

2008 – 2009
November 2008 Volume 6



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 6: NOVEMBER 2008

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COUNCIL
AND
COUNCIL
COMMITTEES

STANDARDS
PANEL

REVIEW SUB-COMMITTEE

4 NOVEMBER 2008

Chairman * Ms Sheila Darr

Councillors: * Jean Lammiman * Asad Omar

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**1. **Appointment of Chairman:**

RESOLVED: To note that the Independent Member, Ms S Darr, would serve as Chairman of the Sub-Committee for this meeting.

2. **Declarations of Interest:**

RESOLVED: To note that Councillor Jean Lammiman declared a personal and prejudicial interest in agenda item 5, Review of Complaint, by virtue of having a close association with one or more of the parties involved.

[Note: Having declared a prejudicial interest, Councillor Jean Lammiman withdrew from the meeting, by virtue of which the meeting became inquorate].

(Note: The meeting, having commenced at 5.39 pm, became inquorate at 6.53 pm)

(Signed) MS SHEILA DARR
Chairman

REVIEW SUB-COMMITTEE

13 NOVEMBER 2008

Chairman * Mr Mohammad Rizvi

Councillors: * Mitzi Green * Jeremy Zeid

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**3. **Appointment of Chairman:****RESOLVED:** To note that the Independent Member, Mr M Rizvi, would serve as the Chairman of the Sub-Committee for this meeting.4. **Membership:****RESOLVED:** To note that, in a change to the membership advertised on the front of the agenda, Councillor Jeremy Zeid was serving on the Sub-Committee for this meeting in place of Councillor Tom Weiss.5. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business to be transacted at this meeting.6. **Minutes:****RESOLVED:** That the minutes of the meeting held on 4 November 2008 be deferred until the next meeting.7. **Terms of Reference:****RESOLVED:** That the Terms of Reference of the Sub-Committee be noted.8. **Exclusion of the Press and Public:****RESOLVED:** That the press and public be excluded from the meeting for the following item for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
6.	Review of Complaint	The item contains exempt information under paragraphs 1, 2 and 5 of Part I of Schedule 12A to the Local Government Act 1972, in that it contains information relating to any individual, information which is likely to reveal the identity of an individual, and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

9. **Review of Complaint:**

Further to a decision of the Assessment Sub-Committee that no action be taken in respect of an allegation that a member of the Authority had failed or may have failed to comply with the Authority's Code of Conduct, a request to review the decision had been received from the person making that allegation.

The Review Sub-Committee considered a report of the Director of Legal and Governance Services which set out the documentation considered by the Assessment Sub-Committee, the notice detailing the decision of the Assessment Sub-Committee, the request for the review, and independent advice obtained in relation to the review request.

The Sub-Committee having fully considered and discussed the report, with each Member setting out their individual thoughts on its contents, it was

RESOLVED: That (1) the decision of the Assessment Sub-Committee appeared to have been a reasonable one based on the information available to it;

(2) no new information concerning the complaint considered by the Assessment Sub-Committee had been put forward which might have affected the decision it had reached; and

(3) the decision of the Assessment Sub-Committee be upheld.

(Note: The meeting having commenced at 7.30 pm, closed at 8.18 pm)

(Signed) MR MOHAMMAD RIZVI
Chairman

ASSESSMENT SUB-COMMITTEE

20 NOVEMBER 2008

Chairman * Dr J Kirkland

Councillors: * Husain Akhtar * Mitzi Green

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**13. **Appointment of Chairman:****RESOLVED:** To note that the Independent Member, Dr J Kirkland, would serve as the Chairman of the Sub-Committee for this meeting.14. **Minutes:****RESOLVED:** That the minutes of the meeting held on 25 September 2008 be taken as read and signed as a correct record.15. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business to be transacted at this meeting.16. **Assessment Sub-Committee - Terms of Reference:****RESOLVED:** That the Terms of Reference of the Sub-Committee be noted.17. **Exclusion of the Press and Public:****RESOLVED:** That the press and public be excluded from the meeting for the following item for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
6.	Complaint – Breach of Code of Conduct	The item contains exempt information under paragraphs 1, 2 and 5 of Part I of Schedule 12A to the Local Government Act 1972, in that it contains information relating to any individual, information which is likely to reveal the identity of an individual, and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

18. **Complaint - Breach of Code of Conduct:**

Members considered a report of the Director of Legal and Governance Services, which set out details of a complaint that a Member had failed or may have failed to comply with the Authority's Code of Conduct, and independent advice obtained in relation to the complaint.

The Sub-Committee having fully considered and discussed the report, with each Member setting out their individual thoughts on its contents, it was

RESOLVED: That the complaint be determined as requiring no further action.

(Note: The meeting having commenced at 9.01 am, closed at 12.06 pm)

(Signed) DR J KIRKLAND
Chairman

OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD ON 4 NOVEMBER 2008

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

* Denotes Member present
(2) and (4) Denote category of Reserve Members
† Denotes apologies received

[Note: Councillor Barry Macleod-Cullinane, Portfolio Holder for Adults and Housing, also attended this meeting to speak on the item indicated at Minute 431 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

423. **Welcome:**
The Chairman welcomed the Portfolio Holder for Adults and Housing and the Corporate Director of Adults and Housing to the meeting. He welcomed students from the University of Westminster who had come to observe the meeting, and introduced Ofordi Nabokei, Scrutiny Officer, to Members of the Committee.

During the course of the meeting and upon their arrival, the Chairman welcomed Sarah Crowther, Chief Executive of Harrow Primary Care Trust (PCT), and Julie Taylor, Head of Contracts at Harrow PCT, to report on items relating to Kenmore Clinic – Future Service Delivery and Improving Stroke and Major Trauma Services in London.

424. **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 B E Gate Councillor Vina Mithani	Councillor Rekha Shah Councillor Ashok Kulkarni

425. **Declarations of Interest:**

RESOLVED: To note that the following interest was declared:

Agenda Item 12 – Right to Manage Process (RTM)
Councillor Yogesh Teli, in his capacity as Cabinet Assistant (Support Member) to the Portfolio Holder for Adults and Housing, declared a prejudicial interest in this item as he had been present at meetings when decisions relating to the Right to Manage Process had been made.

He would leave the room during discussion and decision relating to this item.

426. **Arrangement of Agenda:**
Item 12 (Right to Manage Process) was considered after item 9 (Report from Lead Members). During the course of the meeting, item 13 (Standing Scrutiny Review of the Budget – Initial Report) was brought forward and considered before items 10 and 11 (Kenmore Clinic – Future Service Delivery and Improving Stroke and Major Trauma Services in London, respectively).

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

427. **Minutes:**

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

428. **Public Questions/Petitions/Deputations:**

RESOLVED: To note that no public questions were put, or petitions or deputations received, at this meeting under the provisions of Overview and Scrutiny Procedure Rules 8, 9 and 10 (Part 4B of the Constitution) respectively.

429. **References from Council/Cabinet:**

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

430. **Report from Lead Members:**

RESOLVED: To note that there were no reports from Lead Members.

431. **Right to Manage Process (RTM):**

The Committee received a report of the Divisional Director of Housing Services, which set out the background in relation to the process leading up to the appointment of First Call, a company acting as an Independent Tenant Advisor, the process adopted by First Call in regard to the Right to Manage Process and the subsequent allegations made by residents about the manner in which information had been obtained from them by First Call thereby giving rise to concerns amongst Members.

The Portfolio Holder for Adults and Housing introduced the report and explained the reasons why this matter had been brought before the Overview and Scrutiny Committee. The Portfolio Holder stated that the Corporate Director and he were 'uncomfortable' with the Right to Manage process adopted and associated allegations, which ought to be examined by the Committee. The transparency of the Right to Manage Process was being questioned by residents. He referred to the number of complaints received and the concerns expressed at the Tenants' and Leaseholders' Consultative Forum meeting held on 22 July 2008. As a result, the Overview and Scrutiny Committee was being asked to carry out an investigation with a view to substantiating the allegations.

A Member of the Committee stated that residents had also alleged that First Call had not given them any details of the Process or been kept informed. Communication was also an issue.

