |
| LOCATION: | Nower Hill High School, Pinner Road, Harrow, HA5 5RP | | |
| APPLICANT: | Harrow Council | | |
| PROPOSAL: | One Temporary Building for Two Classrooms (Two Years) in Courtyard at Southern End of School. | | |
| DECISION: | <p>GRANTED permission for the development described in the application and submitted plans, subject to the condition and informative reported.</p> <p>[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].</p> | | |

| | | | |
|-------------------|--|------------------------|---------------|
| LIST NO: | 2/02 | APPLICATION NO: | P/1304/08/DFU |
| LOCATION: | 6 Canons Corner, Edgware, HA8 8AE | | |
| APPLICANT: | Bankmachine Ltd | | |
| PROPOSAL: | ATM on Shop Frontage. | | |
| DECISION: | <p>DEFERRED to await further information from the Council's Highway Team and the Safer Neighbourhood Team and to receive further information from the applicant.</p> <p>[See also minute 239].</p> | | |

| | | | |
|-------------------|-----------------------------------|------------------------|---------------|
| LIST NO: | 2/03 | APPLICATION NO: | P/1139/08/DAD |
| LOCATION: | 6 Canons Corner, Edgware, HA8 8AE | | |
| APPLICANT: | Bankmachine Ltd | | |

PROPOSAL: Illuminated ATM Sign on Shopfront.
DECISION: DEFERRED to await further information from the Council's Highway Team and the Safer Neighbourhood Team and to receive further information from the applicant.

LIST NO: 2/04 **APPLICATION NO:** P/0990/08/DFU
LOCATION: 10 Hillcrest Avenue, Pinner, HA5 1AJ
APPLICANT: Mr G Orengo and Miss L Fennelly
PROPOSAL: Two Storey Side Extension.
DECISION: DEFERRED for a Member Site Visit

LIST NO: 2/05 **APPLICATION NO:** P/0838/08/DFU
LOCATION: 1 and 2 Bankfield Cottages, Ass House Lane, Harrow
APPLICANT: Grims Dyke Golf Club
PROPOSAL: Two Two-Storey Semi Detached Houses With Parking.
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to a legal agreement and the conditions and informative reported.
 [Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

LIST NO: 2/06 **APPLICATION NO:** P/1437/08/DFU
LOCATION: 118 Welbeck Road, South Harrow, HA2 0RX
APPLICANT: Mr Dylber Gashi
PROPOSAL: Alterations of Roof From Hip to Gable End and Rear Dormer
DECISION: GRANTED permission for the development described in the application and submitted plans subject to a legal agreement and the conditions and informative reported.
 [Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

LIST NO: 2/07 **APPLICATION NO:** P/1076/08/DAD
LOCATION: 37 High Street, Harrow on the Hill, HA1 3HT
APPLICANT: Narshgate Trading Ltd
PROPOSAL: Externally Illuminated Fascia Sign
DECISION: DEFERRED for further investigation.

LIST NO: 2/08 **APPLICATION NO:** P/1266/08/DFU
LOCATION: 48 Kenton Road, Harrow, HA3 8AB
APPLICANT: D Visco Holdings
PROPOSAL: Redevelopment: Three / Four Storey Building to Provide Nine Flats; Parking and Cycle Store at Rear.

DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported and the following:

(i) inserting condition 16 to read:

The number of residential units in the development hereby permitted shall not exceed nine.

REASON: To ensure that there is no conflict with London Plan policies on the provision of affordable housing.

[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

LIST NO: 2/09 **APPLICATION NO:** P/0902/08/DFU

LOCATION: 214A Kenton Lane, Harrow, HA3 8RW

APPLICANT: Mrs Doris Mallya and Mrs Mary Yemoh

PROPOSAL: Single Storey Rear Extension, Addition of New Roof Over Single Storey Side Extension, External Alterations, Enlargement of Front Porch.

DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported.

LIST NO: 2/10 **APPLICATION NO:** P/4251/07/CFU/

LOCATION: 31 Harrow Fields Gardens, Harrow on the Hill, HA1 3SN

APPLICANT: Mr A Patel

PROPOSAL: Single Storey Side to Rear Extensions; Excavated Rear Patio; Conversion of Garage into Habitable Room; External Alterations.

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason:

(i) The submitted drawings fail to illustrate the accurate design, appearance and scale of the existing and proposed elevations.

In the absence of this information the proposal, by reason of excessive bulk and mass, would be likely to detract from the character and appearance of the building and this part of the Sudbury Hill Conservation Area contrary to HUDP policies D4, D14 and D15.

[Note: (1) During discussion on the above item, it was moved and seconded that the application be refused for the reason given. Upon being put to the vote this was carried;

(2) the Committee wished for it to be recorded that the decision to refuse the application was unanimous;

(3) the Head of Planning had recommended that the above application be granted].

STANDARDS
COMMITTEE

STANDARDS COMMITTEE

MEETING HELD ON 5 JUNE 2008

| | | |
|----------------------|----------------------------------|---------------------|
| Chairman: | * The Right Revd Peter Broadbent | |
| Councillors: | * Husain Akhtar | * Joyce Nickolay |
| | * Mitzi Green (1) | * Phillip O'Dell |
| | * Mrs Kinnear | * Jeremy Zeid (3) |
| Independent Persons: | Ms Sheila Darr | * Mr Mohammad Rizvi |
| | * Dr J Kirkland | |

* Denotes Member present
(1) and (3) Denote category of Reserve Member

[Notes: (1) Councillor Osborn also attended this meeting. to speak on the item indicated at Minute 91 below;

(2) Councillor Mrs Bath also attended the meeting].

PART I - RECOMMENDATIONS
RECOMMENDATION I - Ethical Standards

The Director of Legal and Governance Services presented a report, detailing the proposals for new working arrangements and sub-committees which were required in relation to the new system for handling complaints against Members and issues that required addressing by the Council, in accordance with the requirements resulting from the Local Government and Public Health Involvement in Health Act 2007. The Committee was advised of final drafting amendments to be incorporated within the procedures.

It was noted that the Regulations and new procedures came into effect on 8 May 2008 and that the Council was required to undertake a variety of procedures to comply with the requirements of the legislation, including publicising of the new arrangements, preparation of guidance and complaint form, together with ensuring appropriate training arrangements were arranged for members of Standards Committee. The Director then briefly outlined the operating arrangements for the new processes.

Resolved to RECOMMEND: (to Council)

That the revised Terms of Reference of the following committees be approved and adopted into the Constitution, as detailed in Appendix 1.

- Standards Committee
- Assessment Sub-Committee
- Review Sub-Committee
- Hearing Sub-Committee

(2) the membership of the Assessment and Review Sub-Committees be three persons, comprising one independent member, who shall Chair the meeting, and two elected Members reflecting political proportionality where possible;

(3) the membership of the Hearing Sub-Committee remain as five persons (whenever possible) comprising three independent members, one of whom shall Chair the meeting. This Sub-Committee should be politically balanced whenever possible. This Sub-Committee shall be quorate when one independent and one elected member from each political party on the Standards Committee are present;

(4) the members of the Standards Committee shall form a pool from which membership of all Sub-Committees shall be drawn;

(5) the Monitoring Officer should prepare a pre-assessment report in relation to any complaint for consideration by the Assessment Sub-Committee.

(6) approved as drafted the criteria as set out at Appendix D for the preparation of the Pre-assessment Report, Assessing Complaints, and Referrals to the Standards Board for England;

(7) the member complained about should be informed of the complaint as soon as possible after the meeting of the Assessment Sub-Committee.

(8) that the process be reviewed by Standards Committee in March 2009.

(See also Minute 90).

RECOMMENDATION II - Protocol for Planning Committees

The Committee received a reference from the Strategic Planning Committee held on 26 January 2008 which proposed changes to the Protocol for Members and Reserve Member when dealing with Planning Applications and Lobbying. In considering the changes proposed by the Strategic Planning Committee Members discussed the advice contained within the "Connecting Councillors with Strategic Planning Applications" guidance and its proposal that Ward Members should be included in the proposals for Members to have early opportunity for engagement on strategic applications, expressing opinions both in favour and against such a process. The importance of Ward Members being able to be involved in early engagement was stressed and it was agreed that Strategic Planning Committee should give further thought to how it would seek to engage Ward Councillors successfully on strategic applications.

Resolved to RECOMMEND: (to Council)

(1) That the additional paragraphs proposed for Early Engagement on Strategic Planning Applications be included within the Protocol as follows:

"1. Early Engagement on Strategic Applications

Since 2003 the complexity of the planning process has increased considerably particularly in respect of major applications which can require Environmental Assessments, Access and Design Statements, Transport Assessments, Viability 'Toolkits', Energy Statements, Children's Play statements etc. The numbers of major applications which are currently in the pipeline is far above what has previously been the norm for the authority, and the pressure to deal with these in a timely manner within Government targets remains.

To enable members to understand large scale applications and their implications the officers consider that they should have the opportunity to ask questions, raise issues and meet applicants, both prior to submission and between submission and determination. However, to avoid any problems of probity this engagement needs to be carefully managed. This approach is recommended in a leaflet published by London Councils, The Government Office for London and London First in November 2007. (attached Appendix B)

Officers are recommending that applicants for major strategic schemes should be invited to make a presentation to members of the Committee and reserves, at which they should explain their proposals and answer questions of fact. Such presentations may also involve a site visit, and where necessary site visits for strategic proposals should be arranged prior to Committee meetings where the proposal is to be considered. At such presentations there should be no debate about the merits or otherwise of the scheme.

At least one senior officer should be present at all such meetings and may be called upon to answer any factual questions about policy issues etc.

Such meetings can be at either pre- or post-application stages and in some instances both may be appropriate. Similar meetings may also be arranged for ward/backbench members and members of the Executive."

(See Minute 91).

PART II - MINUTES82. **Appointment of Chairman:**

RESOLVED: To appoint the Right Reverend Peter Broadbent as Chairman of the Standards Committee for the 2008/2009 Municipal Year.

83. **Appointment of Vice-Chairman:**

RESOLVED: To appoint Dr J Kirkland as Vice-Chairman of the Standards Committee for the 2008/2009 Municipal Year.

84. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

Ordinary Member

Councillor Jean Lammiman
Councillor B E Gate

Reserve Member

Councillor Jeremy Zeid
Councillor Mitzi Green

85. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

86. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

87. **Minutes:**

RESOLVED: That the minutes of the meeting held on 17 December 2007, be taken as read and signed as a correct record.

88. **Public Questions, Petitions and Deputations:**

RESOLVED: To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

89. **Establishment of Panel:**

RESOLVED: That the Member Development Panel of the Standards Committee be established for the next Municipal Year 2008/09 with the following membership:

| | <u>Conservative</u> | <u>Labour</u> |
|----------------------------|--|--|
| | (2) | (2) |
| <u>I. Members</u> | Councillor Jean Lammiman (CH) Councillor Paul Osborn | Councillor B E Gate Councillor Phillip O'Dell |
| <u>II. Reserve Members</u> | 1. Councillor Mrs Myra Michael 2. Councillor Mrs Vina Mithani | 1. Councillor Keeki Thammaiah 2. Councillor David Perry |

90. **Ethical Standards:**

(See Recommendation I).

91. **Protocol for Planning Committees:**

RESOLVED: That (1) in considering its operation of "Early Engagement on Strategic Planning Applications", Standards Committee would wish to ensure that Ward Councillors are afforded the opportunity to be fully informed in order to represent their constituents. The Standards Committee requests Strategic Planning Committee give further consideration as to how it will seek and implement a process for early engagement in respect of Ward Councillors, as suggested within the "Connecting Councillors with Strategic Planning Applications" guidance;

(2) the Standards Committee does not consider that the processes the Council chooses to introduce to aid the smooth running of its Committee processes are a matter that falls within its purview, and does not believe that such matters should form part of the Planning Protocol. The Committee strongly suggests that the Strategic Planning Committee should give further consideration to the additional proposed "Reasons for Refusal Against Officer Advice" prior to the consideration of any such proposals by Council.

(See also Recommendation II).

92. **Date of Next Meeting:**

RESOLVED: To note that the next meeting will be held on Tuesday 9 September 2008.

(Note: The meeting, having commenced at 6.00 pm, closed at 7.08 pm).

(Signed) THE RIGHT REVD PETER BROADBENT
Chairman

APPENDIX 1TERMS OF REFERENCESTANDARDS COMMITTEE

The Standards Committee will have the following powers and duties:

- (a) promoting and maintaining high standards of conduct by Councillors, co-opted members and “church” and parent governor representatives;
- (b) assisting Councillors, co-opted members and “church” and parent governor representatives to observe the Members’ Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members’ Code of Conduct;
- (d) monitoring the operation of the Members’ Code of Conduct;
- (e) developing and recommending local protocols to the Council to supplement the Members’ Code of Conduct;
- (f) enforcing local protocols and applying sanctions in respect of breaches as appropriate;
- (g) advising, training or arranging to train Councillors, co-opted members and “church” and parent governor representatives on matters relating to the Members’ Code of Conduct;
- (h) granting dispensations to Councillors, co-opted members and “church” and parent governor representatives from requirements relating to interests set out in the Members’ Code of Conduct;
- (i) dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter which is referred by an Ethical Standards Officer to the Monitoring Officer;
- (j) to keep under review and amend, as appropriate, the Protocol on Councillor/Officer Relations;
- (k) to keep under review the Officer Code of Conduct and, after consultation with unions representing staff, make recommendations to Council for amendment or addition;
- (l) to receive reports and keep a general overview of probity matters arising from ombudsman investigations, Monitoring Officer reports, reports of the Chief Financial Officer and Audit Commission;
- (m) to have oversight of the Council’s whistleblowing policy;
- (n) to agree the policy for decisions on payments to those adversely affected by Council maladministration (under section 92 Local Government Act 2000)
- (p) To establish sub-committees to deal with complaints that a member or a co-opted member has failed to comply with the Council’s Code of Conduct
- (q) To consider any application received from any officer of the Authority for exemption from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and may direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the Authority under Section 2(2) of that Act.
- (r) Upon the application of any person or otherwise, consider whether a post should be included in the list maintained by the Authority under Section 2(2) of the 1989 Act, and may direct the Authority to include a post in that list.

Assessment Sub-Committee

The Assessment Sub-committee has the following powers and duties:

- (a) To receive allegations that a member or co-opted member of the Authority has failed, or may have failed, to comply with the Authority’s Code of Conduct

- (b) Upon receipt of each allegation, the Sub-Committee shall make an initial assessment of the allegation and shall then do one of the following:
- refer the allegation to the Monitoring Officer, for formal investigation
 - refer the allegation to the Monitoring Officer with directions that he/she arrange training, conciliation or such appropriate alternative steps as permitted by Regulations;
 - refer the allegation to the Standards Board for England;
 - decide that no action should be taken in respect of the allegation; or
 - where the allegation is in respect of a person who is no longer a member of the Authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;
- (c) Where the Sub-Committee resolves to do any of the actions set out in paragraph the Sub-Committee shall state its reasons for that decision

Review Sub-Committee

The Review Sub-committee has the following powers and duties:

- (a) To review, upon the request of a person who has made an allegation that a member of the Authority has failed, or may have failed, to comply with the Authority's Code of Conduct a decision of the Assessment Sub-Committee that no action be taken in respect of that allegation
- (b) Upon receipt of such request and any accompanying report by the Monitoring Officer, the Sub-Committee review the decision and shall then do one of the following:
- refer the allegation to the Monitoring Officer, for formal investigation
 - refer the allegation to the Monitoring Officer with directions that he/she arrange training, conciliation or such appropriate alternative steps as permitted by Regulations;
 - refer the allegation to the Standards Board for England;
 - decide that no action should be taken in respect of the allegation; or
 - where the allegation is in respect of a person who is no longer a member of the Authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;

Hearing Sub-Committee

The Hearing Sub-committee has the following powers and duties

- (a) To consider allegation referred to it following investigation that a member or co-opted member has failed to comply with the Council's Code of Conduct for Councillors
- (b) To determine whether
- it accepts the Monitoring Officer's findings of no failure to observe the Code of Conduct
 - the matter should be referred for consideration at a hearing before the Hearings Sub-Committee of the Standards Committee; or
 - that the matter should be referred to the Adjudication Panel for determination where it considers that the action it could take against the member is insufficient
- (c) Where the Sub-Committee resolves to do any of the actions set out in Paragraph (b) above, the Sub-Committee shall state its reasons for that decision.

COUNCIL



**MINUTES
of the
(EXTRAORDINARY) MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 5 JUNE 2008**

Present: **The Worshipful the Mayor (Councillor John Nickolay)
The Deputy Mayor (Councillor Eric Silver)**

Councillors:

Husain Akhtar
Nana Asante
David Ashton
Mrs Marilyn Ashton
Miss Christine A. Bednell
Robert Benson
Don Billson
Mrs Lurline Champagnie
Mrinal Choudhury
Bob Currie
Margaret Davine
Mano Dharmarajah
Anthony Ferrari
Keith Ferry
Archie T. Foulds
Brian E. Gate
David Gawn
Mitzi Green

Graham Henson
Thaya Idaikkadar
Nizam Ismail
Krishna James
Mrs E.M. Kinnear
Ashok Kulkarni
Barry Macleod-Cullinane
Julia Merison
Salim Miah
Jerry J. Miles
Vina Mithani
Chris Mote
Mrs Janet Mote
Narinder Singh Mudhar
Mrs Joyce Nickolay
Christopher D. Noyce
Phillip O'Dell

Paul Osborn
Anjana Patel
David Perry
Richard David Romain
Paul Scott
Anthony Seymour
Navin Shah
Mrs Rekha Shah
Stanley Sheinwald
Dinesh Solanki
Bill Stephenson
Mrs Sasikala Suresh
Yogesh Teli
Keekira Thammaiah
Mark A. Versallion
Thomas Weiss
Jeremy Zeid

PRAYERS

The meeting opened with Prayers offered by the
Reverend Antony Ford Rablen

265. EXTRAORDINARY COUNCIL:

RESOLVED: To note that this Extraordinary Council meeting had been convened in accordance with Rule 3.1, further to a request from the Monitoring Officer.

266. COUNCIL MINUTES:

RESOLVED: That the minutes of the Annual Council held on 8 May 2008 be deferred to the next Ordinary Council.

267. DECLARATIONS OF INTEREST:

It was noted that there were no declarations of interests made by Members in relation to the business to be transacted at this Extraordinary Council meeting.

268. HARROW CORE STRATEGY PREFERRED OPTIONS - DRAFT FOR PUBLIC CONSULTATION:

Further to Item 4 on the Summons the Leader, Councillor David Ashton, formally moved Recommendation 1 arising from the Cabinet held on 15 May 2008, which required consideration and adoption by the full Council.

RESOLVED: That the draft Harrow Core Strategy Preferred Options be approved for the purposes of consultation.

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 7.34 pm).

OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

(SPECIAL) MEETING HELD ON 10 JUNE 2008

| | | |
|------------------|--|--|
| Chairman: | * Councillor Stanley Sheinwald | |
| Councillors: | * B E Gate * Mitzi Green * Manji Kara * Ashok Kulkarni (2) * Jerry Miles * Mrs Vina Mithani | * Janet Mote * Mrs Rekha Shah (4) * Dinesh Solanki * Yogesh Teli * Mark Versallion |
| Voting Co-opted: | (Voluntary Aided) † Mrs J Rammelt Reverend P Reece | (Parent Governors) * Mr R Chauhan † Mrs D Speel |

* Denotes Member present

(2) and (4) Denote category of Reserve Members

† Denotes apologies received

[Note: Councillor David Ashton also attended this meeting to speak on the item indicated at Minute 337 below].

PART I - RECOMMENDATIONS
RECOMMENDATION I - Committee Terms of Reference

The Committee considered the report of the Director of Legal and Governance Services, which proposed changes to the existing terms of reference of the Overview and Scrutiny Committee to reflect its role as the body holding the responsibility for the Borough's statutory health scrutiny function since its reconfiguration. It also recognised the duty of scrutiny in addressing local government and local crime and disorder matters, as part of the government's drive for 'responsive services and empowered communities'. These matters were addressed in the Health and Social Care Act 2001, Police and Justice Act 2006 and Local Government and Public Involvement in Health Act 2007.

In considering the report, the Committee was informed that the terms of reference would be further revisited at a future date, as part of the review of the reconfiguration. The proposals before the Committee were to ensure that arrangements were in place to meet the provisions in the Acts.

Resolved to RECOMMEND: (to Council)

That the proposed amendments to the terms of reference of the Overview and Scrutiny Committee, as set out in bold text at Appendix 1 to these minutes, be approved.

PART II - MINUTES331. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Members:-

| <u>Ordinary Member</u> | <u>Reserve Member</u> |
|--------------------------------|---------------------------|
| Councillor Mrs Margaret Davine | Councillor Rekha Shah |
| Councillor Anthony Seymour | Councillor Ashok Kulkarni |

332. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

333. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

334. **Minutes:**

RESOLVED: That the minutes of the meeting held on 22 April 2008 and the special meetings held on 12 May 2008 be deferred until the next ordinary meeting of the Committee.

335. **Deputations:**

RESOLVED: To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.

336. **Committee Terms of Reference:**
(See Recommendation I)337. **Question and Answer Session with the Leader of the Council and the Chief Executive:**

On behalf of the Committee, the Chairman welcomed the Leader of the Council to his first meeting of the Overview and Scrutiny Committee, as Leader. He also welcomed the Chief Executive to the meeting, and stated that the Committee looked forward to hearing from the new Leader and the Chief Executive about their experiences and aspirations for the Council.

The Chairman took this opportunity to welcome a new Member of the Overview and Scrutiny Committee to her first Question and Answer Session with the Leader and the Chief Executive. He emphasised that the Session was intended to question the political and officer leadership of the Council about activity and priorities during the last year(s) and on future issues. Additionally, the spirit of scrutiny was to hold a robust question and answer session but to do so in a non-partisan environment.

It was noted that the Leader and Chief Executive had been advised of the following subject areas but not of any specific issues, other than where there had been a request for specific information. The Chairman then invited the Leader and Chief Executive to make introductory comments prior to the asking of specific questions under the following themes:-

- the Council's Corporate Assessment Score
- the IDeA Peer Review
- resident satisfaction
- Council budget.

Introductory comments by the Leader of the Council and the Chief Executive

The Leader of the Council stated that one of his aspirations was to improve customer satisfaction levels and the attitude of the Council towards its residents who were the main customers of the Council. It was important that communication from the Council to its residents was good, that residents were treated with respect and that they enjoyed their experience when dealing with the Council.

The Chief Executive referred to his 9-point Plan, which had laid down the foundations for the organisation to realise its vision of becoming an 'excellent' authority. Progress was being made on each of the elements of the Plan. He intended to accelerate

improvements within the Council with a view to achieving results in all aspects of the Council's work.

The Committee was informed that the structures to reflect the needs and priorities of the organisation and ensure excellence in the eyes of the customer had been re-visited. As a result, a number of changes had been proposed and agreed by Cabinet. A key ingredient of the change to drive the organisation forward and focus on the customer had been the creation of an Assistant Chief Executive with the post holder reporting directly to the Chief Executive. The Assistant Chief Executive would be responsible for managing relationships with the Council's partners and enhancing and building on their capacity.

The Chief Executive stated that, in addition, a 'champion' for the environment was important to the organisation and as a result, an appointment had been made to the post of the Divisional Director of Environment.

The reputation of the Council was also fundamental to how the organisation was perceived and, as a result, he had held meetings with various interested parties, including the regulators, with a view to demonstrating the Council's strong leadership and ambition.

In summary, the Council had stability, foundations were in place, acceleration was necessary to bring about further changes quickly and there was a need to ensure a positive customer experience.

Members were invited to put their questions to the Leader of the Council and the Chief Executive under the various themes mentioned above and on their introductory comments.

9-point Plan

In responding to questions on the 9-point plan and the need for committed and efficient managers to allow the sentiments of the Plan to permeate through the organisation, the Chief Executive and the Leader of the Council stated that:-

- significant progress had been made towards stabilising the Council's finances, work was being done to ensure that the organisation had staff with the right skills and expertise to ensure that the Council 'got the most out of people', cultural change was essential as there was need to move away from the traditional and hierarchal nature of the organisation where innovation and taking risks had been lacking;
- both internal and external communication had been improved to ensure that residents and staff were kept informed. Various processes had been established to ensure effective communication;
- there had been step changes to services, and that the 9-point Plan was being delivered although some aspects of the Plan had been delayed;
- it was essential that Members were kept informed of any delays in established programmes;
- a 42% customer satisfaction level was low and it was intended to improve this by ensuring that customer went away with a good impression of the Council. Therefore a post of Customer Care Champion was intended and whose role would be to set minimum standards when dealing with queries, deliver services through the use of technology and ensure that the Members, who were the interface between the Council and its residents, were 'armed' with the information to respond effectively and in a positive manner. It was important to ensure that residents and Members were not ignored by staff;
- a factor that contributed to the perception that the public had of the Council was the visible improvements on their 'doorstep'. To achieve this, it was essential that the Council's finances were stable so that spend on public facing services could be realised and the reserves held by the Council increased. Recently £10m of efficiency savings had been spent on improving key front line services;
- flagship actions were determined by the administration and the goals against which the administration intended to deliver and to be appraised against. The 9-point Plan was a series of steps that the organisation needed to have in place to improve, irrespective of the administration in control, and would

underpin the work of the Council now as well as that of any future administration.

Cultural Change

The Chief Executive responded to a question on the resistance that he was meeting in bringing about a cultural change in the organisation. He replied as follows:-

- the organisation had accepted that to achieve its vision, the values and behaviour needed improving. As a result, an event, to be fronted by the Leader of the Council and the Chief Executive, would take place on 20 June 2008 to articulate this message to staff. Resistance to change was a natural behaviour in organisations going through change, and hierarchical structures were seen as a 'comfort' by some staff;
- cultural change was a long-term process and needed to be demonstrated by actions;
- Middle Managers were a critical part of the organisation and, when used in the 'correct way', would provide considerable benefits for the Council and implement the changes needed for a successful organisation. It appeared that due to historical reasons, ideas and innovations from staff at various levels, particularly from front line staff, had been somewhat stifled. Expectations and investment in staff needed to be raised and any blockages would be removed.

In response to specific questions the following replies were given:

Achievements

The Chief Executive spoke about his journey to date and that there was a great deal of potential in the Council that needed to be unleashed. Accelerating progress was key, and that it was intended to put Harrow on the map by seeking an award during 2009, as the most improved Council. The Chief Executive stated that his objective was to achieve a 3-star Comprehensive Area Assessment (CAA) rating by autumn 2009. One of the noticeable changes that the CAA would glean was the improved partnership working arrangements between the Council and its partners.

Staffing

Although some staff turnover was good for any organisation, the turnover of staff in Harrow was above the London average. The Chief Executive stated that he intended to address this situation. The 9-point Plan also focused on staff, their development and career progression. Investment in staff was essential to allow them to realise their full potential whilst achieving a work/life balance. Harrow Council ought to be seen as an 'employer of choice' rather than a place for a 'quiet life'. The Council was moving in the right direction and attracting the 'right' people.

The Chief Executive acknowledged that sickness levels were high and that it was of concern that some managers were not aware of the whereabouts of their staff. He was personally leading on this issue and, as a first step, recording of absence had been improved. He reiterated proposals for a 'carrot and stick' approach and work/life balance. The Chief Executive assured Members that action would be taken where staff were not meeting expectations and distanced themselves from his message and a common desire to succeed.

The Chief Executive gave assurance that the suggestions from a recent Scrutiny Challenge Panel on the Council's Improvement Programme would be taken forward. He had appreciated the value of the process, input and ideas put forward. It would be helpful for the scrutiny to monitor the progress made in this area.

Communication

The Chief Executive was disappointed that the issue of improved communication, one of the components of his 9-step Plan, had not been met in an instance indicated by a Member at the meeting. He was of the view that established protocol(s) ought to work effectively. In addition, it was important that that information supplied was not selective. Effective communication was vital to allow Members to perform their role. He would ensure that checks and balances existed in the organisation.

In response to additional comments from Members in this regard, the Chief Executive accepted that facts ought to be checked before press releases were issued so that they were not misleading. Due processes ought to be followed and protocols adhered to.

Risk to Budget

The Leader of the Council stated that the economy, having been battered by the credit crunch, wage inflation, care packages/social needs of adults and children would pose

the biggest risks to the budget. Other areas, such as a gradual decline in Council Tax collection rate and the impact on land charges as a result of the problems in the property market, would also impact adversely on the budget. The reserves held by the Council were still low.

The Chief Executive stated that the reserves held by the Council were an important factor in the budget, which was demand-led and affected by various factors, such as cost shunting between the Council and its health partner(s), interest rates and pay awards. The Council started from a low base and received a poor settlement from the government, although the Council's apportionment in relation to freedom passes would improve the budget situation.

Post Office Closures

The Leader of the Council confirmed that discussions had been held with Post Offices Ltd with a view to the Council taking over the running of a sub-post office in Harrow, as part of the post office closure programme. He identified the problems associated with such a venture and the need to take account of the footfall. Essex County Council was the most advanced in this regard. However, there were a number of issues that Harrow would need to consider before any decisions were taken. The Council might explore a joint venture in this regard.

Independence of Scrutiny

In response to a question about the independence of scrutiny, particularly in relation to its proposed review of the Town Centre, the Chief Executive stated that scrutiny contributed to policy development and was an advocate for residents. The Council valued scrutiny but stressed that there was always room for improvement; scrutiny would be part of the remit of the Assistant Chief Executive when appointed.

The Chief Executive stated that scrutiny had a right to look at all processes but it was essential that there was an established protocol when agreeing the terms of reference of all proposed reviews. It was essential that the reviews were constructive.

The Leader of the Council agreed with the sentiments expressed by the Chief Executive and added that the Executive wanted a positive 'muscular' relationship with scrutiny, which provided valuable guidance.

When questioned about the lack of desire of officers to submit reports to scrutiny, the Leader of the Council and the Chief Executive acknowledged that there was an issue about Member/officer relationship. Whilst both had different roles, the aims were the same - an appreciation of a common desire to be successful. However, this desire did not appear to permeate through the organisation. A softer and supportive approach of managing staff was being tested across the organisation. For example, where Directorates were under budget, their budget was not reduced but each was being allowed to spend the money on other projects for staff. All staff would be appraised and invested in. However, should such methods fail to achieve results, other appropriate action would follow.

In order to be successful, the organisation needed to be 'singing from the same hymn sheet'. The Corporate Directors had been charged with managing their Directorates and their visibility was important. It was essential that their roles transcended boundaries, and good progress was being made in this area. The Chief Executive confirmed that he had the right team to bring about the changes that were needed for the benefit of the organisation.

The Leader of the Council stated that, similarly, the performance of the Portfolio Holders would also be monitored and reviewed.

In relation to a question from the Chairman about the respect that was given to scrutiny, the Chief Executive undertook to discuss this concern further and look at ways of improving this negative view. He agreed that the attitude of officers needed to be addressed. The Leader of the Council stated that officers and Members should not see scrutiny as a threat but rather a positive process that added value, as the Executive was not the oracle of all answers. Defensive attitudes and lack of respect needed to be addressed.

The Chief Executive stated that scrutiny ought not be used for political purposes by Members.

Youth

The Leader of the Council and the Chief Executive responded to questions on how the Council intended to engage with the Borough's young people. It was noted that the young people of Harrow had been involved in designing for the Council and Youth

Councils/Conferences. They both felt that the Council needed to listen to the youth, and the approach of having role models was good and constructive. It was essential that young people were seen as part of the solution rather than the problem. It was important to know what young people wanted, and the involvement of schools and parents was crucial.

It was suggested by a Member that the Council ought to set up a continuing dialogue with the young people rather than invite them to meetings only to hear their views.

Vending Machines

In response to a question about the growing problem of obesity in Harrow, the recent review carried out by scrutiny in this regard and its compatibility with the proposed introduction of vending machines in Council buildings, the Chief Executive stated that the contents of the vending machine, which the Council intended to install in several of its buildings, as a revenue earner, would be sensibly chosen. It was not intended to install these in schools, as had been reported.

The Leader of the Council stated that various items would be included and 'choice' would be given to customers.

Service Block Assessment

In acknowledging that only one service block – Children and Young People – had moved up from a score of 2 in 2006 to 3 in 2007, the Chief Executive stated that:-

- ambitious targets had been set for key service areas in this regard;
- he was confident that improvements in Children and Young People would be replicated in other service areas;
- a stable financial situation was essential together with staff who possessed the 'right' skills. It was essential to have an environment where staff were valued, moral was improved and there was a move from the 'blame' culture that currently existed;
- the Transformation Programme needed to 'bed-in' for improvements to be realised.

Summary

The Chairman thanked the Leader of the Council and the Chief Executive for attending the meeting to answer questions. He thanked all Members for their contributions.

(Note: The meeting, having commenced at 7.33 pm, closed at 9.34 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD
Chairman

APPENDIX 1OVERVIEW AND SCRUTINY COMMITTEEOVERVIEW AND SCRUTINY COMMITTEE – Terms of Reference

The Overview and Scrutiny Committee has the following power and duties:

1. To oversee a more targeted and proportionate work programme that can help secured service improvement through in depth investigation of poor performance and the development of an effective strategy/policy framework for the council and partners
2. To have general oversight of the council's scrutiny function;
3. To support the executive's policy development function and the long-term strategic direction of the borough;
4. To anticipate policy changes and determine their potential impact on residents;
5. To consider the council and partners strategic approach to service delivery;
6. To undertake detailed investigation of service/financial performance in order to recommend policy changes and to commission light touch investigations by the Performance and Finance sub committee;
7. To consider items included in the Forward Plan as appropriate;
8. To consider such urgent items as are appropriate – area scrutiny.
9. To consider Councillor Call for Action in terms of
 - **Local Government Matter (Section 119, LGA 2007)**
 - **Local Crime & Disorder Matter (Section 19, Police & Justice Act 2006)**
10. **To discharge the functions conferred by Section 21(f) of the Local Government Act 2000 of reviewing and scrutinising, in accordance with regulations under Section 7 of the Health and Social Care Act 2001, matters relating to the planning, provision and operation of health services in Harrow.**
11. **To scrutinise matters relating to health and public health and to hear the views of local residents, with a view to improving health services, reducing health inequalities and improving the health of local residents.**
12. **To respond to consultations from local health trusts, Department of Health and any organisation which provides health services outside the local authority's area to inhabitants within it.**

LICENSING
AND GENERAL
PURPOSES
COMMITTEE

REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE

MEETING HELD ON 23 JUNE 2008

Chairman: * Councillor Mrs Lurline Champagne

| | | |
|--------------|--------------------|--------------------|
| Councillors: | * Husain Akhtar | * Mrs Kinnear |
| | * Robert Benson | * Ashok Kulkarni |
| | * Mrinal Choudhury | * Mrs Vina Mithani |
| | * G Chowdhury | * Phillip O'Dell |
| | † Mano Dharmarajah | * Raj Ray |
| | * Thaya Idaikkadar | † Tom Weiss |
| | * Nizam Ismail | * Jeremy Zeid |

* Denotes Member present

† Denotes apologies received

PART I - RECOMMENDATIONS

RECOMMENDATION I - Report on the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2007, and to extend the existing zone to the whole of the Borough and to withdraw the existing zone

The Committee welcomed John Edwards, Director of Environmental Services, to his first meeting. Members expressed their appreciation of the work undertaken by Gareth Llywelyn-Roberts, Chief Environmental Health Officer who had recently left the Council.

The Committee received a report which set out the powers available to the Local Authority under the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2007. At its meeting on 3 March 2008 the Committee approved proposals for a 12 week consultation regarding an extension of the existing Controlled Drinking Zone to the whole of the Borough.

An officer updated the meeting and indicated that, if the Committee approved the proposed action, a recommendation would be made to the Council meeting on 10 July 2008, with a view to implementation two weeks later. The two weeks was to allow for advertising of the intention to introduce the scheme.

In response to concern that the new zone would include parks and other areas where individuals might wish to have a drink such as at a picnic or football match, the Committee was informed that the enforcement by the police would be in accordance with Home Office guidance that action would only be taken if the police suspected that a nuisance was about to be caused. It was not a total ban on drinking. It was further noted that the ban would not be valid in private houses or forecourts of public houses.

Resolved to RECOMMEND: (to Council)

That the existing Controlled Drinking Zone be extended to cover the whole of the Borough and that the current zone be withdrawn on the date of implementation of the new zone.

(See also Minute 86).

PART II - MINUTES79. **Attendance by Reserve Members:**

RESOLVED: To note that no Reserve Members were included in the Committee's membership.

80. **Welcome to New Members:**

The Chairman welcomed Councillors Husain Akhtar and Mrs Kinnear to their first meeting of the Committee.

81. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

82. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

| <u>Agenda Item</u> | <u>Member</u> | <u>Nature of Interest</u> |
|---|--------------------------|---|
| 9. Report on the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2007, and to extend the existing zone to the whole of the Borough and to withdraw the existing zone. | Councillor Husain Akhtar | Councillor Husain Akhtar declared a personal interest in the item as Vice-Chairman of Harrow Crime Prevention Panel |

83. **Minutes:**

RESOLVED: That the minutes of the meetings held on 3 March and 12 May 2008, be taken as read and signed as correct records.

84. **Public Questions, Petitions and Deputations:**

RESOLVED: To note that no public questions were put, or petitions or deputations received at this meeting under the provision of Committee Procedure Rules 19, 16 and 17 respectively.

85. **Review of Polling Districts and Polling Stations:**

Consideration was given to a proposal for a selected review of Harrow's polling districts and polling stations arising from the duty placed on the local authority by the Electoral Administration Act 2006.

It was noted that this was the first review to be undertaken subsequent to the decision by Council in October 2007 that reviews would be carried out each year in respect of selected parts of the Borough.

In addition to the Polling Districts proposed by the officers, Members of the Committee requested that Tithe Farm, Whitefriars School and The Heights be considered in the review. The officer was requested to ascertain whether there were any further suggestions for polling station review outstanding from the meeting held on 27 September 2007. Consideration would not be given to use of the mosque pending its completion and health and safety clearance.