In response to questions from Members, the Portfolio Holder and the Corporate Director of Adults and Housing stated as follows:

- the Right to Manage Process had been introduced by the government with a view to empowering and encouraging residents to take ownership of their homes;
- the main issue that needed investigation was First Call's conduct and it would be helpful if the Committee availed itself of the practices adopted elsewhere, as part of its investigations;
- the lack of communication and the legitimacy of the process adopted by First Call was being questioned by residents;
- the timescales would be dependent on Scrutiny. However, the process would need to be closed down until the investigation was carried out. The government would be informed accordingly, as the Council would need to ensure that funding was not lost as a result;
- they were in agreement that the sampling exercises in Central Harrow, South Harrow and West Harrow/Pinner appeared to be inadequate. The level of participation was too low and that this matter ought to be part of any investigation conducted by the Committee. This would help verify the allegations being made and enable the Council to rebuild relationships and secure a better outcome for residents.

Members of the Committee agreed that Scrutiny should examine the concerns of residents and discussed how this ought to be done. Various suggestions were put forward by Members, including the involvement of Councillors serving on the Tenant' and Leaseholders' Consultative Forum and the possibility of setting up a Challenge Panel. There was general agreement that, in the first instance, the issues be referred to the relevant Scrutiny Lead Members to investigate and report back initially to the December 2008 meeting of the Committee. The need for more detailed investigation would be considered at that meeting and it was anticipated that a final report would be submitted to the 10 February 2008 meeting of the Overview and Scrutiny Committee. Following advice from the Scrutiny Manager, it was

RESOLVED: That (1) current issues set out in the report be considered and any appropriate action to resolve them be suggested;

(2) the issues relating to the Right to Manage Process be examined initially by the Policy and Performance Scrutiny Lead Members for Sustainable Development and Enterprise together with Councillor representatives from the Tenants' and Leaseholders' Consultative Forum and reported to the 9 December 2008 meeting of the Overview and Scrutiny Committee;

(3) the decisions and a summary of the Overview and Scrutiny Committee's discussions be reported to the Tenants' and Leaseholders' Consultative Forum.

432. **Standing Scrutiny Review of the Budget - Initial Report:**

The Committee received an interim report of the Scrutiny Standing Review of the Budget in response to a growing recognition of the need to improve scrutiny's response to the budget. The Review Group had considered a range of evidence regarding the Council's processes and examined national best practice. The Members of the Review Group had also visited a number of London boroughs to discuss their management of finances.

The Chairman of the Review Group introduced the report, which set out a number of recommendations on the Council's budget setting process as part of the First Phase of the Project. The next Phase would consider some of the long-term issues, which would help improve the Council's financial performance.

The Chairman of the Review Group stated that the Review had focused on the way the Council set the budget and had spent time considering best practice in other boroughs, such as Wandsworth, Ealing, Hillingdon and Hounslow. Information gathered from these visits had formed the core of the Review Group's recommendations. He added that, in recognition of the realisation that local authorities were unlikely to be able to either increase Council Tax, or receive an increase in grant, the Review Group had looked at ways of reducing costs and joint provision of services. The Review Group also hoped to consider the Council's Charging Policy.

Phase 2 of the Review was about to get underway and some of the proposed projects for inclusion in this phase were included in the appendix to the report. The Review Group was also meeting with the Chairman and Vice Chairman of the Performance and Finance Sub-Committee in December 2008 to plan ahead for the special meeting with the Leader of the Council and the Corporate Director of Finance, which would consider the 2009/10 Budget.

In response to a query from a Member regarding the Strategy for the Disposal of Assets, the Scrutiny Manager stated that the Executive was being recommended to have one in place. She added that informal discussions on the proposed recommendations of the Review Group with some of the Members of the Executive had already taken place. Another Member congratulated the Review Group on the work undertaken, which he was confident would assist the Executive in improving the budget process.

RESOLVED: That (1) (a) progress towards the achievement of the '9-point plan' and the subsequent Council Improvement Programme be monitored by the scrutiny function;

(b) political direction/clarity of purpose be welcomed and, in accordance with recommendations relating to service and budget planning, the Review Group would seek to contribute to the determination and monitoring of these objectives;

(c) further work be undertaken to examine the robustness of the service and budget planning process, using case studies in particular service areas;

- (d) the process for scrutiny's engagement in the service and budget planning, as outlined in the report, be referred to the Executive for comment;
 - (e) that the opportunity for Overview and Scrutiny to contribute to and comment on the development of Directorate Service Plans be identified and built into the Overview and Scrutiny Work Programme;
 - (f) the Performance and Finance Sub-Committee and the Overview and Scrutiny Committee contribute to the monitoring process and pay particular attention to the quality of information being presented through the management information system and how it was being acted upon. In this context it was noted that the possible investigation of the performance management process being considered was part of the Performance and Finance Sub-Committee's Work Programme for the forthcoming year and which might support the monitoring process;
 - (g) the Council investigate the potential of introducing a zero-based budgeting process to ensure that the limited funds were being effectively targeted at real need and that the most effective means of meeting these needs were adopted;
 - (h) further work to investigate the potential offered via shared services be undertaken by the Review Group during the 2nd Phase;
 - (i) learning from this Review and the Review on 'Delivering a Strengthened Voluntary and Community Sector' be shared to ensure that the Council makes the most effective use of its budgets and partnerships;
 - (j) the Council ensure that the most appropriate areas were selected for inclusion in the fundamental service review programme and that the methodology followed was robust enough to deliver a root and branch analysis of the effectiveness of the service;
 - (k) selection of reviews for either fundamental service review or for scrutiny consideration should follow a similar rationale and the two programmes should not duplicate each other.
 - (l) whilst the delivery of 'quick wins' was an attractive element of the fundamental service review process, there could be potential pitfalls in this. As such, it was recommended that scrutiny be engaged in determining the programme of reviews, their scoping and in the consideration of the proposals made. Lead Councillors should also participate in the process either as Members of reviews or by being invited to provide evidence to a project group;
 - (m) the every effort be made to ensure that use of financial management information becomes a cornerstone of the management competencies of the Council. In particular, the Council must ensure that managers become expert in the use of the SAP financial reporting systems;
 - (n) progress toward the delivery of the action plan derived from the financial effectiveness review be monitored by the Performance and Finance Sub-Committee;
 - (o) the Council ensure that the budget setting process was ongoing;
 - (p) the Executive assure that a formal strategy for the disposal of assets would be in place, that this safeguards the value of the Council's assets and was cognisant with/of the changed economic context for development;
- (2) the proposed programme of activity for Phase 2 of the Review be agreed;
- (3) the report be referred to Cabinet;
- (4) a further report on completion of the activities included in Phase 2 be submitted to Committee in Summer 2009.

433. **Kenmore Clinic - Future Service Delivery:**

The Committee considered a report of the Chief Executive of Harrow Primary Care Trust (PCT) on the current status of Kenmore Clinic and the actions proposed to address current issues within the site to ensure the ongoing delivery of primary and

community health services in the area. The Decant Plan for services currently provided at the Kenmore Clinic site had been made available to Members separately.

In response to questions from Members, Sarah Crowther, Chief Executive of Harrow PCT and Julie Taylor, Contracts Manager for Harrow PCT, responded as follows:-

- Kenmore Clinic needed to be closed down as the cost of works to maintain the site in its current state were substantially higher than had originally been envisaged;
- the site ought to have been redeveloped sometime ago, however, a small investment in the buildings, with a view to keeping the Clinic open, was considered to be inappropriate. Carrying out minor works would not provide value for money. It was envisaged that healthcare facilities would be provided on the site as part of the redevelopment proposals. Currently the services provided on the site were limited and, as part of the De-cant Plan, these services would be re-located elsewhere, such as to local GP surgeries and the Belmont Health Centre;
- it was acknowledged that transport facilities to Belmont Health Centre were inadequate but the PCT had tried to avoid extending journeys unnecessarily. The PCT would welcome suggestions from Members. A Member suggested that the PCT ought to reconsider the transfer of services to the Belmont Health Centre. The Member also suggested keeping open part of the Kenmore Clinic. The Chief Executive for Harrow PCT undertook to take the suggestion to the PCT Board.

A Member requested that the PCT re-visit the provision of children's services, re-locate the services for the vulnerable to local GPs and allow those who were not registered with those GPs to use the services. She asked that the redevelopment plan for the site be submitted to Members and that residents be consulted on the proposals. She envisaged that residents would be upset at the suddenness of the closure of Kenmore Clinic. In response, the Chief Executive for Harrow PCT confirmed that a local GP had expressed an interest in re-developing the Kenmore Clinic site. The PCT envisaged that the site would re-open within a period of 18 months.

In response to further questions, the Chief Executive for Harrow PCT stated that:-

- some services relocated from Kenmore Clinic were likely to remain with GPs. New services would be provided on the re-developed site;
- consultation would include a draft specification of services, which would be based on the confines of the 'footprint' of the site. The hours of opening were also an issue, as the PCT would be expecting services to be provided from 8.00 am to 8.00 pm. Relocation of staff would be carried out according to the Decant Plan;
- in comparison with other sites in Harrow, Kenmore Clinic site was poor and it needed to be closed. The Health and Safety Review carried out in August 2008 had also reported on the range of issues that needed addressing. It was expected that other GPs might be extended/reviewed;
- a planned strategy was essential and the provision around the Children Centres needed to be taken forward;
- the decant of Kenmore Clinic would be phased in over a period of 6-8 weeks at which point patients would be re-directed to other GPs. GPs had confirmed that they would be able to cope with the additional demand. A clear communication plan would be drawn up.

Another Member commented on the need to ensure adequate parking and transport facilities in any future re-development of the site. He stated that whilst the PCT was looking to the future, the provision of services now in Queensbury and Kenton East Wards was an issue in light of the proposed closure of Kenmore Clinic and the situation in relation to Mollison Way surgery.

The Chief Executive for Harrow PCT stated that the PCT was aware of the adverse impact on residents and agreed that it would have been helpful if the PCT had been in a position to give sufficient notice. In relation to Mollison Way surgery, the outcome of the consultation would be reported to the PCT Board in November 2008. The future of

a polyclinic on Kenmore Clinic site was dependent on the outcome of the decision on Mollison Way surgery.

Members were informed that the PCT would consider mitigating the negative impact on residents in various ways such as the provision of a home service to the vulnerable and paying for travel to another clinic. A Member commented that the closure of the Kenmore Clinic site would put pressure on services and recommended that the PCT give priority to the re-development of this site. She asked for details of the communications with GPs and the hard to reach groups. The Chief Executive of Harrow PCT stated that the draft consultation document would initially be submitted to the PCT Board in December 2008 and would be reported to the Overview and Scrutiny Committee thereafter.

RESOLVED: That the report be noted and that the draft consultation document for the Kenmore Clinic site be submitted to the Overview and Scrutiny Committee.

434. **Improving Stroke and Major Trauma Services in London:**

The Committee received a programme brief, issued by the Healthcare for London, for consideration by the Primary Care Trust Boards in September 2008. The report set out proposals to significantly improve the care delivered to stroke and trauma patients across London.

The Chief Executive for Harrow PCT reported that the PCT Board had agreed to appoint her to represent them at the Joint Committee of PCTs. She added that the meetings were also attended by the Chair of the Joint Overview and Scrutiny Committee (JOSC).

The Committee was informed that consultation on the proposals from Healthcare for London would commence in January 2009. The Joint Committee of the PCTs would decide on the designation of stroke and trauma centres. Implementation was dependent on which centres were chosen and whether any of these sites would need to be upgraded. The likely implementation date was Autumn 2009. Of particular interest would be the centres designated and their implications on Harrow residents.

The designation of stroke centres would be of particular importance to Harrow PCT, because of the increased prevalence of stroke amongst Harrow residents. Of immediate concern was that there were no centres in London that had 24/7 access to specialist equipment for stroke patients and the quality of service across London was considered to be poor. In addition, when patients were relocated to their local stroke units for rehabilitation, it was important that the ongoing care provided there was excellent. The Chief Executive for Harrow PCT stated that, currently, the ambulance service took stroke patients to their nearest hospital. Heart patients were taken to specialist hospitals.

Harrow PCT would undertake full consultation on the proposals. All residents would be consulted. Those boroughs on London's borders would also be consulted by Healthcare for London. Traffic analysis had been carried out and would form the basis of where the Centres ought to be located. Other factors that would be taken into account were the quality of existing Units, geographical spread and local prevalence. Central London periphery had the highest rates of stroke; however the majority of services were currently based in Central London. Stroke patients in Harrow were likely to be taken to Northwick Park Hospital. The Chief Executive for Harrow PCT acknowledged that the service was inadequate and pointed out that the specialist workforce for stroke patients was not currently available in the market.

The Chief Executive for Harrow PCT stated that a technical plan would be prepared once the designation process had been completed. The PCT's intention was to ensure a swift and smooth transition process towards the newly designated Centres.

RESOLVED: That the report be noted.

435. **Any Other Business:**

(i) **Attendance at Performance and Finance Scrutiny Sub-Committee**

The Chairman of the Sub-Committee took this opportunity to ask about the PCT's non-attendance/lack of representation at the Sub-Committee meeting held on 29 October 2008. In response, the Chief Executive for Harrow PCT stated that owing to the short notice given, she was not able to re-schedule a meeting with her Directors. She understood that questions relating to the Obesity Review Report would be submitted to her to respond.

The Chairman of the Sub-Committee agreed to look into the matter of late notice given to the PCT. He informed the Chief Executive of Harrow PCT that the next scheduled meeting of the Sub-Committee was 20 January 2008.

(ii) Overview and Scrutiny Committee – Change in status of December 2008 Meeting(s)/ Additional Meeting

The Chairman informed Members that there would be two meetings of the Committee in December 2008. The scheduled meeting of 9 December would be an ordinary meeting, and a Special meeting had been convened on 17 December for a Question and Answer Session with the Leader and the Corporate Director of Finance on the 2009/10 budget proposals.

RESOLVED: That the Special meeting on 17 December 2008 commence at 7.00 pm instead of 7.30 pm, subject to the availability of the Leader and the Corporate Director of Finance at the earlier start time.

(Note: The meeting, having commenced at 7.32 pm, closed at 9.43 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD
Chairman

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD ON 25 NOVEMBER 2008

Chairman:	* Councillor Stanley Sheinwald	
Councillors:	* John Cowan (1) * Mrs Margaret Davine * B E Gate * Mitzi Green * Ashok Kulkarni (2) * Jerry Miles	* Janet Mote * Anthony Seymour * 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
(1) and (2) Denote category of Reserve Members
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

436. **Janet Skipworth:**
Members were informed that Janet Skipworth, a former Liberal Democrat Councillor for Headstone North Ward, Harrow, had died recently. Councillors B E Gate and Anthony Seymour paid tribute to her and the work she had carried out in Harrow. The Committee observed a minute's silence in her memory. Members asked that their condolences be conveyed to her husband, John Skipworth.
437. **Welcome:**
The Chairman welcomed the following officers from the Children's Services Directorate:-

Gail Hancock, Head of Service for Safeguarding, Family Placement and Support
Adrian Parker, Head of Service, Achievement and Inclusion
Roger Rickman, Head of Service, Special Needs Services.

Councillor John Cowan was also welcomed to his first meeting of the Committee.
438. **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 Manji Kara
Councillor Vina Mithani | Councillor John Cowan
Councillor Ashok Kulkarni |
439. **Declarations of Interest:**
RESOLVED: To note that the following interests were declared:-

Agenda Items 11/12/13 – 2004-2008 Educational Attainment/Special Educational Needs/Care Matters Update – Harrow's response to Children and Young Person's Bill
Councillor Janet Mote declared interests in that she was a governor of St John Fisher School and that during May 2006 – May 2008 she had been Portfolio Holder for Children's Services and was, currently, the Chairman of Council's Corporate Parenting Panel. She would remain in the room to take part in the discussion and decision relating to these items.