In response to a question, it was noted that meetings of the Working Group would take place in September/October depending on Member availability with a report back to the Committee on 24 November

RESOLVED: That (1) an informal Review Working Group be re-established to undertake the review of the polling districts and polling stations in Harrow;

(2) Councillors Husain Akhtar, Robert Benson, Mrinal Choudhury, G Chowdhury and Raj Ray be nominated to the Review Working Group;

(3) a Liberal Democrat Councillor be invited to serve on the Review Working Group;

(4) a representative from the Harrow Association of Disabled People be invited onto the Review Working Group; and

(5) the terms of reference of the Review Working Group be agreed as set out in the report.

86. **Report on the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2007, and to extend the existing zone to the whole of the Borough and to withdraw the existing zone:**
(See Recommendation I).

87. **Local Government Pension Scheme:**
Consideration was given to a report which detailed the Local Government Pension Scheme regulations and the proposed process to be followed in managing Tier 3 of the new ill health provisions. The officer responded to queries raised by Members.

It was noted that although a process had been formulated by the officers and proposed to the Committee, government actuarial guidance was still awaited. Should any future guidelines significantly change the process or operation, then a further report would be presented to the Committee.

It was agreed that the pension booklet and DVD would be made available to the new Members of the Committee, Councillors Husain Akhtar and Mrs Kinnear.

RESOLVED: That (1) the Harrow Council pensions office acts as the lead body for the purpose of administering the Tier 3 ill health payments as made under Regulation 20 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 and amended under Regulation 13 of the Local Government Pension Scheme (Amendment) Regulations 2008; and

(2) in circumstances where it is evidenced that the individual meets the test for gainful employment, but has failed to notify the authority of the same in a timely manner, the authority recovers any overpayment of Tier 3 ill health payments.

88. **Changes to the Local Government Pension Scheme:**
The Committee received a report which outlined the main elements of the new look Local Government Pension Scheme (LGPS) effective from 1 April 2008.

RESOLVED: That the report be noted.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.45 pm).

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE
Chairman

LICENSING AND
GENERAL PURPOSES
PANELS

LICENSING PANEL

6 JUNE 2008

Chairman: * Councillor Mrs Lurline Champagnie

Councillors: * Mrinal Choudhury * Mrs Vina Mithani

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**289. **Appointment of Chairman:**

RESOLVED: That Councillor Lurline Champagnie be appointed Chairman of the Licensing Panel for the purposes of this meeting.

290. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members of the Panel in relation to the business transacted at this meeting.

291. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

292. **Minutes:**

(See Note at conclusion of these minutes).

293. **Public Questions, Petitions and Deputations:**

RESOLVED: To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

294. **Licensing Procedures:**

The Chairman asked the Panel Members, officers, the Responsible Authority and other attendees at the meeting to introduce themselves. An officer from licensing services then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

295. **Application for a review of Licence held by Yates Wine Lodge, 269-271 Station Rd, Harrow, HA1 2TB:**

The Panel received a report of the Chief Environmental Health Officer which sought a determination of an application for a review of the premises licence for Yates Wine Lodge, 269-271 Station Road, Harrow, HA1 2TB. An application for the review of the licence being submitted by Police Sergeant Carl Davis.

In attendance were Police Sergeant Carl Davis along with the Area Manager, Mr P Walton, for The High Street Pub Company who was represented by Mr J Walsgrove. Also present were Mr P Sivashankar and Mr S Gallagher from Licensing Services.

Mr Sivashankar informed the Panel that the application had been made by the Metropolitan Police and was a review of the current licence in relation to all four licensing objectives stated in the Licensing Act 2003.

Police Sergeant Carl Davis reported that the majority of the evidence to be submitted was present in the report, and informed the Panel that an incident of theft from a handbag and an alleged theft of a handbag had been reported to the Police since the report had been written. He implied that there was a possibility that the Management Company had not provided as much support to the Designated Premises Supervisor (DPS) as they could have done. He confirmed that the Metropolitan police had no desire for the DPS to be removed from his present post.

In response to questions from Members and Mr P Walton, the applicant confirmed that:

- the Metropolitan Police had a good working relationship with the DPS and both parties had cooperated with each other;

- recommendations made by the DPS had not been implemented by the Management Company;
- majority of incidents reported had occurred after midnight and were alcohol related;
- lack of financial provision might have significantly influenced the provision of CCTV hardware and operating systems;
- target age group was more likely to be influenced by alcohol;
- more supervision of the premises should be provided;
- the premises did not have a reputation for drug dealing.

Mr Walsgrove speaking on behalf of the licence holder acknowledged that the management company's response to concerns outlined in a report by the DPS, and the implementation of procedures to address those concerns, had not been immediate.

He stated that the CCTV system had been updated and met the condition set out in the Crime Prevention Officer (CPO) Report of 14 March 2008.

The Walsgrove outlined the actions they would implement in light of the CPO's report:

- plastic drinking vessels would be provided on the premises and contents of glass bottles would be decanted into plastic drinking vessels;
- an ID scanner would be installed on the premises;
- CCTV cameras would be installed;
- additional lighting outside the premises would be provided to facilitate good quality footage from CCTV cameras;
- panic alarms would be installed;
- additional support would be provided for the training of staff and the promotion of licensing conditions;

The licence holder confirmed that:

- the Management Company would continue to meet with the police in order to resolve issues;
- the Management Company had carried out a risk assessment of the premises based on the report received from the Area Manager;
- the Management Company would welcome the Panel's recommendations regarding the successful management of the premises;
- staff randomly checked customer's identification.
- the hierarchy of the company governed the chain of auditing;
- underage customers consuming alcohol rarely occurred;

The Solicitor invited the Panel to impose conditions recommended in the CPO's report, which included the following:

- CCTV shall be installed and maintained in accordance with the CPO's report of 14 March 2008;
- security Industry Authority (SIA) door supervisors be employed at such times and the numbers agreed with the Metropolitan Police from time to time in writing.
- all (Amusement with Prizes) AWP's fitted with suitable security devices and, in the absence of such devices emptied each evening.
- premises licence be tightened and refined.

In response to questions, Mr. Walsgrove confirmed that:

- the Management Company had been responsible for the premises for approximately twelve weeks;
- there was a good chain of command within the company. Senior Management were updated regularly by the Area Manager;
- police concerns were raised after a number of incidents had been reported;
- incidents were isolated to the particular premises and the management of them provided in that context;
- incidents had occurred towards the end of opening hours and varying the opening hours was unlikely to change alcohol consumption;
- an Incident Log should be completed by the Management team and staff to record incidents on the premises;
- the company retained CCTV footage and kept records and were not aware that there had been a failure to provide CCTV footage;
- the Local Authority Highways department had refused an application for an external smoking area for customers;
- appropriate Health and Safety, Food Hygiene and Licensing audit checks had been conducted by an external company.

Mr. Walsgrove requested that the Panel use their powers accordingly and address the issues that had influenced the review of the licence and disregard other options available. He confirmed that other issues raised would be monitored in partnership with the Metropolitan Police.

RESOLVED: That the following conditions be added to the premises licence in addition to those presently stated:

- CCTV equipment shall be installed, operated and maintained in good working order and in accordance with the report of the Crime Prevention Officer (CPO) dated 14 March 2008 and any subsequent recommendation by the Police and/or CPO;
- SIA registered door staff shall be employed at the premises at such time and such numbers shall be agreed with the Metropolitan Police in writing;
- all AWP machines shall be fitted with suitable security devices and shall be emptied at the close of the premises;
- no glass bottles containing beverages of any kind, whether open or sealed, shall be given to customers for consumption on the premises, whether at the bar or by staff away from the bar;
- drinking vessels shall only be made from plastic or polycarbonate material at all times;
- a valid proof of age card or other age identification shall be required to be produced by any person attempting to buy alcohol and who appeared to those selling or supplying alcohol to be under 18 years of age or 16 years of age in the case of the consumption of beer, wine or cider during a table meal and in the company of an adult.

REASON: To allow all four licensing objectives to be met and promoted.

[Note: The meeting having commenced at 2.01 pm, closed at 4.57 pm]

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE
Chairman

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next Panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting was likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provided appropriate approval scrutiny].

LICENSING PANEL

17 JUNE 2008

Chairman: * Councillor Robert Benson

Councillors: * Mrinal Choudhury * Jeremy Zeid

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**296. **Appointment of Chairman:**

RESOLVED: That Councillor Robert Benson be appointed Chairman of the Panel for the purpose of this meeting.

297. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

298. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

299. **Minutes:**

(See Note at conclusion of these minutes).

300. **Public Questions, Petitions and Deputations:**

RESOLVED: To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

301. **Licensing Procedures:**

The Chairman asked the Panel Members, officers, Responsible Authorities and other attendees at the meeting to introduce themselves. Mr Puthrasingam Sivashankar from Licensing Services then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

302. **Application to Vary a Premises Licence held by 'Spice Rack Lounge', 35 Church Road, Stanmore, HA7 4AR:**

The Panel received a report of the Chief Environmental Health Officer, which sought determination of an application to vary the existing premises licence for 'Spice Rack Lounge', 35 Church Road, Stanmore, HA7 4AR. The application had been made by Original Company UK Limited and was referred to the Panel as there were unresolved representations from the Planning Authority and members of the public.

The Premises Licence holder, Mr Kalpesh Amlani, was in attendance and was represented by Mr James Rankin, the barrister appointed by Hodders Solicitors. Mr Puthrasingam Sivashankar and Mr Stephen Gallagher from Licensing Services were present, as was the Vice-Chair of the Elm Park Residents' Association, Mrs Carole Lis.

Mr Rankin, speaking on behalf of the licence holder, stated that the Spice Rack Lounge was a responsible venue that served high quality food. He informed the panel that the venue had opened to great acclaim and was regularly frequented by local residents.

Mr Rankin accepted that certain conditions of the licence had been breached by the provision of live music, but that this had been due to a misunderstanding. He explained that the licence holder also owned an establishment in Brent and that, in this borough, the provision of a DJ had not been raised as an issue. He reported that the licence holder had originally assumed that the same would be true in Harrow but, after becoming aware of the error, had stopped holding such events.

Mr Rankin reported that there had been no representations from the police. He commented that there had been no complaints and speculated that some residents had maybe taken objection because the venue had accidentally breached the conditions of its licence. Addressing concerns about the noise additional licensable activities had the potential to cause, Mr Rankin stated that when the venue had run similar events in

the past, albeit in error, there had been no complaints. As such, he stated, this was proof that nothing would change as far as residents were concerned.

Mr Rankin drew the panel's attention to a letter from the Elm Park Residents' Association. The letter stated that residents were worried that the licence holder would go beyond the terms of the licence if the variation was granted. Mr Rankin reiterated that the Spice Rack Lounge was a venue that attracted responsible patrons. As such, he stated, the residents' concerns were unfounded.

Mr Rankin explained that Mr Amlani was a responsible owner that wanted to work with local residents to address their concerns. He informed the Panel that, following discussions with the Elm Park Residents' Association about parking, the applicant had produced a number of signs and leaflets asking patrons to park in specific areas. Mr Rankin provided examples of the leaflets to members of the panel and the objectors.

In response to questions by local residents, Mr Rankin clarified that:

- New patio doors had been installed and the glass roof of the building had been acoustically sealed at the cost of £23,000 in August 2007. This, combined with shutters on the windows, meant that noise could not escape.
- All doors were closed during hours of operation.

In response to questions by the Panel, Mr Rankin clarified that:

- The Spice Rack Lounge had broadcast one particular football match, the European Cup Final, and the venue was noisier than usual. However, he attributed this to the nature of the event and stated that such behavior did not reflect the normal manner of the venue's patrons.
- The parking scheme was predominantly designed to raise patrons' consideration for local residents.

Mrs Lis, speaking on behalf of the Elm Park Residents' Association, made a presentation to the Panel. She stated that the broadcasting of the football match had caused considerable disturbance and stated that future activities of this nature would also negatively impact upon local residents. Mrs Lis commented that it was not always feasible for residents to complain to the Police or Environmental Health and, as such, many concerns went unreported. Mrs Lis stated that the doors of the venue were regularly left open and the noise of patrons was clearly audible outside of the premises.

Mrs Lis commented that she did not believe the proposed parking notices would be of much use given that patrons would only see the notices after they had parked. She stated that it was more important that the venue adhere strictly to the conditions of its licence.

In response to questions by the Panel, Mrs Lis clarified that:

- Many patrons often remained outside the Spice Rack Lounge after it had closed and no efforts were made by the venue to disperse them.
- Residents had tried to contact the police on certain occasions but had received no response.

Summing up, Mrs Lis stated that she and other residents wanted the conditions of the licence strictly adhered to. Importantly, she did not want disturbances on important dates such as Christmas.

Summing up, Mr Rankin stated that, as residents concerns were mostly relating to noise, imposing a condition to ensure doors were kept shut would solve all the problems.

RESOLVED: That the Panel, after hearing all the representations from the applicant and the interested party, agreed to grant the application as applied subject to the following conditions:

1. Where existing, CCTV systems will continue to be operated and maintained in accordance with the reasonable specification of the Metropolitan Police Crime Prevention Officer: images will be securely stored, kept for a minimum of 31 days and be made available to officers of the police and / or local authority upon request.

2. A monitored central station alarm is installed and will be operated and maintained in accordance with the reasonable specification of the Metropolitan Police Crime Prevention Officer.
3. The pub manager is required to actively participate in and support the local Pubwatch Scheme (where active).
4. There will be no promotions that encourage illegal, irresponsible or immoderate consumption.
5. Staff are trained in fire and public safety procedures (including evacuation procedures).
6. Fire Safety equipment is installed and will be operated and maintained in accordance with Fire Authority guidelines.
7. Floor staff will conduct regular physical sweeps inside the premises to remove hazardous objects and / or waste.
8. Fire exits are adequately signed and will be kept clear of obstruction at all times.
9. Customers will not be permitted to take open glass containers outside the premises, as defined in the plan submitted with the operating schedule and approved by the Licensing Authority.
10. The phone number of an allocated taxi firm is displayed on the premises.
11. Deliveries will only be accepted during daytime to control noise nuisance.
12. Noise limiting equipment shall be installed, maintained and set to the standards and satisfaction of the London Borough of Harrow.
13. Notices will be displayed around the premises asking patrons to recognise the rights of local residents and leave the premises quietly.
14. Managers are required to liaise with local neighbours to resolve any reasonable concerns.
15. No adult entertainment (paid for by the company of a nude physical nature) is permitted at these premises. Any children under 16 remain the responsibility of the accompanying adult when using the premises (and/or exterior area). Staff are not allowed to be in sole supervision of children which remains the responsibility of the accompanying adult at all times.
16. Admittance refused to under 16's unless accompanied by an adult.
17. The premises operates a 'Challenge 21' policy, whereby any person attempting to purchase alcohol and who appears to be under the age of 21 years will be asked to provide proof (i.e. passport, driving licence or some other such accredited form of photo identification) that they are over the age of 18 years. Notices will be displayed advising patrons that this scheme is in operation. A record will be kept of all age related refusals of sale and said record will be made available to officers of the police and /or local authority upon request.
18. Noise and/or vibration shall not be permitted to emanate from the premises so as to cause a nuisance to nearby residences.
19. Doors (including front doors) and windows must be kept closed at all times whilst regulated entertainment is in progress (except for the purposes of admission to and exit from the premises).
20. No speakers to be located in the entrance area.
21. The premises licence holder shall ensure that no independent sound system shall be brought onto the premises and used for entertainment so as to cause a nuisance to nearby residential premises.
22. The premises licence holder shall provide and maintain a dedicated telephone number of the designated premises supervisor for use by any person who may wish to make a complaint during the operation of the licence, which shall be provided to the licensing authority and local residents' associations. Any

change to the number shall be notified to the Licensing Authority and to local residents' associations within seven days of the change. The premises licence holder shall ensure that the details of the complaints and actions taken are recorded.

23. All empty bottles to be kept within the premises and to be placed in recycling bins in daytime hours only, to reduce nuisance to nearby residences.

The variation is also subject to the following additional condition:

24. All reasonable steps shall be taken to ensure that people entering or leaving the premises conduct themselves in an orderly manner and do not in any way cause annoyance to residents.

Reason: The Panel has reached a decision and is satisfied that all four licensing objectives will be met and promoted.

(Note: The meeting having commenced at 7.06 pm, closed at 8.09 pm)

(Signed) COUNCILLOR ROBERT BENSON
Chairman

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].

GOVERNANCE,
AUDIT AND RISK
MANAGEMENT
COMMITTEE

REPORT OF GOVERNANCE, AUDIT AND RISK MANAGEMENT COMMITTEE

MEETING HELD ON 24 JUNE 2008

Chairman: * Councillor John Cowan

Councillors: * Robert Benson * Anthony Seymour
 * Archie Foulds * Dinesh Solanki
 * Thaya Idaikkadar * Bill Stephenson
 * Richard Romain

* Denotes Member present

[Note: Councillor Jeremy Zeid also attended this meeting to speak on the items indicated at Minutes 28 to 34 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
18. Appointment of Chairman:

RESOLVED: To note the appointment at the meeting of Annual Council on 8 May 2008 of Councillor John Cowan as Chairman of the Governance, Audit and Risk Management Committee for the Municipal Year 2008/09.

19. Attendance by Reserve Members:

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

20. Declarations of Interest:

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

21. Arrangement of Agenda:

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following items be admitted to the meeting by virtue of the special circumstances and grounds for urgency stated below:

| <u>Item</u> | <u>Special Circumstances / Grounds for Urgency</u> |
|--|---|
| 12. Draft Statement of Accounts 2007/08 | This report was not available at the time the agenda was printed and circulated in that, owing to circumstances beyond officers' control, several outstanding issues with third parties were unresolved. Members were asked to consider the Statement of Accounts 2007/2008, as a matter of urgency, in order to comply with the Accounts and Audit Regulations 2003, which required consideration and approval of the annual accounts by 30 June 2008. |
| 17. Urgent Business – Health and Safety issue relating to work carried out by a contractor | This item – a letter dated 17 June 2008 from an officer of the Council to a Member – was not available at the time the agenda was printed and circulated. Members were asked to consider the letter, as a matter of urgency, as it raised issues relating to health and safety and risk management. |

(2) all items be considered with the press and public present with the exception of the following items for the reasons set out below:

| <u>Item</u> | <u>Reason</u> |
|---|---|
| 18. Internal Audit Year-End Report 2007-08 - appendix B | The appendix was considered to contain exempt information under paragraphs 1 and 7 of Part 1 of Schedule 12A to the Local Government Act 1972 in that it contained information relating to individuals and actions taken in connection with the prevention, investigation and prosecution of crime. |
| 19. Green and Amber Audit Reports | The report was considered to contain exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 in that it contained information relating to the financial or business affairs of a particular person (including the authority holding that information). |

22. **Appointment of Vice-Chairman:**

RESOLVED: To appoint Councillor Archie Foulds as Vice-Chairman of the Governance, Audit and Risk Management Committee for the 2008/2009 Municipal Year.

23. **Minutes:**

RESOLVED: That the minutes of the meeting held on 15 April 2008 be taken as read and signed as a correct record when printed in the Bound Minute Volume.

24. **Public Questions:**

RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19.

25. **Petitions:**

RESOLVED: To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 16.

26. **Deputations:**

RESOLVED: To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17.

27. **References from Council and other Committees/Panels:**

RESOLVED: To note that no references were received at this meeting from Council or other Committees.

28. **Revenue and Capital Outturn 2007/08:**

The Committee received a report of the Corporate Director, Finance, setting out the Council's provisional revenue and capital outturn position for 2007/08. The Corporate Director drew Members' attention to the fact that the report had already been considered by Cabinet and highlighted the following:

- a provisional forecast underspend of £4.7m, amounting to 3% of the budget and representing a significant achievement in the face of financial pressures on the Council
- improved capacity, as a result of the under-spend, to strengthen the Council's balance sheet and cover risks and liabilities more effectively
- full compliance with the Council's reserves policy, with a provisional forecast balance of £3m

- agreement reached between the Council and Primary Care Trust (PCT) in relation to clearing a long-standing debt.

Members noted that all the issues raised by the external auditors on the previous year's accounts had been addressed, and they were grateful to officers for their work on resolving the issue of the PCT debt.

The officer answered Members' questions, including the following:

- what if there had been no underspend? Progress would still have been made on strengthening the balance sheet and covering risks and liabilities, but it would have been slower;
- could the issue of the PCT arise in the future? Systems had been put in place to clarify the responsibilities of the PCT and the Council and to help prevent any future disagreement, and there was now a good relationship between the two bodies.

In response to a Member's query, the officer agreed that the planning of capital spending should be scrutinised more fully, this being a declared aim in relation to setting the budget for 2009/10.

RESOLVED: That the report and the comments above be noted.

29. **Statement of Accounts 2007/08:**

The Committee received a report of the Corporate Director, Finance, setting out the provisional Statement of Accounts 2007/08. The officer apologised for the delay in publishing the accounts, but was pleased to report that the full set of accounts was available for scrutiny by Members and would be available on time for the Council's external auditors.

In response to a proposal from a Member, the Corporate Director agreed to look further at the impact of a change to the Local Government Pension Scheme, which now permitted employees to take a higher lump sum payment in exchange for a reduction in future pension. She also reported that the impact of the drop in value of UK equities would be considered by the Pension Fund Investments Panel, and that the Panel was in the process of carrying out a comprehensive review of the Pension Fund.

RESOLVED: To (1) approve the provisional Statement of Accounts 2007/08, subject to audit;

(2) authorise the Corporate Director, Finance, to submit the 2007/08 Statement of Accounts to the external auditor for annual audit;

(3) authorise the Chairman, in consultation with the Vice-Chairman, to approve late adjustments to the Statement, as appropriate.

30. **Internal Audit Year-End Report 2007/08:**

The Committee received a report of the Corporate Director, Finance, setting out progress against the 2007/08 Internal Audit Plan and key issues arising from work undertaken. An officer reported that 90% of the work plan had been carried out, including 100% of the key financial system reviews relied on by the Council's external auditors. A total of 352 recommendations had been made, of which 348 (99%) were agreed for implementation, thereby exceeding the 95% target, and 75% had already been implemented fully. A major success was that all 21 schools assessed against the Government's Financial Management Standards in Schools (FMSIS) criteria had successfully reached the standard with support from Internal Audit.

Members congratulated officers on the work of the Internal Audit Team, but were concerned that the team was short-staffed and that this affected the work of the team and their work-life balance. Asked by a Member to provide an example of a payroll control that was operating only partially, the officer agreed to do so in writing after the meeting, and to provide information on salary overpayments, showing the overpayments as a percentage of payroll and the percentage of overpayments recovered.

The Committee considered a confidential appendix to the report of the Corporate Director, Finance, Internal Audit Year-End Report 2007/08, setting out a summary of the financial irregularity investigations reported to the Internal Audit team in 2007/08. Members commended in particular the action of a whistle-blower which had led to a successful investigation and improvement of controls. In response to a proposal from a

Member, officers agreed to investigate the possibility of releasing an anonymised version of the confidential appendix as a public document.

RESOLVED: That the report and the comments above be noted.

31. **Internal Audit Final Plan 2008/09:**

The Committee received a report of the Corporate Director, Finance, setting out the Internal Audit Final Plan for 2008/09. An officer reported that the plan had been developed using the Council's corporate and directorate risk registers, with input from senior managers. The draft plan had been subject to detailed resource calculations, which had led to a 22% reduction in the number of reviews planned, to produce a final plan that was achievable within current resources. Recruitment to vacant posts was underway and the reinstatement of reviews would depend on the results of this.

In response to a suggestion from a Member, officers agreed in future to consult the Chairman of the Governance, Audit and Risk Management Committee on the work plan at the same time as consulting third-tier managers.

RESOLVED: To approve the Internal Audit Final Plan for 2008/09 and note the comments above.

32. **Management Assurance Exercise 2007/08 - Results:**

The Committee received a report of the Corporate Director, Finance, setting out the results of the 2007/08 Management Assurance Exercise. An officer was pleased to report that the exercise had confirmed that 70% of the areas covered by the self-assessment process were working well across the Council, and that this was in line with the target set and an improvement on the previous year.

In response to a Member's question, the Corporate Director reported that elements of the results of the exercise also formed part of the Corporate Improvement Plan.

RESOLVED: Having undertaken an independent review of the results of the 2007/08 Management Assurance Exercise, to confirm its suitability for use as supporting evidence for the Annual Governance Statement.

33. **Audit and Risk Group Functions - Update:**

The Committee received a report of the Corporate Director, Finance, setting out the current and future work streams of the Audit and Risk group of services.

Officers emphasised the importance of embedding risk management and answered questions on how audit officers were able to raise risk management issues raised in, for example, reports to Cabinet and Council Committees.

In response to a Member's comment on the Council's response to the Stanley Road emergency (7 May 2008 onward), the officer presenting the report informed the Committee that an officer-level debrief meeting was planned and that a report on the lessons learned would be considered by the Council's Corporate Strategy Board.

In response to a request from a Member, the Corporate Director agreed to provide the Committee with a diagram of the organisational structure of the Audit and Risk group and the Corporate Anti-Fraud team. She also agreed to organise a 30 minute briefing and/or training session for Members prior to each meeting of the Committee.

The Chairman briefed the Committee on progress on setting up and developing the role of Lead Members. A brief report, with officer comments, from a Lead Member in relation to Internal Audit, was circulated at the meeting. This would form part of a report on the way forward for the Committee, to be discussed at the next meeting, and the Chairman invited other Lead Members to contribute to this. The Corporate Director circulated a list of the Lead Members agreed at the previous meeting, together with the contact details of relevant officers.

RESOLVED: To note the current work being undertaken across the group, the key improvements planned, and the comments above.

34. **Urgent Business:**

Health and Safety issue relating to work carried out by a contractor

The Committee received a tabled letter dated 17 June 2008, confirming the situation with regard to the removal of low-grade asbestos from properties refurbished as part of the Decent Homes programme in 2007/08, and the related Health and Safety

Executive (HSE) regulations. The letter detailed the measures taken by Kier to be implemented in the future.

In response to Members' concern, the Corporate Director agreed to get the Health and Safety team to contact the officer who had written the letter and circulate information to Members. She also agreed to keep the relevant Portfolio Holder informed.

RESOLVED: That the letter and the comments above be noted.

35. **Green and Amber Audit Reports:**

The Committee received a confidential information of the Corporate Director, Finance, updating Members on the current green and amber internal audit reports. Members noted that the reports were for information only.

RESOLVED: That the report be noted.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.30 pm).

(Signed) COUNCILLOR JOHN COWAN
Chairman

STRATEGIC
PLANNING
COMMITTEE

REPORT OF STRATEGIC PLANNING COMMITTEE

MEETING HELD ON 25 JUNE 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Husain Akhtar (5) * Thaya Idaikkadar
 * Don Billson * Julia Merison
 * Mrinal Choudhury * Joyce Nickolay
 * Keith Ferry

* Denotes Member present
 (5) Denotes category of Reserve Members
 † Denotes apologies received

[Note: Councillors Narinder Singh Mudhar and Bill Stephenson also attended this meeting to speak on the item indicated at Minute 256 below].

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

254. **Announcement by Chairman:**
 The Chairman referred to email and newspaper communications which conveyed the opinion that Members of the Strategic Planning Committee voted on Party lines. She wished to emphasise that this was not the case. All Members of Planning Committees had received training, cross party briefings were held prior to the meetings and if members voted in the same manner this was due to their having the same opinion on the matter.
255. **Attendance by Reserve Members:**
- RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-
- | <u>Ordinary Member</u> | <u>Reserve Member</u> |
|--------------------------|--------------------------|
| Councillor Robert Benson | Councillor Husain Akhtar |
256. **Right of Members to Speak:**
 It was moved and seconded that one Councillor, who was not a Member of the Committee, be allowed to speak for a maximum of five minutes on each item with preference being given to ward councillors.
- RESOLVED:** That, in accordance with Committee Procedure Rule 4.1, the following Councillors, who were not Members of the Committee, were allowed to speak on the agenda item indicated:
- | <u>Councillor</u> | <u>Planning Application</u> |
|----------------------------------|------------------------------------|
| Councillor Narinder Singh Mudhar | Planning Application 1/01 and 1/02 |
| Councillor Bill Stephenson | Planning Application 1/03 |
- [Note: The Committee wished it to be recorded that the voting was as follows:
 Councillors Husain Akhtar, Marilyn Ashton, Don Billson, Julia Merison and Joyce Nickolay in support. Councillors Mrinal Choudhury, Keith Ferry and Thaya Idaikkadar abstained].
257. **Declarations of Interest:**
- RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

258. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

| <u>Agenda item</u> | <u>Special Circumstances / Grounds for Urgency</u> |
|--------------------|---|
| Addendum | This contained information relating to various items on the agenda and was based on information received after the dispatch of the agenda. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision. |

(2) all items be considered with the press and public present.

259. **Minutes:**

RESOLVED: That the minutes of the meeting held on 14 May 2008, be taken as read and signed as a correct record.

260. **Public Questions and Deputations:**

RESOLVED: To note that no public questions were put or deputations received at the meeting under the provisions of Committee Procedure Rule 19 and 17 respectively.

261. **Petitions:**

RESOLVED: To note the receipt of the following petitions, the terms of which were read to the Committee:

- Petition from Roxborough Road Residents Association, signed by 68 persons, objecting to the proposals for the Harrow College and Travis Perkins sites in their present form.
- Petition from residents of Roxborough Avenue and Roxborough Park, signed by 106 persons objecting to the proposals for the Harrow College site and Travis Perkins site in their current form.
- Petition from local residents, signed by 35 persons, objecting to the proposed development at Harrow College.
- Petition from local residents, signed by 22 persons, objecting to the overdevelopment of Harrow Town Centre.
- Petition from residents of Ashburnham Avenue, signed by 14 persons, objecting to the proposed developments at Harrow College.
- Petition from residents of Ashburnham Avenue, signed by 14 persons, objecting to the proposed development at Neptune Point.

262. **References from Council and other Committees/Panels:**

RESOLVED: To note that there were no references from Council or other Committees.

263. **Representations on Planning Applications:**

RESOLVED: That (1) in accordance with the provisions of Committee Procedural Rule 18, representations be received in respect of items 1/01, 1/02 and 1/03;

(2) in accordance with the provisions of Committee Procedural Rule 18, a maximum of two speakers be permitted to address the Committee on each item on the length of time for representations be for a maximum of five minutes each.

264. **Planning Applications Received:**

RESOLVED: That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

265. **White Lion Football Ground - Edgware Town Club:**
Consideration was given to a request for an extension of time to complete a Section 106 Agreement relating to White Lion Football Ground, Edgware Town Football Club. It was noted that the Committee had approved heads of terms for the Agreement on 10 September 2007.
- RESOLVED:** That the time for completion of the Agreement be extended by two months from 25 June 2008.
266. **Urgent Non-Executive Decision: Highway Stopping Up Gayton Road - for Information:**
- RESOLVED:** To note and, insofar as is necessary, confirm the decision taken with the approval of the Chairman and Nominated Member to authorise the issue of Stopping Up Notices and to make the Stopping Up Order if no sustainable objections were received.
267. **Planning Appeals Update:**
The Committee received a report from the Head of Planning which listed those appeals being dealt with and those awaiting decision.
- RESOLVED:** That the report be noted.
268. **Member Site Visits:**
- RESOLVED:** To note that there were no Member site visits to be arranged.
(Note: The meeting, having commenced at 6.30 pm, closed at 9.00 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

SECTION 1 – MAJOR APPLICATIONS

| | | | |
|-------------------|--|------------------------|-------------------|
| LIST NO: | 1/01 | APPLICATION NO: | P/0708/08/COU/DT2 |
| LOCATION: | Harrow College Lowlands Road Harrow, HA1 3AQ | | |
| APPLICANT: | Harrow College | | |
| PROPOSAL: | Outline: Redevelopment Of Part Of Harrow College Site To Provide Flats In A Range Of 404 To 420 In Five Blocks Rising To Twelve Storeys And Basement, New Access, Basement Car Parking In A Range Of 202 To 210 Spaces, Cycle Parking In A Range Of 404 To 420 Spaces, Associated Open Space And Landscaping Involving The Retention Of 'The White House', Creation Of New Pedestrian Streets And Routes Linked To A Public Square And Reconfigured Metropolitan Open Land & Resident Permit Restricted | | |
| DECISION: | REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for the following reasons: <ol style="list-style-type: none"> 1. The proposal represents an overdevelopment by reason of excessive mass and bulk to the detriment of the character of the area, contrary to policies PPS 1 and 3 and S1 and D4 of the Harrow Unitary Development Plan. 2. The proposal would have an adverse effect on the setting of the listed building and would not preserve or enhance the character and appearance of the adjoining Conservation Area and Area of Special Character, contrary to HUDP policies D11 and D14. <p>[Note: The Committee wished for it to be recorded that the voting was as follows:</p> <p>Councillors Mrinal Choudhury, Keith Ferry and Thaya Idaikkadar as having abstained from voting;</p> <p>Councillors Husain Akhtar, Marilyn Ashton, Don Billson, Julia Merison and Joyce Nickolay as having voted against the decision]</p> | | |

| | | | |
|-------------------|--|------------------------|-------------------|
| LIST NO: | 1/02 | APPLICATION NO: | P/0709/08/DLB/DT2 |
| LOCATION: | Harrow College Lowlands Road Harrow, HA1 3AQ | | |
| APPLICANT: | Harrow College | | |
| PROPOSAL: | Listed Building Consent: Demolition Of Buildings Within The Curtilage Of, And Linked To, The Listed Building - The White House | | |
| DECISION: | REFUSED permission for the development described in the application and submitted plans for the following reasons: <p>In the absence of an approved permitted development for the site, the application is premature and its grant would have an adverse effect on the Listed Building, contrary to HUDP policy D11.</p> <p>[Note: The Committee wished for it to be recorded that the voting was as follows: Councillors Mrinal Choudhury, Keith Ferry and Thaya Idaikkadar as having abstained from voting;</p> <p>Councillors Husain Akhtar, Marilyn Ashton, Don Billson, Julia Merison and Joyce Nickolay as having voted against the decision].</p> | | |

| | | | |
|-------------------|--|------------------------|-------------------|
| LIST NO: | 1/03 | APPLICATION NO: | P/0596/08/CFU/DC3 |
| LOCATION: | Former Travis Perkins, 19 Pinner Road, Harrow, HA1 4ES | | |
| APPLICANT: | London Underground and Parkridge Developments | | |

PROPOSAL: Redevelopment Of Builders Yard: Nine Storey Building With Basement Comprising A Ground Floor Café/Restaurant (Class A3 Use), 3485 Sqm Second Floor Sainbury's Food Store (Class A1 Use) With 220 Retail Parking Spaces, 146 Flats In Four To Six Storeys Above The Retail Use, 75 Residential Parking Spaces, Secure Cycle Parking (1 Per Dwelling & 51 For The Retail Use) Landscaped Roof Gardens Above The Retail Use, Retail Parking Access Off Pinner Road, Residential Parking And Service Access Off Neptune Road, Improvements To Pinner Road/Neptune Road Junction And Public Realm Enhancement Of Pedestrian Underpass (Resident Permit Restricted)

DECISION: DEFERRED to gather further information regarding material considerations and in particular for officers to:

1. Contact CABE and discuss their objections to the proposal;
2. contact the GLA to ensure that there are no outstanding matters; and
3. further explore the traffic and highways impact

[Note: The Committee wished it to be recorded that the decision to defer was unanimous].

LIST NO: 1/04 **APPLICATION NO:** P/0716/08/CFU/AF

LOCATION: Canons High School, Shaldon Road, Edgware, HA8 6AL

APPLICANT: Harrow Council

PROPOSAL: Redevelopment To Provide New Three-Storey Post-16 Centre Including Classrooms, Science Facilities And Study Areas

DECISION: GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Note: (1) Councillor Thaya Idaikkadar was not present for the whole of the item so was unable to take part in the discussion;

(2) the Committee wished it to be recorded that the decision to grant the application was unanimous by those able to vote].

LIST NO: 1/05 **APPLICATION NO:** P/1305/08/CFU/AF

LOCATION: Hatch End High School, Headstone Lane, Harrow, HA3 6NR

APPLICANT: Harrow Council

PROPOSAL: Construction Of A Two-Storey Sixth Form Centre To Provide Classrooms, I.T. Units, And A Dining/Social Area, And An Extension To The Great Hall To Provide Additional Dance/Drama Facilities

DECISION: GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Notes: (1) The Committee wished it to be recorded that the decision to grant the application was unanimous;

(2) the officers undertook to contact the school with regard to provision of lockers].

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/0191/08/DDP/DC3

LOCATION: Former Government Offices Site, Honeypot Lane, Stanmore HA7 1BB

APPLICANT: Berkeley Urban Renaissance Ltd

PROPOSAL: Details Of Refuse Arrangements Required By Condition 20 Of Planning Permission Reference: P/2317/06/CFU Allowed On Appeal 12 November 2007

DECISION: APPROVED the details of refuse arrangements required by condition 20 of the planning permission.

[Note: The Committee wished it to be recorded that the decision to grant the application was unanimous]

LIST NO: 2/02 **APPLICATION NO:** P/0279/08/CVA/MRE

LOCATION: Parkville House, Red Lion Parade, Bridge Street, Pinner

APPLICANT: Auger Investments

PROPOSAL: Variation Of Conditions 2, 3, 5 And 6 Of Permission P/993/04/Cfu To Allow Submission Of Details Before The Development Is Occupied

DECISION: GRANT variation of conditions 2, 3, 5 and 6 described in the application subject to the conditions outlined in the report.

SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/1389/08/DFU/MRE

LOCATION: 19-23 High Street, Pinner

APPLICANT: Starbucks Coffee Co (UK) Ltd.