Agenda Item 12 – Special Educational Needs
The following declared personal interests in their capacity as school governors. They would remain in the room to take part in the discussion and decision relating to this item.

Councillor

John Cowan
Yogesh Teli
Dinesh Solanki
Ashok Kulkarni
Jerry Miles
Mitzi Green
Mrs Margaret Davine

Governor of

Aylward School
Elmgrove First and Middle School
Park High School
Roxbourne First and Middle School
Rooks Heath School
Kenmore Park First and Middle School
Newton Farm First and Middle School

Parent Governor Representative

Mrs Despo Speel

Governor of

Cannon Lane Middle School

General Interest

Councillor Stanley Sheinwald declared a personal interest, as he was Chair of Carers' Partnership Group. Should Carer matters be discussed under any of the items on the agenda, he would remain in the Chair and take part in the discussion and decision relating to the item.

440.

Minutes:

In accordance with the Local Government Act (Access to Information) Act 1985, the minutes of the meeting held on 4 November 2008 were admitted late to the agenda in order that the minutes could be approved at the earliest opportunity. The minutes had not been available at the time the agenda was printed and circulated due to the proximity of the meetings and the need to consult.

RESOLVED: That the minutes of the meeting held on 4 November 2008 be taken as read and signed as a correct record.

441.

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 Overview and Scrutiny Procedure Rules 8, 9 and 10 (Part 4B of the Constitution) respectively.

442.

Change in Membership of Performance and Finance Scrutiny Sub-Committee:

RESOLVED: That Councillor Eric Silver be replaced by Councillor John Cowan as 1st Reserve on the Performance and Finance Scrutiny Sub-Committee.

443.

References from Council/Cabinet:

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

444.

Report from Lead Scrutiny Members:

The Committee received a report from the Assistant Chief Executive, which set out matters that had been considered by the Scrutiny Policy and Performance Lead Members for Children and Young People. At the meeting it was clarified that, with respect to transition from children and young people to adults, a number of inspections had been carried out.

Since the report from the Scrutiny Lead Members had been circulated, and following the decision of the Overview and Scrutiny Committee meeting held on 4 November 2008, the Scrutiny Policy and Performance Lead Members for Sustainable Development and Enterprise had met with representatives from Tenants' and Leaseholders' Consultative Forum on 18 November 2008 to examine the Right to Manage Process. In light of its importance, the Lead Members gave an oral report on this matter.

The Scrutiny Lead Members for Sustainable Development and Enterprise stated that, in their opinion, a 2-day Challenge Panel would be required. They suggested that the first day of the Challenge Panel involve meeting with tenants' and leaseholders' representatives first and then with representatives of the Tenant Management Organisations (TMOs), and the second day of the Challenge Panel involve First Call, the company acting as an Independent Tenant Adviser. The Lead Members sought the agreement of the Committee to proceed with the Challenge Panel, elect Chairmen and Membership. It was intended to report back to the Committee on the outcome of the Challenge Panels in January 2009.

The Scrutiny Policy and Performance Lead Members for Corporate Effectiveness and Finance had also met since the report had been circulated. They would be examining four specific areas.

RESOLVED: That (1) in relation to Care Matters, Scrutiny Performance and Policy Lead Members for Children and Young People decide on further action following the consideration by this Committee of the update report (Resolution 448 refers);

(2) in relation to the Adoption Inspection, the Scrutiny Performance and Policy Lead Members for Children and Young People obtain and read the full Adoption Inspection report and discuss it with the Director of Children's Services;

(3) in relation to the Obesity Review, Committee Members and officers consider how monitoring of the implementation of recommendations could be improved;

(4) in relation to Transition from Children and Young People to Adults matters, the Scrutiny Performance and Policy Lead Members for Children and Young People discuss the provision of a link officer with the Corporate Director of Children's Services;

(5) in relation to the Right to Manage Process

(i) a 2-day Challenge Panel on the basis set out in the preamble above be agreed;

(ii) the chairing of the 2-day Challenge Panel be shared by Scrutiny Performance and Policy Lead Members for Sustainable Development and Enterprise and the Panel's membership be as follows: Councillors Bob Currie, Jerry Miles, Dinesh Solanki, Jerry Miles, Bob Currie and, subject to their availability which was dependant on the dates of the Challenge Panel, Councillors Anthony Seymour, Stanley Sheinwald and Mark Versallion;

(iii) further communication on the dates for the Challenge Panel to be communicated electronically;

(6) it be noted that the Scrutiny Policy and Performance Lead Members for Corporate Effectiveness and Finance would be examining the following areas:-

- Strategic Workforce Development Plan
- Middle Management Development Programme
- Local Area Agreement (LAA), in particular pump priming money
- Councillor Call for Action and why it was not operational in Harrow.

445. **Minutes of the Performance and Finance Scrutiny Sub-Committee meeting held on 29 October 2008:**

In accordance with the Local Government Act (Access to Information) Act 1985, the minutes of the meeting held on 29 October 2008 were admitted late to the agenda so that actions arising from the Minutes could be agreed and taken, as appropriate. The minutes had not been available at the time the agenda was printed and circulated as they were being consulted on.

The Chairman of Performance and Finance Scrutiny Sub-Committee stated that a new approach was being taken whereby the minutes of the Sub-Committee would be presented to its parent Committee with a view to the Committee agreeing the actions arising. He drew attention to issues around the ownership of the Obesity Review recommendations, a matter that had also been raised under the Report from Lead Members earlier at this meeting and stated that updates on the implementation of the recommendations arising would be sought through Directorate Improvement Plans. The Primary Care Trust would be invited to the January 2009 meeting of the Performance and Finance Scrutiny Sub-Committee to report back on progress made on recommendations arising from the Obesity Review.

A Member agreed that the monitoring of recommendations arising from the Obesity Review recommendations was important and suggested that reminders ought to be sent every two months to stakeholders.

RESOLVED: That the actions arising from the minutes of the Performance and Finance Scrutiny Sub-Committee meeting held on 29 October 2008 be noted and in so far as is necessary, agreed.

(See also Minute 444).

446. **2004 to 2008 Educational Attainment:**

The Committee received a report of the Director of Schools and Children's Development, which set out Harrow's results from Foundation Stage Profile to GCSE from 2004 to 2008. The report included comparisons with statistical neighbours and against national averages.

An officer drew attention to the trends in results and stated that pupils in Harrow schools made good progress. Those entering the system at below average level made vast improvements by end of Key Stage 4 and left the system well above average. Harrow was 9% ahead of the national average. The challenges that lay ahead were maintaining and improving results with a changing pupil population in Harrow. The key challenge was to narrow the gap in overall performance and underachievement in some groups, such as disadvantaged groups and some ethnic groups including white children.

The officer added that at Foundation Stage, Harrow's results were below national average. By age 7, they were at national average, and by age 11 they were at or above national average. The key indicator for age 13 pupils was 5 good GCSE results inclusive of Maths and English. The educational outcomes of pupils at age 18 and beyond would only be available in future years.

In response to questions from the Committee, the officer stated that:

- measures had been put in place to improve outcomes at Foundation and pre-Foundation/Nursery Stages, which involved working with parents. The gaps in achievement were 'stubborn' due to changes in context, for example, the norm for the Somali Community was to stay at home. These measures/links needed embedding before their impacts could be assessed;
- the National Strategy was one of Harrow's support mechanisms. Learning from neighbours was a crucial factor in making improvements and reducing gaps. Foundation Stage teachers continued to learn from their counter-parts in other boroughs. An inconsistent approach to the National Strategy might also be a contributing factor and officers needed to identify real issues in this area;
- a comprehensive list of outcomes were measured at Foundation Stage, such as mathematical ability and personal and social development. In total, eight outcomes were measured;
- teaching in classrooms with mixed ability pupils was no longer directed to those with lower ability, instead 'personalisation' was in place and there was a greater emphasis to 'plan' progress for all pupils. The negative impact on pupils with above average ability in a mixed ability classroom had been reduced by this approach;
- comparison with neighbours was based on statistical neighbours and chosen by the Department for Children, Schools and Families (DCSF). Brent was not considered to be Harrow's statistical neighbour;
- there was a significant drop in pupils achieving Levels 4 and 5 or above in Key Stage 2 Science. Nationally the averages were less than in Harrow. There was no real explanation for the significant drop in Harrow, which could have been due to the pupils, teaching methods or other factors.