PROPOSAL: Continued Use As Coffee Shop

DECISION: REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for the following reason:

The proposal results in an unacceptable loss of retail frontage, leading to loss of vitality of the shopping parade and Pinner District Centre as a whole, contrary to policy EM16 of the Harrow Unitary Development Plan (2004)

[Note: The Committee wished it to be recorded that the decision to refuse the application was unanimous].

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 19 JUNE 2008

Chairman: * Councillor David Ashton

Councillors: * Marilyn Ashton * Barry Macleod-Cullinane
* Miss Christine Bednell * Chris Mote
* Tony Ferrari * Paul Osborn
* Susan Hall * Mrs Anjana Patel

* Denotes Member present

[Note: Councillors Krishna James, Paul Scott and Bill Stephenson also attended this meeting to speak on the item indicated at Minutes 437 and 439 below].

PART I - RECOMMENDATIONS

RECOMMENDATION I - Key Decision - Best Value Performance Plan 2008/09

The Portfolio Holder for Performance, Communication and Corporate Services introduced the report, which submitted the draft Best Value Performance Plan for approval prior to publication. He advised that the duty to publish a Best Value Performance Plan was to be abolished by the Local Government and Public Involvement in Health Act 2007 but that in March 2008 the Department for Communities and Local Government had announced that authorities were required to publish a final plan by 30 June 2008.

The Portfolio Holder drew attention to indicators 212, 201 and 109 (a), (b) and (c) and advised that, in relation to recycling, Harrow was now one of the top five performers in London.

Resolved to RECOMMEND: (to Council)

That the Best Value Performance Plan be approved and adopted.

Reason for Recommendation: To ensure that a compliant Plan was published by the statutory date.

PART II - MINUTES434. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

| <u>Agenda Item</u> | <u>Member</u> | <u>Nature of Interest</u> |
|--|---------------------------|---|
| 13. Key Decision – Relocation of Belmont Synagogue | Councillor David Ashton | The Member declared a personal interest in that he was a member of Stanmore Synagogue which was affiliated to the same united Synagogue as Belmont Synagogue. The Member remained in the room whilst the matter was considered and voted upon. |
| | Councillor Marilyn Ashton | The Member declared a personal interest in that she was a member of Stanmore Synagogue which was affiliated to the same united Synagogue as Belmont Synagogue. The Member remained in the room whilst the matter was considered and voted upon. |

435. **Minutes:**

RESOLVED: That the minutes of the meeting held on 15 May and the special meeting held on 21 May 2008, be taken as read and signed as correct records subject to the following amendments:-

- (i) Minute 407 of 15 May 2008 be amended to include the following paragraph at the end of question 3:

“Since KLOE 3.2 says that the organisation manages its asset base to ensure value for money, why is the Council not inviting bids from interested organisations?”
- (ii) The correct spelling of Councillor Barry Macleod-Cullinane’s name.

436. **Arrangement of Agenda:**

RESOLVED: That all business be considered with the press and public present with the exception of the following items for the reasons set out below:-

| <u>Item</u> | <u>Reason</u> |
|--|--|
| 17. Key Decision – Extension of Vehicle Contract - Hire and Maintenance Contract | The report was exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person (including the authority holding that information). |
| 18. Key Decision – Leisure Connection Ltd/Leisure in the Community Ltd, Novation and Variation of Management Agreement at Harrow Leisure Centre, Bannister Sports Centre and Hatch End Pool and Lease at Harrow Leisure Centre | The report was exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person (including the authority holding that information). |

19. Key Decision – Commissioning of Information, Finance and Guidance (IAG) Contract
- The report was exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person (including the authority holding that information).

437. **Petitions:**

Councillor Paul Scott presented a petition containing 8 signatures. He read the terms of the petition to the meeting which were as follows:-

“Re: High Road Harrow Weald

We, the below signed, wish to complain to the Council of the following:

1. Cars making illegal U turns into our private property in order to avoid travelling to the top of the High Road to use the roundabout on the Uxbridge Road to head southwards.
2. The above is causing congestion, risk of accident, nuisance and damage to our private property and risk of injury to those on our private property not expecting cars, some travelling at speed, illegally pulling into our private driveways.
3. The vibrations caused to our properties by moving traffic along the High Road. Damage, movement and suggested subsidence is being caused to our properties due to the increasing vibrations being caused.
4. Speeding along the High Road is making it dangerous to enter or exit our own private driveways.

We seek that immediate action be taken to resolve the above concerns. We will seek legal advice for damages should it become apparent that the vibrations have caused structural damage to our homes.”

RESOLVED: That the petition be received and referred to the Portfolio Holder for Environment Services and the Traffic and Road Safety Advisory Panel for consideration.

438. **Public Questions:**

RESOLVED: To note that the following public questions had been received:

1.

Questioner: Yvonne Lee, Harrow Mencap

Asked of: Councillor Barry Macleod-Cullinane, Portfolio Holder for Adults and Housing

Question: “The recent CSCI inspection rated learning disability services as poor. Whilst welcoming the recent changes in HLDT and the directorate as a whole it must be acknowledged that service users their carers and Harrow Mencap have made several representations to Councillors as to how poor the services were becoming, with little or no response in fact if one was cynical may considered more than coincidence that the recent improvements were made to coincide with the CSCI inspection. How will the Council ensure that the lack of accountability that was allowed to develop will not reoccur?”

Answer: I am pleased that you acknowledge recent improvements in Learning Disability Services. Thank you for your contribution to these improvements.

I do acknowledge that stakeholders had expressed concern over time about the service prior to new management arrangements

being put in place.

Let me be absolutely clear that the Councils commitment to improve this service is driven by our focus on needs of users and not by an inspection process.

The improvement plan for the service is a crucial part of our recently agreed 'Your future, Our Future' programme. We have strong accountability for this programme.

We are going to be looking at

- (a) Monthly reporting of progress through the Adults and Housing Programme Board to the Corporate Director.
- (b) Weekly updates to the Divisional Director, Community Care.
- (c) Monthly review by myself with the Corporate Director.
- (d) Regular review by CSCI.
- (e) Most importantly we are developing strong service user engagement to make sure improvements are felt by those receiving the service.

I can assure you that we have no intention of losing focus on improving this service.

Supplemental Question: Can we have a real commitment from the Council that all future correspondence will be written in an accessible format?

Answer: Very much so and if you would like to sit down with me at some stage to go through that documentation showing why it is wrong and how we need to improve it I would be happy to do so.

2.

Questioner: Brian Stoker

Asked of: Councillor David Ashton, Leader of the Council and Portfolio Holder for Strategy, Partnerships and Finance

Question: "In the matter of Cedars Hall development, the Council key decision of 21st May was based on a report that stated that the Council had taken legal advice regarding breaking the covenant preventing building on the site. From which legal firm or partnership was this obtained, and at what cost to the Council?"

Answer: Advice was provided by the Council's in-house legal practice, whose costs are met from the Revenue Budget and no specific cost was identified for this particular piece of work.

Additionally, Counsel's opinion was obtained from Falcon Chambers. The cost of this was £1,000 plus VAT (total £1,175).

Supplemental Question: Did you take advice from the same source about the 1906 open space status of the land?

Answer: I will have to check the position and come back to you.

3.

Questioner: Frances Pickersgill

Asked of: Councillor David Ashton, Leader of the Council and Portfolio Holder for Strategy, Partnerships and Finance

Question: “At the last cabinet meeting on 21 May, a petition on the issues concerning the future of Cedars Hall was received by the Cabinet. The Cabinet constitution says that relevant public petitions will be taken into account during decision making.

In fact the petition was not referred to at all during the presentation of the case for decision. As Chair of the meeting, why did you allow the Committee constitution to be defied in this way?”

Answer: The issues set out in the petition regarding Cedars Hall, presented to Cabinet on 21 May, had been raised by residents, at the residents' meeting, or as part of other communications with the Council.

The officer report and the subsequent decision taken by Cabinet, therefore, in my opinion, took account of relevant issues.

There is no requirement for a petition to be explicitly referred to during Cabinet deliberations, and in no way did I defy the Constitution, as suggested.

4.

Questioner: Ann Freeman

Asked of: Councillor David Ashton, Leader of the Council and Portfolio Holder for Strategy, Partnerships and Finance

Question: “Is Cabinet happy that, remembering the stress that was caused to disabled people in Harrow because of the oversight of a consultation the first time that changes were being proposed for Wiseworks Enterprises, that there appears to be no consultation planned with those affected by proposed changes to 'Harrow Consortium for Adults with Special Needs'?”

Answer: Support for Living is the new name of the organisation which manages residential provision for adults with learning disabilities and mental health issues for both the Council and the PCT.

Support for Living was formed as a result of the merger of the Harrow Consortium of Special Needs and Ealing Consortium of Special Needs in the summer of 2007.

Proposals relating to the future management arrangements for residential provision in Harrow will be the subject of a report to Cabinet in July.

Any proposals to make changes to the current services delivered through Support for Living would be subject to statutory consultation with those affected.

Supplemental Question: Did you know that when the Cabinet initially approved the Harrow Consortium of Special Needs (HCSN) business plan in 2006, the HCSN were already in negotiation with Ealing Consortium at that time to merge but did not disclose this in their business plan so any merger will have an impact on the structure and financial projections that they presented? Residents and carers have reported negative changes to the service they are receiving.

Answer: If there are negative changes we will investigate them. There are no structural changes to service. If any were to be proposed they would be fully consulted on.

439. **Councillor Questions:**

RESOLVED: To note the following Councillor Questions had been received:

1.

Questioner: Councillor Bill Stephenson.

Asked of: Councillor Susan Hall, Deputy Leader and Portfolio Holder for Environment Services

Question: "Following the loss of the Safeway supermarket the North Harrow Shopping Centre remains in a perilous state. Just recently two major shops have closed down. Meanwhile there is no definite news about whether a new supermarket will be installed in the new development on the former supermarket site and this development although nearing completion has still not been completed. At the last meeting of Cabinet in a supplemental agenda item it was agreed to end the free first hour parking in the North Harrow Shopping Centre. In light of this information will you agree not to implement this decision at the present time and will you further agree to meet representatives of local traders, local residents and the local ward Cllrs for Headstone North and South to discuss this matter further."

Answer: The free period in North Harrow was introduced following the sudden closure of the Safeway supermarket. It was never intended to stay first hour free on a permanent basis. We are taking a view as to when to start charging again.

I am, of course, only too happy to meet with you and the representatives.

Supplemental Question: Will you consider an overall strategy for car parking to ensure equality across the borough?

Answer: One of the reasons that we have not looked at this so far is because in one of the two areas where car parking was first hour free - the good reasons for it - we knew would be coming to an end. Once we have stability in those areas, we hope to look at the whole borough.

It would cost in excess of £30,000 to change all the parking meters. We did not want to waste taxpayers' money by altering tariffs and then changing them again. We want to look at this issue as a whole.

2.

Questioner: Councillor Bill Stephenson.

Asked of: Councillor Paul Osborn, Portfolio Holder for Performance, Communication and Corporate Services

Question: "You have been quoted in the local and national press as saying 'We have been hit very heavily. We have already cut down on management, upped charges for day care charges and cut back on street cleaning' to justify plans to install vending machines offering crisps, chocolates etc in local libraries.' Bearing in mind the large under spend reported in the Cabinet papers for this evening and the report of the cross-party scrutiny report on obesity will you re-consider this decision?"

Answer: The short answer is no, I will not be reconsidering the decision.

The question is flawed on two fundamental levels. The scrutiny review report recommendations did not mention vending machines. The only time the report mentioned vending machines was on page 18 in relation to Pinner Community Centre and on page 21 in relation to the new healthy food standards.

Within the Civic Centre, I take the view that people are adults and we are going to keep the vending machines. They can make their own choice but there will be healthy options available.

If we were to put vending machines in libraries, and this has not been decided, where there would be children present, we would be responsible and only have healthy options in the machines.

The other reason this question is flawed is the fact that we had an under spend last year should not impact on revenue spend year after year. We have put a prudent budget in place and we intend to continue to budget sensibly.

Supplemental Question: I did not mention the Civic Centre in my question, I mentioned libraries.

In schools, will there only be healthy options in vending machines and would you agree that it would be a good idea if you took advice from school governing bodies?

Answer: We will have healthy options in vending machines in this building and we may have even more, or exclusively healthy options, in libraries. It is absolutely clear that where children are likely to be present that we will be responsible. However, we will also treat our staff like adults.

3.

Questioner: Councillor Krishna James.

Asked of: Councillor Susan Hall, Deputy Leader and Portfolio Holder for Environment Services

Question: "Why does the council want to take away the free parking period at Peel House Car Park. The local traders are concerned about the effect this will have on their businesses. Would it be possible to reconsider the decision?"

Answer: The first free hour in Peel House car park was introduced in 2005 in response to a petition from Wealdstone traders. I was Chair of the traders at the time. They were concerned that at the same time the High Road was closed the surface car parks were removed which caused a huge amount of stress to the businesses there.

This Administration promised to open up the High Road, which will happen at the beginning of July. By giving the first hour free, lots of people use Peel House car park. No, we will not reconsider and we will start charging from September. This Administration has now done much for the traders of Wealdstone.

Supplemental Question: I would still like to reiterate how important it is to reconsider the decision – do you not agree?

Answer: The Labour Administration caused damage to the Wealdstone traders by closing the High Road and removing the surface car parks so the least they could offer was the first hour parking free. This Administration is addressing the problems experienced by the Wealdstone traders.

440. **Forward Plan 1 June - 30 September 2008:**

RESOLVED: To note the contents of the Forward Plan for the period 1 June – 30 September 2008.

441. **Reports from the Overview and Scrutiny Committee or Sub-Committees:**

RESOLVED: To note that no reports had been received.

442. **Revenue and Capital Outturn 2007-2008:**

The Corporate Director of Finance introduced the report, which set out the Council's provisional revenue and capital outturn position for 2007-2008. She emphasised that the majority of the underspend of £4.7m was for specific reasons. The increase in the Council's balances was a positive step forward.

The Corporate Director of Finance reported that detailed work was being undertaken to review the implications for 2008/09 and that there were planned savings of £10m. The report also detailed the capital position and the proposal to carry forward projects to the value of £16m.

The Corporate Director of Finance reported that the Council had now reached a mutually acceptable agreement with the Primary Care Trust on the debt position.

Members welcomed the report and commented that the current position was a great achievement and testament to the work of officers and Portfolio Holders.

RESOLVED: That (1) the provisional revenue and capital outturn position for 2007-2008 be noted;

(2) the revenue carry forwards requests be approved;

(3) the liabilities be noted and the contributions to various provisions be approved;

(4) the forecast position for general balances be noted;

(5) the position on debt outstanding be noted and the settlements reached with partner organisations be approved;

(6) the areas that were still being finalised be noted and the strategy for dealing with any further capacity that might emerge be agreed;

(7) the implications of the outturn for 2008-09 and beyond be noted;

(8) the timetable for audit committee meetings and external audit review be noted;

(9) the carry forward on Capital Projects, as set out in appendix 2 to the report of the Corporate Director of Finance, be approved;

(10) any further decisions required in relation to the outturn for 2007-08 particularly carry forward requests and contributions to provisions and reserves be delegated to the Leader of the Council and Portfolio Holder for Strategy, Partnership and Finance.

Reason for Decision: To confirm the financial position as at 31 March 2008.

443. **Best Value Performance Plan 2008/09:**

See Recommendation I.

444. **Council Improvement Programme:**

The Portfolio Holder for Performance, Communication and Corporate Services introduced the report, which set out the Council's improvement programme for the period up to the end of March 2011.

RESOLVED: That (1) the Council improvement programme be approved;

(2) the Portfolio Holder and Chief Executive be delegated authority to approve subsequent iterations of the Council improvement programme;

(3) the Council's key service delivery projects be approved.

Reason for Decision: The Council Improvement Programme would prioritise and sequence the authority's improvement activities in order to ensure its use of resources in the most effective way in seeking to deliver improved outcomes and services for local people.

445. **Key Decision - Strategic Approach to School Re-organisation:**

The Portfolio Holder for Schools and Children's Development introduced the report, which presented an update of the work of the School Re-organisation Stakeholder Reference Group and proposed that consultation be undertaken to change school organisation and the ages of transfer in Harrow. It also informed Cabinet of the Department for Children, Schools and Families (DCSF) consultation on Building Schools for the Future (BSF).

The Director of Schools and Children's Development reported that the Stakeholders Reference Group had advised that there had been a consensus from all schools for a change.

RESOLVED: That (1) the progress of the work of the Stakeholder Reference Group be noted;

(2) a consultation on school reorganisation be undertaken to change the ages of transfer and age ranges in community schools in Harrow, in accordance with DCSF Guidance to change community schools, with effect from September 2010. The proposed changes would establish:

- separate first schools (Reception to Year 3) as infant schools (Reception to Year 2)
- separate middle schools (Year 4 to Year 7) as junior schools (Year 3 to Year 6)
- combined first and middle schools (Reception to Year 7) as primary schools (Reception to Year 6)
- high schools (Year 8 to Year 11) as secondary schools with 6th form provision (Year 7 to Year 13)

(3) a further report be received in early 2009 outlining the comments received during the consultation and to consider whether to publish statutory notices;

(4) responsibility be delegated to the Director of Schools and Children's Development in consultation with the Portfolio Holder for Schools and Children's Development to submit a response to the DCSF consultation and an Expression of Interest for Building Schools for the Future funding in response to the DCSF guidance.

Reason for Decision: Cabinet re-affirmed their commitment to changing the age of transfer at their meeting in October 2007 and established the Stakeholder Reference Group. To exercise the local authority's statutory responsibility in relation to school organisation consultation on proposals was required. This decision would enable the Stage 1 consultation to reorganise community schools in Harrow.

446. **Key Decision - Relocation of Belmont Synagogue:**

The Corporate Director of Community and Environment introduced the report, which set out the reasons for the relocation of Belmont Synagogue and the proposed rationale for disposal of land at Wemborough Road and the garage block adjacent to the existing synagogue. He advised that the Synagogue was keen to establish a facility that was fit for purpose and in response to demographic change.

The Corporate Director of Community and Environment highlighted the options available and recommended Option 2. The arrangement would be subject to the receipt of satisfactory planning consents and a clear demonstration by the Synagogue that the reasons for the relocation were justified. The Chairman endorsed the proposal subject to the caveats detailed by the Corporate Director.

The Portfolio Holder for Major Contracts and Property advised that the Council was looking to work with all faith groups in Harrow.

RESOLVED: That the Corporate Director of Community and Environment Services be authorised to:

- (1) negotiate and conclude at the best consideration reasonably obtainable, the disposal of:
 - A) land at Wemborough Road adjacent to Cannons Community Centre
 - B) the garage block in Honister Place adjacent to the synagogue in Vernon Drive;
- (2) consider and rule on any objections received in connection with the disposal of the land at Wemborough Road following the statutory advertising;
- (3) agree the variation to the terms of the existing lease to Cannons Community Association to facilitate the access arrangements and building of a new synagogue on the adjacent land;

- (4) to authorise the Capital receipt from the sale of the Honister Place garages to be used for Affordable homes and regeneration projects.