A Member commended the work being done by the Children's Services Directorate with Children's Centres and the adoption of good practice models from other authorities in making improvements at Key Stages 2 and 3. These measures combined with improved planning by teachers would add value and help improve results. Whilst also commending the work of the Directorate, another Member highlighted the importance of the role of parents and the need for the stakeholders to support each other and work together to add value to the education system. It was important that the authority supported lone parents in particular.

In response, the officer stated that family numeracy and literacy programmes were being run and that Canons Cluster had set up a Parent Ambassador Scheme, which had received national recognition/interest.

RESOLVED: To note the report.

(See also Minute 439)

447. **Special Educational Needs:**

The Committee considered a report of the Director of Schools and Children's Development setting out the number of children with Special Educational Needs (SEN) Statements, the number of children at School Action Plus, the number of requests for statutory special needs assessments and the use of the Advisory Service for Parents.

An officer introduced the report and updated the Committee by explaining how children with SEN were identified, and responded to questions as follows:-

- achievement of children with SEN in Harrow was good in comparison with its statistical neighbours. The support role provided was fair and equitable and based on need. Expenditure in this area could be volatile. In terms of the differentials in the requests received against those agreed in 2006/07 and 2007/08 could be in the main attributed to preschool requests where the quality of application received could be an issue. This was an area where more support was needed for pre-school providers;
- the significant rise in the overall percentage of Harrow pupils with special needs statements from primary to secondary schools could be associated with difficulty in meeting the needs of older children. It was not due to pupils with SEN being missed out;
- a range of stakeholders were involved in working with pre-school providers. The provision of a specific resource to support the voluntary sector could be considered, as suggested by a Member. However, it ought to be noted that children's needs were not being compromised as a result. School Action Plus was considered to be appropriate in this regard but the situation would be monitored;
- some groups were over-represented in School Action Plus but schools were getting better at differentiating children with SEN, educational experience and learning needs;
- responsibility for School Action Plus was dependant on where the child was being educated. It did not distinguish between a Harrow/non-Harrow resident;
- a comprehensive programme of training was available on a range of topics. A nationally run Development programme was also in place, which covered topics such as dyslexia;
- in terms of the availability of data for pupils with SEN, this was obtained from the Schools' Census and could be overwhelming. There was a steady growth in the number of children with autism. The officer explained the differences between School Action which was action within the school, School Action Plus which was involving external agencies, and Statutory Assessment, which involved the local authority;
- the authority had adopted a method of funding. Costed Statements for those with higher levels of support would be provided;
- additional funding was made available to schools, particularly those that had to deliver on Costed Statements. The number of SEN children was matched by corresponding funding. The ethos was that funding ought to 'follow' the child.

RESOLVED: That (1) the report be noted;

(2) members of the Committee be provided with data on the number of appeals received for refusal to carry out a statutory special needs assessment and how many were successful.

448. **Care Matters Update - Harrow's response to the Children and Young Persons Bill 2007:**

The Committee received a report of the Corporate Director of Children's Services on the Council's response to the Children and Young Persons Bill 2007, which would reform and strengthen the statutory framework around the care system. The Bill contained a range of initiatives and provisions aimed at enabling children and young people in the care system to receive high quality care.

An officer introduced the report and described the actions taken by the Council to improve services for Children Looked After (CLA). These had focussed on improving educational outcomes for CLA, which was a key issue both nationally and at local level

in Harrow. Whilst overall academic performance remained strong, the attainment gap between CLA and their peers remained challenging.

The officer outlined the various initiatives proposed and identified the costs of implementing them. She circulated an aide-memoire outlining the initiatives, and responded to questions as follows:

- stringent safeguarding procedures were in place when employing staff and all staff were CRB checked before they were in post;
- Councillors serving on the Corporate Parenting Panel were CRB Checked;
- life chances of CLA would be improved through education, and a holistic approach taken by independent review officers had been beneficial in this regard;
- advocacy projects, such as 'Your Voice Your Call', had yielded good results and provided opportunities for independent living;
- the Independent Visitor (IV) Scheme, a be-friending scheme developed with Harrow Association of Voluntary Services, would help ensure that the CLA voice was heard. The IV Partnership Co-ordinator would be required to have a range of skills, a background of working with children, the ability to recruit supporting volunteers and previous experience. The volunteers would be assessed on their communication skills and it was intended to seek those outside the professional network;
- the aide-memoire circulated at the meeting concentrated primarily on education where the Council could add value to CLA. However, a whole range of many other services were provided to ensure a holistic approach to caring for CLA;
- the Welfare Call System, a tool for the early identification of CLA school attendance issues, would apply to those living in Harrow, including those CLA outside Harrow. The intention was to re-integrate those affected into schools as soon as possible;
- Choice was offered to CLA beyond age 18, which would allow them to stay with their foster family. A Scheme known as Supported Lodgings whereby CLA could elect to remain with their foster carers had been praised nationally.

Members were disappointed that a previous recommendation of a Scrutiny Review of CLA relating to training for Councillors who were regarded and entrusted as corporate parents had not yet been implemented. It was noted that the Corporate Parenting Panel had raised the same issue. Following a discussion on how this matter ought to be progressed and following consideration of various suggestions, it was

RESOLVED: That (1) the report be noted;

(2) the Chairman of the Overview and Scrutiny Committee write to the Chairman of Member Development Panel with a request that mandatory training for Councillors on their corporate parenting role be arranged as soon as possible and at the latest by July 2009;

(3) once the training sessions referred to in (2) above had been arranged, the Chief Whips of all Groups and the Independent Councillor be requested to ensure that all Councillors attend the training.

(See also Minute 439)

449. **Scrutiny Review Update:**

The Committee considered a report of the Assistant Chief Executive, which summarised progress made on a number of projects in the scrutiny review programme. Officers undertook to provide a detailed report to the next available meeting which would capture all reviews that needed to be progressed.

A Member was of the view that, in light of the matter having been discussed at the meeting that evening, the Committee ought to continue to monitor the Care Matters agenda.

RESOLVED: That (1) progress on the following projects be noted: Delivering a Strengthened Voluntary and Community Sector for Harrow, Standing Scrutiny Review of NHS Finances, Standing Scrutiny Review of the Budget, Extended Schools, Implications of 'Healthcare for London – A Framework for Action', Preparing for the White Paper on Care Matters - Time for Change, and Place Survey;

(2) Councillor Dinesh Solanki's name be included in the membership of Delivering a Strengthened Voluntary and Community Sector for Harrow;

(3) the Care Matters agenda be monitored and submitted to Committee in due course.

450. **Place Survey Challenge Panel - Final Report:**

The Committee received Recommendation 1 of the Performance and Finance Scrutiny Sub-Committee meeting on 29 October 2008 in this regard. The Chairman of Performance and Finance Scrutiny Sub-Committee highlighted that the majority of the recommendations of the Place Survey Challenge Panel had been incorporated into the Place Survey, and felt that this was a good example of the views of a scrutiny review having been rapidly and positively taken on board for the immediate benefit of the Council instead of going through the normal Committee approval processes.

The Scrutiny Manager updated Members on the Place Survey. Unlike some of Harrow's neighbouring boroughs, the Council was on track to obtain the required numbers of responses in the period specified – 1,100 responses by 19 December 2008. The results would be submitted to the Audit Commission by 30 January 2009. This would be unweighted data, which the Commission would process and add weighting factors to. It had not committed to a date for supplying the weighted data back.

RESOLVED: That (1) the Committee revisit the Place Survey in February or March 2009, when the results of the Survey would be available;

(2) the outcomes from the Adults and Housing User Group discussions be submitted to the relevant Scrutiny Lead Members and the Chairman and Vice-Chairman of the Performance and Finance Scrutiny Sub-Committee for consideration when available.

451. **Reconfiguration Findings:**

RESOLVED: To note that this report would be submitted to the 9 December 2008 meeting of the Committee.