Reason for Decision: To generate a capital receipt for the Council, giving value for money in line with the Council's Corporate Priorities (P11) and the Vision for delivering Value for Money. In particular, Capital has a revenue benefit as it reduces the need to borrow and will assist with reducing the predicted shortfall in 2009/10 (11.3). To ensure the ongoing viability of the synagogue.

(See Minute 434).

447. **Key Decision - Environmental Crime Enforcement Policy:**

The Corporate Director of Community and Environment introduced the report, which proposed an Environmental Enforcement Policy for the principal environmental crime types of fly tipping, littering, graffiti and commercial waste provision and disposal (duty of care).

The Chair moved an amendment to recommendation 2, and it was

RESOLVED: That (1) the Enforcement Policy for Environmental Crime shown at Appendix 1 to the report of the Corporate Director of Community and Environment be formally adopted;

(2) the Policy be reviewed on an annual basis, with minor amendments agreed and incorporated on an annual basis in consultation with the Portfolio Holder;

(3) where significant amendment or review was required, the Policy be referred to Cabinet for decision.

Reason for Decision: To establish a formal policy for the enforcement of environmental crime.

448. **Key Decision - Extension of Vehicle Contract - Hire and Maintenance Contract:**

The Corporate Director of Community and Environment introduced the report which set out the background to, and the reasons why, the existing vehicle hire and maintenance contract should be extended. Members noted that there was a confidential appendix to this report elsewhere on the agenda.

RESOLVED: That officers be authorised to execute the proposed Deed of Extension and Variation to the vehicle hire and maintenance contract between Harrow and Fraikin plc (set out in draft in Appendix C to the report of the Corporate Director of Community and Environment) which would extend that contract until 31 August 2017.

Reason for Decision: The extension would allow the replacement of the current spot-hire refuse collection fleet and their replacement with a uniform specification fleet at a substantial reduction in costs. The extension set out a framework within which the Council may hire other vehicles should Fraikin's prices not be the most competitive.

(See Minute 449).

449. **Extension of Vehicle Contract - Hire Contract:**

Members considered a confidential appendix to a report which appeared elsewhere on the agenda.

RESOLVED: That the appendix be noted.

(See Minutes 436 and 448).

450. **Key Decision - Leisure Connection Ltd/Leisure in the Community Ltd, Novation and Variation of Management Agreement at Harrow Leisure Centre, Bannister Sports Centre and Hatch End Pool and Lease at Harrow Leisure Centre:**

Members considered a confidential report, which set out the proposed arrangements between the Council, Leisure Connection Limited and Leisure in the Community Limited for the management of Harrow Leisure Centre, Bannister Sports Centre and Hatch End Pool.

RESOLVED: That (1) the novation and variation of the existing management agreement dated 20 December 2004 between the Council and Leisure Connection Limited for the management of Harrow Leisure Centre, Bannister Sports Centre and Hatch End Pool to Leisure in the Community Limited be authorised;

(2) authority be delegated to the Corporate Director for Community and Environment, in consultation with the Portfolio Holder for Major Contracts and Property, to agree the terms of the lease at Harrow Leisure Centre.

Reason for Decision: The Council could potentially realise National Non-Domestic Rates (NNDR) savings of £175,000 and needed to enter into the new lease to Leisure in the Community Limited and novate the management agreement to achieve this.

(See Minute 436)

451. **Key Decision - Commissioning of Information, Advice and Guidance Contract:** Members considered a confidential report, which set out an overview of the competitive tendering process undertaken to seek a new contract for the delivery of Connexions Information, Advice and Guidance to young people aged 13-19 (and up to 25 for those with learning difficulties and disabilities) and the recommended company to provide these services to Harrow young people over the next 5 years.

RESOLVED: That the new 5 year Connexions contract for Information, Advice and Guidance be awarded to CfBT Education Trust.

Reason for Decision: The results of extensive evaluation of the competitive tendering process had identified CfBT as the preferred provider of this service.

(See Minute 436)

(Note: The meeting, having commenced at 7.30 pm, closed at 8.27 pm).

(Signed) COUNCILLOR DAVID ASHTON
Chairman

CABINET
ADVISORY
PANELS

LOCAL DEVELOPMENT FRAMEWORK PANEL

3 JUNE 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Robert Benson * Manji Kara
* Keith Ferry * Joyce Nickolay
* Thaya Idaikkadar * Navin Shah

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Draft Character Appraisals and Management Strategies for (1) Waxwell Close Conservation Area; (2) Tookes Green Conservation Area and (3) Pinner High Street Conservation Area**

An officer introduced the report and explained that as part of the ongoing process of reviewing Pinner's Conservation Areas, three further draft character appraisals and management strategies had been produced. The next stage of this process would now require the documents to be submitted for public consultation. The officer explained that the three character appraisals were in the standard format and were linked to management strategies which would enhance each of the relevant Conservation Areas.

The officer reported that the Waxwell Close Conservation Area was small in scale and had a uniform character. The management strategy suggested that an article 4 direction would be beneficial.

The Tookes Green Conservation Area comprised of a different character mix and high quality architecture. To prevent changes to front gardens, an article 4 direction was proposed.

The officer reported that the Pinner High Street Conservation Area comprised of mostly late 1980s buildings. The officer explained that Character Appraisal and Management Strategy for Pinner High Street had originally been created in 2002 but had not been formally adopted. The document contained in the report had been significantly revised and was much more comprehensive.

The officer reported that the documents attached to the report would be graphically designed and it was the intention to produce a handbook summarising the key issues contained in the documents.

During the discussion on this item, Members raised a number of issues, which officers responded to as follows:

- properties in the Waxwell Close Conservation Area were generally modest in size;
- that reference would be made in the documents and in the proposed handbook to request residents to ensure that replacement doors and / or windows were in keeping with the design of the building and the conservation area;
- that if satellite dishes backed onto open space, an article 4 direction could be made for the whole of the property;
- that the documents would make reference to whether buildings referred to were formally listed or not. This would enable the documents to be more robust;
- that reference could be made in the Pinner High Street Character Appraisal that it was desirable to have a roundabout on the corner of Paines Lane and High Street;
- that the term 'minor' would be deleted from the documents when referring to features, pressures and issues;
- that dormers as part of loft conversions could not be constructed in a Conservation Area under Permitted Development.

The Chairman commended officers for their work on the draft character appraisals and management strategies.

Resolved to RECOMMEND: (To the Portfolio Holder for Planning, Development and Enterprise)

That (1) the draft Waxwell Close Conservation Area Character Appraisal and Management Strategy be approved for public consultation;

(2) the draft Tookes Green Conservation Area Character Appraisal and Management Strategy be approved for public consultation;

(3) the draft Pinner High Street Conservation Area Character Appraisal and Management Strategy be approved for public consultation.

Reasons for Recommendation: (1) These documents would form part of the emerging Pinner Conservation Areas Supplementary Planning Document (SPD) and would need to be subject to full public consultation and adoption as part of the Local Development Framework programme in due course. The documents, when adopted as part of the SPD will constitute material consideration in the determination of planning applications both at planning committees and appeals and will provide useful guidance to relevant Council departments when dealing with issues relating to the subject conservation areas.

(2) Pending adoption, the production and consultation on these documents will help towards the Council's performance against Best Value Performance Indicator (BVPI) 219, which assesses the number of conservation areas with up to date appraisals and management strategies.

RECOMMENDATION 2 - Local Listing of Aylwards Lodge, 3 Aylmer Drive, Harrow

An officer introduced the report which set out reasons to locally list Aylwards Lodge. She explained that the Council had previously granted planning permission for the demolition of Aylwards Lodge. The officer explained that several residents were opposed to the demolition and had applied to English Heritage to obtain Statutory listed status for the building.

The officer reported that English Heritage did not believe that the building should be statutorily listed but had instead suggested that the building be added to the Council's Local List as a building of local importance. The officer explained that although adding the building to the Local List could not prevent its demolition, it could provide greater assistance to the Council when negotiating a replacement development.

Members raised a number of issues which included:

- that the current report provided an honest appraisal of the situation and locally listing the building would not have any negative impacts.

Resolved to RECOMMEND: (To the Portfolio Holder for Planning, Development and Enterprise)

That Aylwards Lodge be locally listed.

Reason for Recommendation: To ensure that a subsequent building to replace Aylwards Lodge would only be acceptable if it were considered to be well designed and in sympathy with the area.

PART II - MINUTES

94. **Appointment of Chairman:**

RESOLVED: To note the appointment of Councillor Marilyn Ashton as Chairman of the Local Development Framework Advisory Panel for the Municipal Year 2008/2009.

95. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

96. **Appointment of Vice-Chairman:**

RESOLVED: To appoint Councillor Joyce Nickolay as Vice-Chairman of the Local Development Framework Advisory Panel for the Municipal Year 2008 / 2009.

97. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

| <u>Agenda Item</u> | <u>Member</u> | <u>Nature of Interest</u> |
|---|---|---|
| 13. Local listing of Aylwards Lodge, 3 Aylmer Drive, Harrow | All Members of the Panel who were also Members of the Development Management Committee (Councillors Ashton, Benson, Nickolay, Ferry and Idaikkadar) | Personal interest declared since this item was site specific and therefore locally listing the building would not prejudice determination of Members of the Development Management Committee in the future, should this site be before them. The relevant Councillors remained in the room and took part in the discussion and voting on this item. |

98. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

| <u>Agenda item</u> | <u>Special Circumstances / Grounds for Urgency</u> |
|--|--|
| 13. Local Listing of Aylwards Lodge, 3 Aylmer Drive, Harrow. | The report was not available at the time the agenda was printed and circulated because it was being consulted on. Members were asked to consider this item, as a matter of urgency, because a planning application (P/1338/08/DFU) was currently being considered for the building's replacement. The proposed decision on the listing of Aylwards Lodge could assist in negotiations with the developer and allow for a replacement development to be of the highest quality. |

(2) all items be considered with the press and public present.

99. **Minutes:**

RESOLVED: That the minutes of the meetings held on 4 March 2008 and 9 April 2008 be taken as read and signed as correct records.

100. **Public Questions, Petitions and Deputations:**

RESOLVED: To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rules 16,14 and 15 (Part 4B of the Constitution) respectively.

101. **Information Report – Update on Green Belt Management Strategy:**

An officer introduced the report which explained that the Green Belt Management Strategy had been agreed by Cabinet in 2006 and provided an update on the progress of the action plan. The officer explained that the strategy had subsequently been subject to public consultation and an action plan produced to address issues raised.

During the discussion on this item, Members raised a number of issues, which officers responded to as follows:

- It was anticipated that the Core Strategy Preferred Options Document, which was linked to the Green Belt Management Strategy, would be completed by January 2009.
- That a relevant officer would respond to members of the Panel on issues raised relating to providing:
 - an update on access through the British Aerospace site and fishing ponds;
 - information on pre application discussions with Vinci St Modwen;

- information on discussions as part of the Biodiversity Action Plan development; and
- an update on work started with the Drainage team in carrying out a species audit and pond management plan for Little Brewers and Great Brewers Pond.

RESOLVED: That the report be noted.

102. **Draft Character Appraisals and Management Strategies for (1) Waxwell Close Conservation Area; (2) Tookes Green Conservation Area and (3) Pinner High Street Conservation Area:**
(See Recommendation 1).

103. **Information Report - Local Development Framework Update:**
An officer introduced the report and advised that it was to promote awareness that the Council was producing a Sustainability Appraisal alongside the Core Strategy Preferred Options document.

The officer informed the panel that the Sustainability Appraisal would be submitted for public consultation at the same time as the Core Strategy Preferred Options document.

RESOLVED: That the report be noted.

104. **Local listing of Aylwards Lodge, 3 Aylmer Drive, Harrow:**
(See Recommendation 2).

(Note: The meeting having commenced at 7.30 pm, closed at 8.13 pm)

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

SUPPORTING PEOPLE ADVISORY PANEL

4 JUNE 2008

Chairman: * Councillor Eric Silver

Councillors: * Mrs Margaret Davine
* David Gawn

* Jean Lammiman
* Barry Macleod-Cullinane

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**74. **Appointment of Chairman:**

RESOLVED: To note the appointment at the meeting of Cabinet on 15 May 2008 of Councillor Eric Silver as Chairman of the Supporting People Advisory Panel for the Municipal Year 2008/09.

75. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

76. **Appointment of Vice Chairman:**

RESOLVED: To appoint Councillor David Gawn as Vice-Chairman of the Supporting People Advisory Panel for the 2008/09 Municipal Year.

77. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

78. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

79. **Minutes:**

RESOLVED: That the Chairman be given the authority to sign the minutes of the meeting held on 6 March 2008, as a correct record of that meeting, once printed in the Council Bound Volume.

80. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

81. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

82. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

83. **The Supporting People Programme Update:**

The Panel received a report from an officer for Adults and Housing, updating Members on key developments within the Supporting People programme since the last meeting of the panel in March 2008, along with discussion items.

The officer provided a briefing on the Supporting People programme for the benefit of new panel Members. New Members of the Panel were invited to visit Supporting People schemes in order to gain an understanding of the programme. The importance

of the alignment of the Supporting People programme to the Local Area Agreement (LAA) outcomes was also discussed.

Developments on matters raised at the previous meeting, as set out in the report were outlined. These included the input that Age Concern could potentially provide some assistance with the loft clearance scheme provided to older people. A Member commented that more options were needed to enable people to reach a workable solution to resolving this issue.

Decisions made at the Commissioning Body (CB) meeting held on 6 May 2008 and its contribution to the allocation of funding and resources to the Supporting People programme were reported on. Key points arising from this discussion included:

- That inflationary contract lift ups would not generally be offered.
- That a leaving care system had been reconfigured to accommodate single homeless persons.
- That the CB would commission three additional supported housing units at the Harrow YMCA Roxeth Gate to meet the demand for accommodation from single homeless service users.
- The principle agreement to the development of a floating support service for the West London (WL) Domestic Violence programme in addition to other recommendations of the West London Domestic Violence review.

A Member expressed concerns over the governance, cost, service and target implications borne by Harrow as a consequence of the recommendations of the West London Domestic Violence review recommendations.

Members were advised that whilst signing up to the principles and recommendations of the review, the decision regarding committing to funding would still be made locally through the governance of the Commissioning Body.

The officer detailed the progress of developing a refreshed Supporting People strategy in terms of the emerging themes from its development, which included:

- That the Supporting People strategy should be updated taking into account the opportunities presented by the LAA, the widening of preventative services and the creation of a business plan for Supporting People (SP) funding.
- The particular focus on the equity share sheltered housing being made available as an option to older people moving into sheltered accommodation.
- The development of measures to focus on socially excluded groups such as the Somalian community.
- The long term needs of mental health and learning disability service users.
- The development of:
 - (i) an in – house or external brokerage service for housing related support.
 - (ii) A provider led move on panel to assist in the inclusion of the private sector in the housing assessment process as alternative housing options.
 - (iii) the agreement of short and long term contracts for floating support in terms of budget funding and independent living for socially excluded groups respectively.

Members were briefed on the future plans for the SP programme and the delivery of its agenda identified at the Commissioning Body away day on 19 December 2007. The officer provided an update on the action plan for the forthcoming alignment of SP with the LAA from April 2009. Members were advised on the use of unallocated Supporting People programme funding for innovation in order to deliver on LAA tendering outcomes and build upon existing Supporting People services. Particular focus was placed on the use of an agreement framework to procure services and the signing of an access agreement from July 2008 so that services could be decommissioned at short notice.

The programme of Contract monitoring in relation to cluster groups and areas of concern were discussed. Members of the Panel were informed of the lack of progress made by some service providers in accordance with their action plans. In particular, members were advised of the need for Supporting People work in conjunction with the Adults and Housing Transformation project.

A strategy for the use of unallocated SP funding was discussed. Concern over the possibility of the money being clawed back after April 2009 when the SP grant would no longer be ring-fenced was expressed. Members agreed that some funding should support preventative and existing schemes in the SP programme.

As a consequence of the discussion, the officer also agreed to take the following actions in response to the comments from Members of the Panel:

- A table indicating the LAA outcomes that the Supporting People programme contributes to.
- An indication of the estimated efficiencies that the recommendations from the West London Domestic Violence will deliver.
- Confirm the number of older peoples living in owner occupation.
- Confirm when the report on the outcome of the individual budget pilots will be available.
- Revise the draft Vision of the SP strategy 2008-11 taking on board the comments made by members.
- Undertake a cost benefit analysis for each of the service user groups supported by Supporting People, as part of the work on the revised strategy.
- Circulate a draft Supporting People strategy with a consultation time scale to Members by the end of June the strategy is due to be approved by Cabinet in September 2008.
- Consider the possibility of a Supporting People meeting prior to the September Cabinet.

The Chairman thanked the officer for a clear presentation and informative answers to Members' questions.

RESOLVED: That the report and the comments should be noted.

84. **Date of Next Meeting:**

RESOLVED: That Democratic Services liaise with Members for a date in September 2008.

(Note: The meeting having commenced at 10.05 am, closed at 12.15 pm)

(Signed) COUNCILLOR ERIC SILVER
Chairman

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL****4 JUNE 2008**

Chairman: * Councillor Mrs Anjana Patel
 Councillors: * Husain Akhtar * Mrinal Choudhury
 Advisers: Ms V Swaida
 (Vacancy)

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Admissions to County Schools**

On 4 June 2008, there were 4 children for whom admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

Resolved to RECOMMEND:

That offers of admission to schools be made as follows:

| <u>Reference</u> | <u>Year Group</u> | <u>Admitting School</u> |
|------------------|-------------------|-------------------------|
| H188 | 9 | Rooks Heath |
| H189 | 10 | Bentley Wood |
| H190 | 8 | Bentley Wood |
| H191 | 9 | Nower Hill |

[Notes: That one additional case was added to the agenda after case H190; this became case H191].

PART II - MINUTES346. **Appointment of Chairman:**

RESOLVED: That the Panel noted the appointment of Councillor Anjana Patel at the Meeting of Cabinet on 15 May 2008 as Chairman of the Panel for the Municipal Year 2008/2009.

347. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

348. **Declarations of Interest:**

RESOLVED: Councillor Husain Akhtar declared a personal interest in that he was a governor of Bentley Wood School.

349. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the meeting by virtue of the special circumstances and grounds for urgency stated below:

| <u>Item</u> | <u>Special Circumstances / Grounds for Urgency</u> |
|---------------------------------|--|
| 9. Admissions to County Schools | The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider the applications, in order to allocate an appropriate place to the applicants. |

(2) all items be considered with the press and public present with the exception of the following item for the reason set out below:

| <u>Item</u> | <u>Reason</u> |
|---------------------------------|--|
| 8. Admissions to County Schools | This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals. |

350. **Appointment of Vice-Chairman:**

RESOLVED: That the Panel appointed Councillor Mrinal Choudhury as Vice-Chairman of the Education Admissions and Awards Advisory Panel for the Municipal Year 2008/2009.

351. **Minutes:**

RESOLVED: That (1) the minutes of the meetings held on 12 December 2007, 2 January, 16 January, 30 January, 13 February, 27 February, 12 March, 26 March, 9 April and 23 April 2008 be deferred until printed in the next Council Bound Minute Volume;

(2) the minutes of the meetings held on 21 May were taken as read and signed as a correct record.

352. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

353. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

354. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

355. **Admissions to County Schools:**

(See Recommendation 1).

(Note: The meeting having commenced at 2.35 pm, closed at 2.56 pm)

(Signed) COUNCILLOR ANJANA PATEL
Chairman

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
18 JUNE 2008

Chairman: * Councillor Mrs Anjana Patel

Councillors: * Husain Akhtar * Mrinal Choudhury

Advisers: Ms V Swaida
(Vacancy)

* Denotes Member present

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

On 18 June 2008, there were 7 children for whom admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

Resolved to RECOMMEND:

That offers of admission to schools be made as follows:

| <u>Reference</u> | <u>Year Group</u> | <u>Admitting School</u> |
|------------------|-------------------|-------------------------|
| H192 | 9 | Nower Hill |
| H193 | 10 | Nower Hill |
| H194 | 9 | Hatch End |
| H195 | 9 | Withdrawn |
| H196 | 9 | Whitmore |
| H197 | 9 | Deferred |
| P4 | 6 | Pinner Wood |

[Notes: That (1) case H195 was withdrawn from the agenda as a place was offered and accepted prior to the meeting taking place;

(2) case H197 was deferred until the next arranged meeting].

PART II - MINUTES
356. Attendance by Reserve Members:

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

357. Declarations of Interest:

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

358. Arrangement of Agenda:

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the meeting by virtue of the special circumstances and grounds for urgency stated below:

| <u>Item</u> | <u>Special Circumstances / Grounds for Urgency</u> |
|---------------------------------|--|
| 9. Admissions to County Schools | The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider the applications, in order to allocate an appropriate place to the applicants. |

(2) all items be considered with the press and public present with the exception of the following item for the reason set out below:

-
- | <u>Item</u> | <u>Reason</u> |
|--|---|
| 8. Admissions to County Schools | This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals. |
| 359. <u>Minutes:</u> | |
| | RESOLVED: That (1) the minutes of the meeting held on 13 February, 27 February, 12 March, 26 March, 9 April and 23 of April be deferred until printed in the next Council Bound Minute Volume; |
| | (2) the minutes of 12 December 2007 be signed by Councillor Joyce Nickolay when most practicable; |
| | (3) the minutes of the meetings held on 2 January, 16 January, 30 January and 4 June 2008 were taken as read and signed as a correct record. |
| 360. <u>Public Questions:</u> | |
| | RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution). |
| 361. <u>Petitions:</u> | |
| | RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution). |
| 362. <u>Deputations:</u> | |
| | RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution). |
| 363. <u>Admissions to County Schools:</u> | |
| | (See Recommendation 1). |
| | (Note: The meeting having commenced at 2.32 pm, closed at 2.59 pm) |

(Signed) COUNCILLOR ANJANA PATEL
Chairman

GRANTS ADVISORY PANEL

9 JUNE 2008

Chairman: * Councillor Chris Mote

Councillors: * Ms Nana Asante * Julia Merison (6)
* Don Billson * Joyce Nickolay
* Susan Hall (5) * Asad Omar
* Nizam Ismail (1) * Mrs Rekha Shah
* Ashok Kulkarni

Adviser: † Mike Coker, Voluntary and Community Sector Representative

* Denotes Member present

(1), (5) and (6) Denote category of Reserve Member

† Denotes apologies received

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Grant Funding 2008/09 - Reserved Grants**

The Panel received the report of the Director of Community and Cultural Services which requested the members to recommend to the Portfolio Holder for Community and Cultural Services the allocation of the reserved grant applications which had been reserved from the Panel's meeting on 5 March 2008.

On considering the applications, it was

Resolved to RECOMMEND:

That (1) £2,729 be released to Harrow Bengalee Association;

(2) £1,500 be released to Harrow Youth and Community project subject to the resumption of services at Kenmore Park Hall.

[Reason: To finalise the allocation of grant funding to Voluntary Organisations for 2008/09].

(See also Minute 121).

RECOMMENDATION 2 - Grant Funding 2008/09 - Grant Appeals

The Panel received the report of the Director of Community and Cultural Services which requested the members to consider the appeals received against the recommendations made on 5 March 2008 by the Grants Advisory Panel in order to make recommendations to the Portfolio Holder for Community and Cultural Services accordingly.

Resolved to RECOMMEND:

That (1) funding to Harrow Association of Somali Voluntary Organisation remain the same as recommended at the meeting of the Grants Advisory Panel on 5 March 2008;

(2) funding to Harrow Pensioner's Action Association be revised from nil to £500;

(3) funding to Harrow Refugee and Minorities Forum remain the same as recommended at the meeting of the Grants Advisory Panel on 5 March 2008;

(4) funding to African Women Initiative 4 Nationwide Development remain the same as recommended at the meeting of the Grants Advisory Panel on 5 March 2008;

(5) funding to Kuwaiti Community Association remain the same as recommended at the meeting of the Grants Advisory Panel on 5 March 2008;

(6) funding to the National Council of Vanik Associations (UK) remain the same as recommended at the meeting of the Grants Advisory Panel on 5 March 2008.

[REASON: A number of organisations had made appeals against the decisions made by the Grants Advisory Panel at the meeting of 5 March 2008. These appeals had been made in accordance with the grant funding processes and required consideration by the Grants Advisory Panel].

[Notes: That (1) the appeal from Community Link Up was withdrawn before the meeting and was subsequently not heard by the Panel;

(2) Councillors Nana Asante, Asad Omar, Rekha Shah and Nizam Ismail wished to record as having voted against (4) and (6) above].

(See also Minutes 113 and 122).

RECOMMENDATION 3 - Flash Musicals - Reserved Grant 2007/08

The Panel received the report of the Director of Community and Cultural Services which requested the members to consider the grant reserved to Flash Musicals in 2007/08 and make a recommendation to the Portfolio Holder for Community and Cultural Services to delegate authority to officers to release the amount of £1,000 on signing of the lease for their premises in Methuen Road, Edgware.

Resolved to RECOMMEND:

That authority be delegated to officers to release the amount of £1,000 on signing of the lease for the premises in Methuen Road, Edgware.

[REASON: To finalise the allocation of grant funding to Voluntary Organisations in 2007/08].

(See also Minute 113).

RECOMMENDATION 4 - Edward Harvist Trust - Reserved Grants

The Panel received the report of the Director of Community and Cultural Services which requested the members to consider the additional information supplied by the applicants for the reserved EHT grant funding and make recommendations to the Portfolio Holder for Community and Cultural Services to authorise officers to release the reserved EHT amount of £2,470 in respect of two organisations listed in paragraph 2.1.1 on the report.

On considering the additional information supplied by the applicants, it was

Resolved to RECOMMEND:

That (1) officers be authorised to release the reserved EHT amount £2,000 to Angolan Civic Communities Alliance;

(2) officers be authorised to release the reserved EHT amount of £470 to Harrow Gingerbread.

[REASON: To enable the organisations listed in paragraph 2.1.1 of the report to receive their grant funding of £2,470].

RECOMMENDATION 5 - Applications for Community Premises 2008/09

The Panel received the report of the Director of Community and Cultural Services which requested the members to:

- 1) consider the two applications from
 - Hindu Council Harrow;
 - Harrow Tamil Association
- 2) agree that the new allocations be effective immediately; and
- 3) delegate authority to officers to undertake a 6-monthly review (i.e. October 2008) of all accommodation to new and existing users at the Community Premises; and
- 4) make recommendations to the Portfolio Holder for Community and Cultural Services on the allocation of space at Community Premises.

On considering the applications, it was

Resolved to RECOMMEND:

That (1) the new allocations for use of the community premises be effective immediately; and

(2) that authority be delegated to officers to undertake a 6-monthly review (i.e. October 2008) of all accommodation to new and existing users at the Community Premises.

[**REASON:** To finalise the allocation of space at the Community Premises to enable it to become better utilised].

PART II - MINUTES111. **Appointment of Advisory Panel Chairman:**

RESOLVED: That the Panel noted the appointment of Councillor Chris Mote at the Meeting of Cabinet on 15 May 2008 as Chairman of the Panel for the Municipal Year 2008/2009.

112. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Members:-

Ordinary Member

Councillor Golam Chowdhury
Councillor Myra Michael
Councillor Sasi Suresh

Reserve Member

Councillor Susan Hall
Councillor Julia Merison
Councillor Nizam Ismail

113. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

| <u>Agenda Item</u> | <u>Member</u> | <u>Nature of Interest</u> |
|---|------------------------|--|
| 11. Grant Funding 2008/09 – Grant Appeals | Councillor Nana Asante | Councillor Nana Asante declared personal interests in HASO and the African Women Initiative 4 Nationwide Development. Accordingly, she remained in the room for the discussion of all items. |
| | Councillor Rekha Shah | Councillor Rekha Shah declared a personal interest in the Harrow Refugee and Minorities Forum. Accordingly, she remained in the room for the discussion of all items. |
| 13. Flash Musicals – Reserved Grant 2007.08 | Councillor Nana Asante | Councillor Nana Asanta declared a personal interest as the premises subject to the report was situated in her ward. Accordingly, she remained in the room for the discussion of all items. |

114. **Arrangement of Agenda:**

RESOLVED: That (1) item 12 was heard before item 11;

(2) all items be considered with the press and public present.

115. **Appointment of Vice-Chairman:**

A nomination was received and seconded for Councillor Joyce Nickolay. Upon being put to the vote, it was

RESOLVED: That Councillor Joyce Nickolay be appointed as Vice-Chairman of the Grants Advisory Panel for the Municipal Year 2008/2009.

116. **Minutes:**

RESOLVED: That the minutes be agreed, subject to the following amendments:

- (1) point 3 of Recommendation 2 should read 'the current grant qualification be applied to all organisations wishing to make use of community lettering and the exception for religious activities to be retained for religious organisations using the premises';
- (2) a fourth point be added to Recommendation 2 which reads 'to increase payments to schools commensurate with income received'.

117. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

118. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

119. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

120. **Appointment of Panel Advisor:**

RESOLVED: That (1) the Panel noted the appointment of Mike Coker as adviser to the Panel for the Municipal Year 2008/2009;

(2) the Chairman would consult with the advisor as to the appointment of an advisor to attend in his absence.

121. **Grant Funding 2008/09 - Reserved Grants:**

Further to Recommendation 1 above, the Deputy Head of Services, Community Development, brought to the attention of the Panel an error contained within the report. At point 2.2.1 the amount of £1,000 should have read £2,729. She added that the Grants Support Unit had received from the Harrow Bengalee Association clarification on the intended use of the reserved grant amount. With regard to the reserved grant for Harrow Youth and Community Project, the Deputy Head of Services, Community Development, reported that it had been ascertained that there had been no activity at Kenmore Park Hall since January 2008. She added that the officers had made enquiries with Adults and Housing and had been informed that activities could commence in May 2008.

RESOLVED: That the above be noted.

122. **Grant Funding 2008/09 - Grant Appeals:**

Further to Recommendation 2 above, the Panel received from the Deputy Head of Service, Community Development information relating to:

Harrow Association of Somali Voluntary Organisation

The Deputy Head of Service, Community Development, reported to the Panel that the organisation was appealing on the grounds that there would be insufficient funds for their accommodation costs. A Member commented that it must be recognised that the organisation acted as an umbrella for many other Somali organisations. She added that perhaps the Drug Action Team could be approached for departmental funding, allowing the organisation to continue to operate from their premises.

Harrow Pensioners Association

The Deputy Head of Service, Community Development informed the Panel that the Grants Support Unit had received more information from the association pertaining to their membership and attendance. A Member responded that a fellow Councillor had visited one of the association's meetings and had concerns about membership as the attendance was low. She suggested that the Panel could perhaps award a lower amount and that officers could monitor the group. A Member commented that it would be unfair for the association to be judged solely on one meeting as membership does fluctuate. She added that it should be recognised that some groups do struggle to receive membership fees and that the association had completed the time consuming grants application form for a reasonably small amount. The Chairman commented that

it was known that the association had approximately £2,000 available in their reserves account. A Member responded that it was previously agreed that groups should not be penalised over such monies and that it was good practice that such groups had funds for six-months running costs available.

Further to this, a motion was put and seconded proposing that the full amount of £750 be allocated to Harrow Pensioners Association. Upon being put to a vote, the motion was not carried. A second motion was put and seconded proposing that the amount of £500 be allocated to Harrow Pensioners Association. Upon being put to a vote, the motion was carried.

Harrow Refugee and Minorities Forum

A Member commented that there was not enough evidence available as to the activities of the forum and suggested that officers monitor the day-to-day activities. A Member responded that the forum did indeed run many activities and acted primarily to support organisations that support refugees. She added that a loan was given in the past to the Harrow Weald Common Conservators and that such a provision should be investigated on this occasion, also. The Chairman replied that the legality of such an offer would have to be investigated and therefore could not be decided at the current meeting.

African Women Initiative 4 Nationwide Development

A Member commented that the appeal letter received was not consistent with the summary contained within the report, which was out of context and failed to capture and reflect the aims of the group. She added that the project represented a 'means to an end, rather than an end in itself'. The Member expressed her concern that information was sought from the Arts and Events Unit purely on the basis of the group's art based activities, and consequently not assessed on the basis of how the group might empower Africans within the borough. She added that 98% of the registered users were Harrow residents and that as there were no such provisions for African projects within the borough the lack of funding reflected a breach of equalities. She concluded by suggesting that as the group was concerned with the borough's youth and youth empowerment, why was it not referred to the Youth Development Unit. The Deputy Head of Service, Community Development, replied that it was routine for officers to make enquires to other departments for the preparation of reports. In response to a query from a Member as to why the projected costs for trainers was so high, a Member replied that the groups wished to use professionals in an aim to keep the quality of the group's work to a high standard.

Further to this, a motion was put and seconded proposing that £1,000 be allocated to African Woman Initiative 4 Nationwide Development. Upon being put to a vote, the motion was not carried.

Kuwaiti Community Association

A Member commented that as there had been a revised funding request it was not legally to consider as an appeal. It was agreed that the association could reapply for funding the following year.

National Council of Vanik Associations (UK)

The Deputy Head of Service, Community Development reported to the Panel that the association had revised their budget and were now appealing for £2,000. A Member commented that she supported the letter of appeal and informed the Panel that the Vanik community was of a considerable size. A Member commented that the NHS covered much of what the association aimed to achieve. She added that some members of the Hindu community were offering free health checks from a temple in Stanmore. A Member replied that the Grants Advisory Panel should aim to be consistent with the allocation of their funding and that an organisation which can offer free treatments is usually in such a position as the result of a previous funding allocation. The Chairman added that Primary Care Trusts in Harrow were engaged in a drive to tackle issues such as diabetes and heart disease, and questioned whether the proposed aims of the association were better encompassed by the NHS.

Further to this, a motion was put and seconded proposing that £2,000 be allocated to National Council of Vanik Associations (UK). Upon being put to a vote, the motion was not carried.

RESOLVED: That the above be noted.

123. **Flash Musicals - Reserved Grant 2007/08:**
(See Recommendation 3).

124. **Edward Harvist Trust - Reserved Grants:**
(See Recommendation 4).
125. **Applications for Community Premises 2008/09:**
(See Recommendation 5).
126. **Grant Funding 2008/09 - Grant Appeals:**
RESOLVED: That the appeal letters were noted.
127. **Any Other Urgent Business:**

HCRE

A Member expressed their concern about the lack of briefing and information given to Members regarding an urgent press release relating to HCRE. The Chairman replied that all Leaders had been briefed prior to the release and that the purpose of the urgent release was to show that everything was above-board. He added that the HCRE had failed to meet the criteria for their grant allocation and had also suspended their chief executive. As a result all funding had been suspended. The Chairman concluded that an investigation of the HCRE would be undertaken by an outside body, and that all members would receive a briefing about the situation in due time.

Halls

The Chairman reported to the Panel that he had been in consultation with the relevant Portfolio Holder about the use of halls which fall under the jurisdiction of the Housing Department. He expressed the idea of the possibility of the revenue account being moved to the Portfolio Holder of Community and Cultural Services so that the halls could come before the Panel and potentially be put to better use.

(Note: The meeting having commenced at 7.30 pm, closed at 8.38 pm)

(Signed) COUNCILLOR CHRIS MOTE
Chairman

TRAFFIC AND ROAD SAFETY ADVISORY PANEL

18 JUNE 2008

Chairman: * Councillor Susan Hall

Councillors: * Robert Benson * Jerry Miles
* Mrinal Choudhury * David Perry
* Nizam Ismail * Yogesh Teli
* Manji Kara * Jeremy Zeid
* Mrs Kinnear

Advisers: * Mr A Blann Mr L Gray
* Mr E Diamond * Mr A Wood

* Denotes Member present

[Note: Councillor Bill Stephenson also attended this meeting to speak on the item indicated at Minute 109 below].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Stanmore Controlled Parking Zone Review / Parking Controls for Event Days at Wembley Stadium**

The Panel received a report and addendum of the Head of Property and Infrastructure, which set out the findings of the public consultation of 4000 properties on proposals to extend the existing Controlled Parking Zones (CPZ) B and H. The CPZ review had been conducted to assess the effects of increased parking demand and vehicular activity following the reopening of Wembley Stadium and as a result of the Sainsburys supermarket. Funding towards the implementation of the proposed scheme has been secured through the section 106 agreements, comprising £100,000 from Brent Council's section 106 agreement with the Wembley Stadium developer and £20,000 from Harrow council's agreement with Sainsburys. An officer showed the Members a map of the area and briefed Panel Members on the outcome of the public consultation, including:

- times that the existing CPZs operate;
- problems that residents encountered with access and parking within the existing CPZ; and
- any further comments or suggestions that residents had.

The officer gave a detailed analysis of the current parking restrictions that applied within Zones B and H respectively. In response to questions and concerns raised, officers advised that:

- residents were asked if current parking restrictions were effective, or whether they should be changed or extended;
- the issue of inevitable displaced parking at Canons Park and Queensbury stations had been discussed at a stakeholder meeting in 2007 but there had been no request for these areas to be included in the review;
- parking problems were more acute in certain areas surrounding Stanmore station;
- Parking Enforcement operations had a schedule of all Wembley so that enforcement resources could be planned and deployed effectively;
- double yellow lines would be introduced in certain areas to prohibit parking at all times;
- the frequency and times of events at Wembley Stadium are such that the demand for a Park and Ride scheme and the infrastructure costs associated with it are not viable;
- a scheme comprising "event day only" restrictions has been considered in detail and costed, but would involve a significantly higher cost to implement

and allocate on-going revenue cost to operate, for which there is no budget provision;

- roads experiencing obstructive parking and access difficulties would be subject to some form of parking controls to improve traffic flow and assist pedestrians when crossing the road;
- some roads included in the consultation would not form part of the extended CPZ as requested by the majority of residents;
- some roads with a majority in favour of inclusion in the CPZ extensions had not been included because neighbouring and adjoining roads had requested not to be included in the proposed extended CPZ;
- roads where obstructive parking was an issue would have double yellow lines painted at the junction to discourage parking by non-residents.