452. **Extension and Termination of Meeting:**

In accordance with the provisions of Overview and Scrutiny Committee Procedure Rule 6.6(ii) it was

RESOLVED: At 10.00 pm to continue until 10.15 pm.

(Note: The meeting, having commenced at 7.35 pm, closed at 10.03 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD
Chairman

STRATEGIC
PLANNING
COMMITTEE

REPORT OF STRATEGIC PLANNING COMMITTEE

MEETING HELD ON 5 NOVEMBER 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Husain Akhtar * Graham Henson (2)
 * Don Billson * Julia Merison
 * Mrinal Choudhury * Joyce Nickolay
 * Keith Ferry

* Denotes Member present
 (2) Denotes category of Reserve Member

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
305. Attendance by Reserve Members:

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Thaya Idaikkadar	Councillor Graham Henson

306. Right of Members to Speak:

RESOLVED: That no Members, who were not members of the Committee, had indicated that they wished to speak at the meeting.

307. Declarations of Interest:

RESOLVED: To note that the following interest was declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
11. Planning Applications Received. Item 2/01 - Norbury First and Middle School, 100 Welldon Crescent, Harrow.	Councillor Husain Akhtar	Personal interest in that Councillor Akhtar's grandchildren attended Norbury School. Councillor Akhtar remained in the room and took part in the discussion and decision making on this item.

308. 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.

Any Other Business: Government Proposals with regard to Procedure for Public Hearings

This was the first meeting of the Committee after the Chairman had received a response to a letter sent on the Committee's behalf and it was important that the contents of the letter be reported to the Committee at the earliest opportunity.

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

309. **Minutes:**

RESOLVED: That the minutes of the meeting held on 2 October 2008, be taken as read and signed as a correct record.

310. **Public Questions:**

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

311. **Petitions:**

RESOLVED: To note the receipt of the following petition which was presented by Councillor Mrs Kinnear and referred to the relevant officer for consideration:

- Planning Application at 1-5 Sudbury Hill, Harrow
Petition, signed by 45 residents, against the application for development at 1-5 Sudbury Hill, Harrow.

312. **Deputations:**

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

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

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

314. **Representations on Planning Applications:**

RESOLVED: To note that no requests for representations had been received.

315. **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.

316. **Planning Appeal 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.

317. **Member Site Visits:**

RESOLVED: To note that there were no Member site visits to be arranged.

318. **Any Other Urgent Business:**

Government Proposals with regard to Procedure for Public Hearings

The Chairman informed the Committee of the response from the Secretary of State for Communities and Local Government to her letter of 23 September 2008 regarding proposals for the Planning Inspectorate to apply published criteria as to the procedure to be followed for appeal hearings.

The Committee noted that whilst the appellant and the Council could be in agreement as to the preferred type of hearing (that is, written representations, informal public hearing or full public local enquiry), the Planning Inspectorate could impose an alternative method if the Bill as drafted became law.

The Committee was of the view that the proposals would curtail the ability of the Local Planning Authority to obtain an informal hearing. Local awareness of those applications of great concern to local residents and where there was a significant amount of public interest, made the LPA the most appropriate body to determine the form of hearing rather than an Inspector without local knowledge.

Members considered that the process in Scotland to award costs on all classes of appeal should be extended to England and Wales to prevent unwarranted appeals by written representations.

RESOLVED: That the Chairman be requested to write further to the Secretary of State for Communities and Local Government to convey the continued concerns of the Committee on the proposals, with a copy being sent to the Mayor of London, Vice-Chairman and Nominated Member of the Committee.

(Note: The meeting, having commenced at 6.30 pm, closed at 8.05 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

DECISION: DEFERRED for further investigation into traffic implications, possible crime and disorder implications, and the government position on the reduction in the number of takeaways.

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

SECTION 5 - PRIOR APPROVAL APPLICATION

LIST NO: 5/01 **APPLICATION NO:** P/3181/08/GL

LOCATION: 'Ferrari House', 102 College Road, Harrow

APPLICANT: Orange PCS LTD

PROPOSAL: Prior Approval For Siting And Appearance: Three Sectored Antennae, One 300mm Diameter Dish Together With Four Equipment Cabinets On The Rooftop

DECISION:

- 1) Prior approval of details of siting and appearance is required
- 2) GRANTED prior approval of details of siting and appearance for the development described in the application and submitted plans, subject to the informatives reported.

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

DEVELOPMENT
MANAGEMENT
COMMITTEE

REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE

MEETING HELD ON 19 NOVEMBER 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Husain Akhtar * Julia Merison
 * Don Billson * Jerry Miles (3)
 * Mrinal Choudhury (1) * Joyce Nickolay
 * Keith Ferry

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

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
288. Attendance by Reserve Members:

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

Ordinary Member

Councillor Thaya Idaikkadar
 Councillor Krishna James

Reserve Member

Councillor Jerry Miles
 Councillor Mrinal Choudhury

289. Right of Members to Speak:

RESOLVED: That, in accordance with Committee Procedure Rule 4.1, the following Councillor, who was not a Member of the Committee, be allowed to speak on the agenda items indicated:

Councillor

Christopher Noyce

Planning Application

Item 2/01 – 174 Exeter Road, Rayners Lane.

Item 2/10 – 39 High Worples, Harrow.

290. Declarations of Interest:

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

291. Minutes:

RESOLVED: That the minutes of the meeting held on 16 October 2008, be taken as read and signed as a correct record.

292. 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 respectively.

293. Reference from Council and other Committees/Panels:

The Committee received a petition which had been referred from the Council meeting held on 30 October 2008, relating to objections on the proposed development at 90 Kingsfield Avenue.

RESOLVED: That the petition be received and noted.

294. Representations on Planning Applications:

RESOLVED: To note that no requests for representations had been received.

295. **Planning Applications Received:**

RESOLVED: That (1) in accordance with the provisions of the Local Government Act 1985, the following information be admitted to the agenda by reason of the special circumstances and grounds for urgency stated:

<u>Item</u>	<u>Special Circumstances / Reasons 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) 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.

296. **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.

297. **Member Site Visits:**

RESOLVED: That Member Site Visits to the following sites take place on Saturday 13 December 2008 from 9.45 am.

2/07 – 53 Brancker Road, Harrow.
2/11 – 11 Rayners Lane, Harrow.
2/14 – 31 Honister Gardens, Stanmore.
2/15 – 439 Alexandra Avenue, Harrow.

(Note: The meeting, having commenced at 6.30 pm, closed at 9.15 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

SECTION 1 – MAJOR APPLICATIONS

LIST NO:	1/01	APPLICATION NO:	P/2843/08/DC3
LOCATION:	1-16 Challiner Court; 1-12 Fern Court; 1-12 Price Court; 1-12 Hines Court, Richards Close, Harrow.		
APPLICANT:	Octavia Housing & Care.		
PROPOSAL:	Demolition of 55 Dwellings and Construction of 47 Unit 'Extra Care' Scheme and 29 Flats, Landscaping and Works.		
DECISION:	DEFERRED to the next meeting of the Strategic Planning Committee for further discussion with the applicant.		