Panel Members voiced concerns over the imposition of parking regulations by Barnet Council between the junctions of Stonegrove Gardens and London Road. Further Panel Members commented on the dangerous effect of cars parked on both sides of the roads had on traffic flow and safety. In response to their concerns, Panel Members were advised that double yellow lines had been recommended for this particular junction.

A Panel Member queried whether the review of the proposed CPZ scheduled for 2011 would be soon enough to deal with any potential changes prior to the Olympic Games ("Games) commencing in 2012. An officer advised that in the annual CPZ programme review in February 2008 there was an option of carrying out a more targeted review to deal with specific problems, rather than wait for the scheduled review of the entire zone. The officer explained that it was not possible to assess the likely impact of the Games and traffic and parking at this stage and in any event, the effect of the Olympic Games would be a relatively short period of time and therefore, it would not be practical or cost-effective to make changes to CPZs for that purpose. However, the Olympic Delivery Authority would be publishing its transport plans in due course for consultation with the boroughs.

Resolved to RECOMMEND: (to the Portfolio Holder for Environment Services)

That officers be authorised to:

- (1) implement the Stanmore Controlled Parking Zone (CPZ) extension as set out in Appendix A and shown in detail in Appendix B of the report. The operational hours for the roads included in the extension of Zone B to be Monday to Friday 3.00 pm – 4.00 pm and those in Zone H to be Monday to Saturday 10.00 am – 11.00 am and 3.00 pm - 4.00 pm, subject to the advertising of the necessary traffic orders and consideration of any formal objections that may be received as a result;
- (2) implement no parking at any time, (double yellow line) restrictions at junctions, bends and areas of obstruction as detailed in Appendix C subject to the advertising of the necessary traffic orders and consideration of any formal objections that may be received as a result;
- (3) make minor amendments and finalise the detailed design for order making purposes and take all necessary steps to advertise the traffic orders;
- (4) to use the funding of £100,000 secured by a Section 106 agreement in relation to Wembley Stadium and £20,000 secured by a Section 106 Agreement in relation to the Stanmore Sainsburys supermarket towards the cost of implementing the CPZ extension and the no parking at any time restrictions at specified junctions, bends and other locations;
- (5) inform all residents and businesses by leaflet in the consultation area of the results of the consultation and the proposals affecting their location, concurrent with the advertising of traffic orders.
- (6) Consult with residents of Linden Close on whether they wish to be included in Zone B.

- (7) Consult with residents of 1-53 London Road on whether they wish to be included in Zone H and residents of Elizabeth Gardens, Rectory Lane and Eaton Close be consulted on whether they want to be included in Zone B.
- (8) Reconsult residents of Pangbourne Drive on whether they wish to be included in Zone H.

A Panel Member commended officers for being sensitive to residents concerns in proposals made to resolve parking issues.

[Reason for Recommendation: To mitigate the detrimental effects of increased vehicular activity and parking demand as a result of events taking place at Wembley Stadium and associated with Stanmore Sainsburys Supermarket].

PART II - MINUTES

97. **Appointment of Advisory Panel Chairman:**

RESOLVED: To note the appointment at the meeting of Cabinet on 8 May 2008 of Councillor Susan Hall as Chairman of the Traffic and Road Safety Advisory Panel for the Municipal Year 2008/09.

98. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

99. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

| <u>Agenda Item</u> | <u>Member</u> | <u>Nature of Interest</u> |
|--|------------------------|---|
| 8. Information Report - Petitions | Councillor Choudhury | Councillor Mrinal Choudhury declared a personal interest arising from the fact that he has a friend that lives in Hooking Green, North Harrow and was the Ward Member for Buckingham Road, Edgware. Accordingly, he remained in the room for the discussion of all items. |
| 12. Stanmore Controlled Parking Zone Review / Parking Controls for Event Days at Wembley Stadium | Councillor Benson | Councillor Robert Benson declared a prejudicial interest arising from the fact that he was a resident of Stanmore. Accordingly he would leave the room when this item was discussed. |
| 13. Information Report - Progress update on Key Traffic Schemes | Councillor Yogesh Teli | Councillor Yogesh Teli declared a personal interest arising from the fact that he was Ward Councillor for Kenton West. Accordingly, he remained in the room for the discussion of items. |

100. **Arrangement of Agenda:**

RESOLVED: That (1) agenda item 10 be taken before agenda item 5;

(2) all items be considered with the press and public present.

[Note: For ease of reference, the order of the minutes follows the order of the business on the agenda].

101. **Appointment of Vice-Chairman:**

RESOLVED: To appoint Councillor Manji Kara as Vice-Chairman of the Traffic and Road Safety Advisory Panel for the 2008/2009 Municipal Year.

102. **Minutes:**

RESOLVED: That subject to the following amendments, the minutes of the meeting held on 26 February 2008 be read and signed as a correct record of the meeting, once printed in the Council Bound Volume:-

Amend Minute 85 to include, under Minute 85 (ii), a further following paragraph:-

- (iii) Councillor Yogesh Teli declared a personal interest arising from the fact that he was a Ward Councillor for Kenton West. Accordingly, he remained in the room for the discussion of all items.

103. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

104. **Information Report - Petitions:**

Information Report – Petition from residents regarding the proposed installation of double yellow lines around Hooking Green, North Harrow:

The Panel received a report by officers relating to a petition received in response to the publication of statutory orders to implement double yellow lines around Hooking Green, North Harrow. The petition with 38 signatures represented 22 residential households and requested double yellow lines in four corners and a single yellow line on one side of the road.

An officer explained that a written response had been drafted to the lead petitioner which advised residents that the original scheme of double yellow lines would proceed because the proposals suggested were unworkable.

Information Report – Petition from residents requesting restricted parking between 11.00 am – 12 noon and 2.00 – 3.00 pm in Buckingham Road between Merlin Crescent and Whitchurch Lane, Edgware:

The Panel received a report by officers relating to a petition received by the Traffic Management Department. The petition with 42 signatures from 41 households requested the imposition of restricted parking in Buckingham Road between Merlin Crescent and Whitchurch Lane during the hours of 11.00 am – 12 noon and 2.00 pm – 3.00 pm.

An officer explained that a written response had been forwarded to the lead petitioner advising that the petition would be reported on at this meeting of Traffic and Road Safety Advisory Panel (TARSAP). The officer also advised the Panel that the petitioners had been informed of the programme timescales agreed at the February 2008 TARSAP meeting that addressed points raised in the petition at that time and the inclusion of Buckingham Road and surrounding areas in the CPZ review programme, that would commence at the Stakeholders meeting in Winter 2010/11.

Information Report – Petition from residents requesting restricted parking on both sides of Corbins Lane, South Harrow:

The Panel received a report by officers relating to a petition containing 23 signatures from 17 households lying on both the northern and southern section of the road, requesting restricted parking to be introduced on both sides of Corbins Lane, South Harrow. Residents had experienced displaced parking as a result of the extension of the South Harrow Controlled Parking Zone introduced in February 2008.

An officer confirmed that the northern half of Corbins Lane had not been included in the consultation for the extended CPZ in November/December 2008, but residents would nevertheless be informed of the intention to include the scheme in the review that would commence in Winter 2009/10.

A Member commented that the petitioners were satisfied that their concerns would be looked at in due course.

Petition received from businesses and customers requesting the alteration of parking restrictions on High Road, Harrow Weald:

The Panel received a report by officers with relating to a petition containing 86 signatures from traders and customers of two restaurants between numbers 207 and 225 High Road, Harrow Weald requested that the current waiting time parking restrictions be amended to 6.30 pm.

An officer confirmed that Transport for London (TfL) had expressed concern regarding the effect that parked cars would have on bus routes. However, TfL would not object in principle to inset parking bays. The Panel was advised that this was the only probable solution. However, the need to divert underground services and the dedication of private land belonging to traders would prove too costly to implement this particular scheme. An officer agreed to revisit this proposal if a funding source would be identified in the future.

RESOLVED: That the report and the above be noted.

105. Deputations:

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

106. Appointment of Advisors to the Panel 2008/09:

The Panel considered a report by the Director of Legal and Governance Services.

RESOLVED: That the following non-voting advisors be appointed to the Panel for the 2008/09 Municipal Year:

- Mr Alan Blann representing CTC Right to Ride
- Mr Eric Diamond representing the North West London Chamber of Commerce
- Mr Len Gray representing Pedestrians' interests
- Mr Anthony Wood representing Harrow Public Transport Users' Association.

107. References from Council and other Committees/Panels:

RESOLVED: To note that no references were received.

108. Stanmore Controlled Parking Zone Review / Parking Controls for Event Days at Wembley Stadium:

(See Recommendation 1)

109. Information Report - Progress update on Key Traffic Schemes:

Officers provided an update on local safety schemes in the borough.

A Member who had made a request to speak at the Panel, which had been formally agreed, expressed concerns about the apparent lack of consideration in the development of the Travis Perkins site in Neptune road and the effect of traffic in peripheral roads. In addition, concerns were raised regarding draft proposals for a one way system in Pinner View and Bedford Road which formed part of the local safety scheme proposals for Pinner Road. In response, an officer confirmed that residents comments would be considered when an appropriate scheme was implemented and that a meeting would be set up to discuss the Members' concerns.

Panel Members were advised that Rumblewave would be introduced on dangerous bends to reduce vehicle speeds in Old Redding.

In accordance with the Council's approved programme of 20 mph schemes, an officer confirmed the programme for 2008/09 and explained that 20 mph were self enforcing and therefore traffic calming would be introduced to enhance child pedestrian safety around a number of local schools.

The Traffic Department intended to install three pairs of speed cushions and a speed table outside the school entrance of Grimsdyke First and Middle schools as part of the Grimsdyke 20 mph zone. The measures also include plans to alter the road layout at the junction of Colburn Avenue and Sylvia Avenue to reduce vehicle speeds were also discussed. In addition, waiting restrictions would be marked to protect pedestrian crossing points and improve visibility and manoeuvrability at the junctions of Colburn

Avenue and Sylvia Avenue, Hillview Road and Colburn Avenue and both junctions of Grimsdyke Road and Hillview Road.

As Aylward First and Middle School is adjacent to the proposed Stanmore CPZ and complimentary measures of "keep clear" signage and a 20 mph zone with traffic calming measures are proposed around the school.

Officers confirmed consultation on the proposals to extend the Charlton Road parking scheme to include Kenmore Park First and Middle schools would begin at the end of summer.

An update on the introduction of a walking scheme in Spencer Road, Wealdstone was given. Proposals for a raised speed table near the junction adjacent to the War Memorial, subject to the results of public consultation, would be introduced to improve pedestrian safety and reduce the frequency of road traffic accidents.

An update on junction improvements at the Goodwill to All was provided to Panel Members. Officers confirmed that enterprisemouchel had been commissioned to revisit some previous works and to investigate the feasibility of providing parking bays for shoppers and prepare a revised layout of the junction to incorporate controlled pedestrian crossing facilities. Two options have been modeled.

Officers advised Panel Members of the potential increase in traffic delays and queuing once the pedestrian phase of the scheme is incorporated. Panel Members also considered the need for a modified junction layout to address the lack of parking bays in Headstone Drive and Headstone Gardens.

In response to questions raised by Panel Members about the location of the bus stop in Headstone Gardens, officers confirmed that the siting would be reviewed to try and free up space for parking. An Advisor asked about the omission of the central cycle lane approaching the traffic lights at Headstone Gardens and officers agreed to have this re-examined.

Panel Members supported the recommendation for Option B in the report.

In response to a Member's queries on bus diversions during the works at Petts Hill Bridge, an officer advised that buses will not be diverted during enabling works but when main works commences.

Panel Members were advised that a progress update would be provided at the summer key stakeholder meeting, a further briefing would be given to Ward Councillors and the Portfolio Holder for Environment Services. Plans to organise a public exhibition near to the site and leaflet or letter drops would notify residents and other affected parties of potential disruption caused by works. Officers confirmed that comments from cyclists from Harrow and Ealing have been taken on board in the design stage.

An update on the development of bus priority schemes was given to Panel Members.

Parking lay bys in Kings Road, Rayners Lane have completed and waiting restrictions would be implemented.

In response to questions raised by Panel Members, officers advised that a left turn lane at the traffic lights on Common Road, Stanmore appears to be feasible and could be implemented by the end of 2008/09 year.

Panel Members were advised of the continuing design to install a northbound bus lane on Honeypot Lane, which would operate during peak hours. Officers addressed Panel Members concerns regarding the impact of widening the road would have on traffic capacity. In response, officers advised that widening the road at Honeypot Lane should bring additional capacity and the benefits would be further enhanced if capacity was also increased at the Honeypot Lane and Streatfield Road roundabout.

Officers also advised that residents and affected parties would be consulted with in the future to ensure all comments would be taken on board in the design stage.

An officer stated that the proposal for a scheme to address traffic issues at the Streatfield Road and Honeypot Lane roundabout would be prepared for Panel Members to consider at a future meeting.

A Member who had made a request to speak at the Panel, which had been formally agreed, confirmed that he would be attending a meeting with officers to discuss his concerns regarding Heavy Goods Vehicles (HGVs) using the widened left hand turn lane at the junction of Pinner Road and Station Road, North Harrow.

A Panel Member requested to see plans to remove the one way bus operation in Harrow town centre and take buses off Greenhill Way. Officers confirmed that public consultation had taken place last year; however a more detailed consultation would be organized towards the end of 2008.

RESOLVED: That the report be noted.

110. **Any Other Urgent Business:**

Elm Park, Stanmore

A Panel Member expressed concern regarding the bollards in Elm Park.

Roxborough Hill, Harrow-on-the-Hill

A Panel Member commented that the junction at the bottom of Roxborough Hill was unsafe for children to cross because traffic controls for pedestrians had not been implemented. The Chairman confirmed that this area would be looked in to for the next meeting.

RESOLVED: That the above be noted.

111. **Date of Next Meeting:**

RESOLVED: That it be noted that the next meeting of the Panel would be held on Wednesday 17 September 2008 at 7.30 pm.

(Note: The meeting having commenced at 7.31 am, closed at 9.57 pm)

(Signed) COUNCILLOR SUSAN HALL
Chairman

CONSULTATIVE
FORUMS

EDUCATION CONSULTATIVE FORUM

30 JUNE 2008

| | | |
|--|--|--|
| Chairman: | * Councillor Mrs Anjana Patel | |
| Councillors: | * Mrs Camilla Bath * Miss Christine Bednell * B E Gate | * Janet Mote * Raj Ray * Bill Stephenson |
| Teachers' Constituency: | * Mrs D Cawthorne * Ms C Gembala Ms J Howkins | Ms J Lang * Ms L Money Ms L Snowdon |
| Governors' Constituency: | Ms H Solanki * Mrs C Millard | |
| Elected Parent Governor Representatives: | † Mr R Chauhan | * Mrs D Speel |
| Denominational Representatives: | † Mrs J Rammelt | Reverend P Reece |

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**93. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

94. **Apologies for Absence:**

RESOLVED: To note that apologies for absence had been received from Mr R Chauhan and Mrs J Rammelt.

95. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

96. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

97. **Minutes:**

RESOLVED: That the minutes of the meeting held on 19 March 2008 be deferred until printed in the next Council Bound Minute Volume.

98. **Matters Arising:**

RESOLVED: To note that there were no matters arising that did not appear on the agenda.

99. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

100. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

101. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

102. **Strategic Approach to School Reorganisation:**

The Forum received the report of the Director of Schools and Children's Development which detailed the progress made in regard to the Strategic Approach to School Reorganisation and how the implementation of the proposals would impact upon education in Harrow. The Director of Schools & Children's Development informed the Forum that the Vision of Education in Harrow had been agreed by Cabinet at its meeting on 21 May 2008 and would underpin the development of the project.

The Director of Schools & Children's Development explained that the proposed changes would establish separate first schools (Reception to Year 3) as infant schools (Reception to Year 2), separate middle schools (Year 4 to Year 7) as junior schools (Year 3 to Year 6), combined first and middle schools (Reception to Year 7) as primary schools (Reception to Year 6) and high schools (Year 8 to Year 11) as secondary schools with 6th form provisions (Year 7 to Year 13). The Director of Schools & Children's Development stated that the Strategic Approach to School Reorganisation project was inclusive of the voluntary aided sector.

The Forum was informed that, following the meeting on 19 June, Cabinet had recommended that the progress of the work of the Stakeholder Reference Group (SRG) be noted and that a consultation on school reorganisation be undertaken. Cabinet had also requested that a further report be produced in February 2009 to outline the comments received during the consultation process and to consider whether to publish statutory notices. As such, consultation had begun in accordance with the Department of Children, Schools and Families (DCSF) Guidance Stage 1, with local schools producing information packs for stakeholders, the inclusion of an information article in the upcoming edition of 'Harrow People', and the provision of public meetings to promote discussion.

The Director of Schools and Children's Development invited questions and asked the Forum to consider how it could engage with the process as a representative group, and to comment on how stakeholders could be reached effectively.

A Member queried whether the primary capital available to Harrow Council had been confirmed. The Director of Schools and Children's Development explained that the total capital sum allocated to Harrow was predetermined, but that the Council was required to make a formal application in order to acquire it. She commented that the application might need to be adjusted over time to ensure that the full amount was received in April 2009.

A question was raised as to how the Council would deal with capital problems during the implementation of the project and, more specifically, whether the amount of funding available from Building Schools for the Future (BSF) would be considered when deciding whether to proceed with the project. The Director of Schools and Children's Development stated that capital problems were not expected and that current plans to provide additional classrooms and accommodation in order to deal with the changing age of transfer would most likely be viewed positively by BSF. This could impact positively on the funding available from the BSF.

In response to a question as to how much primary capital would be available and how the money would be given to Harrow Council, the Director of Schools & Children's Development explained that £9,000,000 was expected to be available in the first phase, and that this would be allocated as a lump sum from the beginning of the 2009/2010 academic year. Following further questions from members, the Director of Schools & Children's Development clarified that if the project was to overrun, this would not necessarily be viewed negatively by the DCSF, provided that the money had been utilised correctly. A member raised concern that the amount of money might not be sufficient considering the number of schools in Harrow. The member commented that the council should be careful not to proceed unless the available capital was sufficient.

The Chairman asked the Forum to confirm how it could be involved in the process. Members requested that they be provided with termly reports to ensure that they remained fully aware of the progress of the project. A member commented that good communication between stakeholder groups was essential and recommended that the Governors Newsletter, SRG Newsletter and other regular communications be made available to all members of the Forum. The Director of Schools and Children's

Development informed the forum that a series of PowerPoint presentations were being produced to detail the progress of the project and asked whether the Forum would be interested in viewing these. Following a brief discussion, the Chairman confirmed that this would be appreciated and that an opportunity to provide feedback would be welcomed.

A member noted that PowerPoint Presentations were often a useful source of information and should be provided as often as possible. The member also suggested that the Forum utilise new technologies to ensure that such presentations were easily available in an electronic format for those who were unable to attend meetings.

103. **Date of Next Meeting:**

RESOLVED: That the date of the next meeting, 11 September 2008, be noted.

(Note: The meeting having commenced at 7.34 pm, closed at 8.01 pm)

(Signed) COUNCILLOR ANJANA PATEL
Chairman