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO:	2/01	APPLICATION NO:	P/2384/08/SB5
LOCATION:	174 Exeter Road, Rayners Lane.		
APPLICANT:	Mr Dejo Abolade.		
PROPOSAL:	Single Storey Front Extension; External Alterations and Conversion to Two Flats and New Vehicle Access.		
DECISION:	<p>REFUSED permission for the development described in the application and submitted plans, as amended on the addendum, for the following reasons:</p> <p>(i) The parking space to the rear of the property is not easily accessible, cannot be used for a Life Time Home parking space and involves level changes between the space and the front door which would be detrimental to the residential amenity of the future occupiers, contrary to HUDP policies D4 and D5, SPD Accessible Homes (2006) and policy 3A.5 of the London Plan.</p> <p>(ii) The proposal provides only one parking space, located to the rear of the property, which would give rise to overspill parking on a road which is already under pressure for parking space and which is not resident permit restricted, contrary to HUDP policy T13.</p> <p>[Note: (1) During discussion on the above item, it was moved and seconded that the application be refused for the reasons given. Upon being put to a vote, this was carried.</p> <p>(2) The Committee wished for it to be recorded that the decision to refuse the application was unanimous.</p> <p>(3) The Head of Planning had recommended that the above application be granted].</p>		

LIST NO:	2/02	APPLICATION NO:	P/2355/08/NR
LOCATION:	66 Becmead Avenue, Kenton.		
APPLICANT:	Mrs Gloria Beevay.		
PROPOSAL:	Alterations to Height and Shape of Roof Including Provision of Front Gable Feature and Rear Dormers, Single Storey Front and Rear Extensions, External Alterations.		
DECISION:	<p>GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.</p> <p>[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].</p>		

LIST NO: 2/03 **APPLICATION NO:** P/3809/07/NR
LOCATION: 24-28 Church Road, Stanmore.
APPLICANT: R & C Pankhania.
PROPOSAL: Third Floor Extension to Provide Offices (Class B1), Change of Use of No.24 From Retail to Restaurant/Café (Class A1 to A3), Extract Duct at Rear.
DECISION: DEFERRED to the next meeting of the Strategic Planning Committee for further discussion with the applicant.

LIST NO: 2/04 **APPLICATION NO:** P/2323/08/ML1
LOCATION: Land Adjacent to Compass House, Pynnacles Close, Stanmore.
APPLICANT: Mr Rolly Ltd.
PROPOSAL: Detached 3 Storey Building With Parking, Bin/Cycle Storage and Entrance on Ground Floor, and 2 Floors of Offices (Class B1) on Upper Floors, Access from Church Road.
DECISION: REFUSED permission for the development described in the application and submitted plans, as amended on the addendum, for the following reasons:

(i) The proposed development, by reason of its backland location, size and mass would be incongruous, visually obtrusive and overbearing and would give rise to overdevelopment of the site and detract from the established pattern of development in the area, contrary to policies D4 and D5 of the HUDP.

(ii) The proposed development, by reason of its backland location, would give rise to inaccessible refuse storage and servicing arrangements, thereby resulting in an unworkable situation in respect of refuse collection and overall servicing of the development to the detriment of the amenities within the locality and the development itself and the safety of the vehicular access of service vehicles onto Church Road and within the access roads, contrary to HUDP policies D4 and T15.

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 a vote, this was carried;

(2) Councillors Marilyn Ashton, Husain Akhtar, Don Billson, Julia Merison and Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application.

(3) Councillors Mrinal Choudhury, Keith Ferry and Jerry Miles wished to be recorded as having voted against the decision to refuse the application;

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

LIST NO: 2/05 **APPLICATION NO:** P/3281/08/GL
LOCATION: 76 and 78 Wellington Road, Pinner.
APPLICANT: Fusion Residential LLP
PROPOSAL: Redevelopment to Provide Three Detached Dwellinghouses (Two Two Storey Houses and One Bungalow With Linked Garage); All With Accommodation in Roofspace; Access and Parking.
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to the conditions and informatives 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/2351/08/NR

LOCATION: Bakkavor Pizza / Katies Kitchen, Christchurch Industrial Estate, Forward Drive, Harrow.

APPLICANT: Bakkavor Pizza

PROPOSAL: Retention of Single-Storey Storage and Cold Store Units with Corridor Links to Existing Buildings; Construction of Screen Walls to Front and Rear Elevations.

DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to the conditions and informatives 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/2713/08/GC

LOCATION: 53 Brancker Road, Harrow.

APPLICANT: Mr M Hirani.

PROPOSAL: Single / Two Storey Side and Rear Extensions.

DECISION: DEFERRED for a Member Site Visit.

LIST NO: 2/08 **APPLICATION NO:** P/2674/08/GC

LOCATION: 62 Westbere Drive, Stanmore.

APPLICANT: Mr M Ismail

PROPOSAL: Conversion of Dwelling House to Two Flats With External Alterations; Bin Store and Cycle Store at Side.

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

(i) The proposed development, by reason of cramped, unsatisfactory and inadequate room sizes and layout, would be detrimental to the residential amenities of the future occupiers contrary to HUDP policy D4.

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 a vote, this was carried;

(2) Councillors Marilyn Ashton, Husain Akhtar, Don Billson, Julia Merison and Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application.

(3) Councillors Mrinal Choudhury, Keith Ferry and Jerry Miles wished to be recorded as having voted against the decision to refuse the application;

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

LIST NO: 2/09 **APPLICATION NO:** P/2567/08/MT

LOCATION: 32 Oakhill Avenue, Pinner.

APPLICANT: Mr Anwar Hasham.

PROPOSAL: Demolition of Existing Dwelling House and Redevelopment to Provide 2 X 2 Storey Detached Dwellings With Integral Garages and New Vehicular Accesses.

DECISION: WITHDRAWN by the applicant.

LIST NO: 2/10 **APPLICATION NO:** P/2851/08/SB5
LOCATION: 39 High Worple, Harrow.
APPLICANT: Mr G Sidhu.
PROPOSAL: Conversion To Two Flats; Conversion of Part of the Garage to Habitable Room; External Alterations.
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to the conditions and informatives reported.

LIST NO: 2/11 **APPLICATION NO:** P/2955/08/EJ
LOCATION: 11 Rayners Lane, Harrow.
APPLICANT: Mrs Jassette Sue-Patt.
PROPOSAL: Conversion to Two Flats, Resiting of Vehicle Access, Parking at Front and Rear, External Alterations.
DECISION: DEFERRED for a Member Site Visit.

LIST NO: 2/12 **APPLICATION NO:** P/2645/08/LM
LOCATION: Nower Hill High School, George V Avenue, Harrow.
APPLICANT: Harrow Council.
PROPOSAL: Retention of Two Temporary Classrooms for Two Years to Northern Side of School.
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to the conditions and informatives reported.

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

LIST NO: 2/13 **APPLICATION NO:** P/2444/08/LM
LOCATION: 347-349 Station Road, Harrow.
APPLICANT: Mr Amarjit Mann.
PROPOSAL: Change of Use from Bank (Use Class A2) to Adult Gaming Centre (Sui Generis).
DECISION: DEFERRED at officer's request for further consideration and to await further consultation responses.

LIST NO: 2/14 **APPLICATION NO:** P/2973/08/RD
LOCATION: 31 Honister Gardens, Stanmore.
APPLICANT: Mr and Mrs V and M Chokshi.
PROPOSAL: Single Storey Front; Single Storey/Two Storey Side to Rear; Single Storey Rear Extensions.
DECISION: DEFERRED for a Member Site Visit.

LIST NO: 2/15 **APPLICATION NO:** P/2701/08/SB5
LOCATION: 439 Alexandra Avenue, Harrow.
APPLICANT: Mr Josh Arora.
PROPOSAL: Upper Ground and Lower Ground Floor Rear Extension (Two Storey Extension with Single Storey Projection), New Extract Flue at Rear, 6 X Air Conditioning Units on Roof of Single Storey Projection with Screen Around Roof Edge.
DECISION: DEFERRED for a Member Site Visit.

LIST NO: 2/16 **APPLICATION NO:** P/2583/08/KR
LOCATION: White Cottage, 2 Whitehall Road, Harrow.
APPLICANT: Pacelands Estates Ltd.
PROPOSAL: Retention of Outbuildings (Gazebo and Enclosed Outbuilding) in Rear Garden.
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to the conditions and informatives reported.

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

SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/3249/08/ML1
LOCATION: 15 Bromefield, Stanmore.
APPLICANT: Mr David Singh.
PROPOSAL: First Floor Side Extension.
DECISION: REFUSED permission for the development described in the application and submitted plans, for the reason reported.

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

LIST NO: 3/02 **APPLICATION NO:** P/2312/08/ML1
LOCATION: Oliver House, Bernville Way, Harrow.
APPLICANT: Mr Ajit Pagaria.
PROPOSAL: Change of Use from Warehouse to Function Hall and Commercial Kitchen (Class B8 to D2/B2), with External Alterations Including an Extract Flue.
DECISION: REFUSED permission for the development described in the application and submitted plans, as amended on the addendum, for the reasons reported.

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

LICENSING
AND GENERAL
PURPOSES
COMMITTEE

REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE

MEETING HELD ON 24 NOVEMBER 2008

Chairman: * Councillor Mrs Lurline Champagne

Councillors:	† Husain Akhtar	* Mrs Kinnear
	* Don Billson	* 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 - NIL
PART II - MINUTES
89. Attendance by Reserve Members:

RESOLVED: To note that there are no Reserve Members appointed to this Committee.

90. Declarations of Interest:

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

91. Matters Arising from the Minutes:

- (i) Report on 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

Prior to the consideration of the Minutes, and with the consent of the Chairman, a Member raised a number of concerns with regard to the controlled drinking zone, in particular relating to the wording on the signage for the zone, the monitoring of its enforcement, and its impact on the licensing trade and residents.

Officers advised that they did not believe the police collected data on the enforcement of the zone, as alcohol was usually confiscated and disposed of on the spot. However, they undertook to seek information from the police and local businesses, and then to produce a report including any information received and addressing the issue regarding signage for the next meeting.

RESOLVED: That a report with further information on this matter be submitted to the next meeting.

92. Minutes:

RESOLVED: That the minutes of the meeting held on 23 June 2008 be taken as read and signed as a correct record.

93. Public Questions:

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

94. Petitions:

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

95. **Deputations:**

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

96. **Change in Membership of Pension Fund Investment Panel:**

RESOLVED: That Councillor Tom Weiss be appointed as second Conservative Group Reserve Member on the Pension Fund Investment Panel for the remainder of the 2008/09 Municipal Year, in place of Councillor Robert Benson.

97. **Polling District and Review Working Group:**

The Committee considered a report of the Director of Legal and Governance Services which, in accordance with the Local Government (Access to Information) Act 1985, was admitted late to the agenda on the grounds of urgency, as it needed to be considered by the Committee before the statutory deadline for the publication of the revised Register of Electors on 1 December 2008. The report had not been available at the time that the agenda was printed, as it set out recommendations arising from a meeting of the Polling Districts and Polling Stations Review Working Group which had only taken place on 11 November 2008.

It was noted that the Committee had previously agreed that a review of polling districts and places be undertaken annually. However, the statutory requirements in relation to reviews had now been clarified, and annual reviews would not negate the need for a full review every four years. Annual reviews were also resource intensive and created difficulties in election years. It was therefore agreed that the next review should be a full review in 2011.

A Member expressed concern about the location of a polling station in Roxeth Ward. In response, it was reported that the polling station, and the issues relating to its location, had been considered by the Working Group, but that no alternative venue was available at the present time.

RESOLVED: That (1) the recommendations in relation to polling districts as set out in the Appendix to the report be agreed; and

(2) the next review be completed by 31 December 2011 in accordance with the statutory requirement to conduct a review of all the Borough's polling districts every four years.

98. **Flexible Retirement Update:**

Members received a report of the Corporate Director of Finance, which reminded Members of the provisions of the Council's flexible retirement policy. A confidential appendix to the report setting out the cases agreed to date and their financial impact was included elsewhere on the agenda (see Resolution 100 below).

Clarification was sought on a number of issues relating to the operation of the policy, in response to which further information was provided.

RESOLVED: That the report be noted.

99. **Exclusion of the Press and Public:**

RESOLVED: That the press and public be excluded from the meeting for the following items for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
11.	Flexible Retirement Update – Appendix	The reports contain exempt information under paragraphs 3 and 4 of Part I of Schedule 12A to the Local Government Act 1972, in that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information), and information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising
12.	New Transferee Admitted Bodies Participating in the London Borough of Harrow Pension Fund	
13.	Pension Strain Costs Arising from Organisational Review	

between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

100. **Flexible Retirement Update:**

Further to Resolution 98 above, the Committee considered the confidential appendix to the report, which set out the cases agreed to date under the flexible retirement policy, and their financial impact.

During discussion, Members expressed concern about the impact of the policy on service delivery. In response, officers undertook to amend the business case proforma which Directors were required to complete in support of each flexible retirement application, in order to capture whether Departments were recruiting to fill resultant gaps in staffing.

RESOLVED: That the information be noted.

101. **New Transferee Admitted Bodies Participating in the London Borough of Harrow Pension Fund:**

Members considered a confidential report of the Corporate Director of Finance, which advised of four new transferee admission bodies participating in the London Borough of Harrow Pension Fund.

Members asked a number of detailed questions on issues arising from the report. Members also questioned the usefulness of the Committee receiving reports that were for information only, and at Members' request officers undertook to give this further consideration prior to the next meeting.

RESOLVED: That the report be noted.

102. **Pension Strain Costs arising from Organisational Review:**

The Committee received a confidential report of the Corporate Director of Finance, which set out details of the strain on the London Borough of Harrow Pension Fund arising from the Council's organisational review.

RESOLVED: That the report be noted.

(Note: The meeting, having commenced at 7.33 pm, closed at 8.49 pm).

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE
Chairman

LICENSING AND
GENERAL PURPOSES
PANELS

CHIEF OFFICERS' EMPLOYMENT PANEL

6 NOVEMBER 2008

Chairman: * Councillor David Ashton

Councillors: * Susan Hall * Phillip O'Dell
* Christopher Noyce * Bill Stephenson

* Denotes Member present

PART I - RECOMMENDATIONS -- NIL**PART II - MINUTES**30. **Chairman of the Panel:**

RESOLVED: To note the appointment at the Special meeting of the Licensing and General Purposes Committee on 12 May 2008, under the provisions of Committee Procedure Rule 7.2, of Councillor David Ashton as Chairman for the Municipal Year 2008/09.

31. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
6. Appointments to Chief Officer Posts	This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to individuals.

32. **Membership:**

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

33. **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.

34. **Minutes:**

RESOLVED: That the minutes of the meeting held on 30 April 2008, be taken as read and signed as a correct record.

35. **Appointments to Chief Officer Posts:**

Further to the refinement to the functional responsibilities of the senior management structure agreed by the Cabinet held on 23 October 2008, the Panel considered a report of the Divisional Director of Human Resources, which outlined proposals in relation to that structure.

The Panel noted that the transfer of certain responsibilities currently contained within the existing post of Corporate Director, Community & Environment had resulted in the need to delete that post in its current form.

The Divisional Director of Human Resources then submitted draft job descriptions for proposed new Corporate Director posts of Community & Environment and Place Shaping, to be contained in the new structure and the recruitment process that would be undertaken in relation to these. He further reminded Members of the Council's practice of ensuring that all Appointments Panels reflected full diversity whenever achievable.

RESOLVED: That (1) the job descriptions for the new chief officer posts of Corporate Director Place Shaping and Corporate Director Community & Environment be approved;

(2) the appointment of the current Corporate Director Community & Environment to the new chief officer post of Corporate Director Place Shaping be agreed;

(3) a recruitment exercise be commenced for appointment to the vacant chief officer post of Corporate Director Community & Environment;

(4) the Chief Executive be authorised to make such further minor changes to the job descriptions of chief officer posts as are necessary to complete recruitment to the senior management structure, such changes to be advised to Panel.

(Note: The meeting having commenced at 5.45 pm, closed at 6.03 pm)

(Signed) COUNCILLOR DAVID ASHTON
Chairman

SOCIAL SERVICES APPEALS PANEL**20 NOVEMBER 2008**

Chairman: * Ms C Ellis

Councillors: * Mrs Rekha Shah

* Eric Silver

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**6. **Appointment of Chairman:****RESOLVED:** That Caroline Ellis be appointed Chairman of the Panel for the purpose of this meeting.7. **Terms of Reference:****RESOLVED:** That the terms of reference of the Panel be noted.8. **Guidance Notes:****RESOLVED:** That the guidance notes setting out the nature of the Panel be noted.9. **Exclusion of the Press and Public:****RESOLVED:** That the press and public be excluded from the meeting for the following item for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
6.	The Keeping of a Child in Secure Accommodation	Information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, relating to any individual.

10. **The Keeping of a Child in Secure Accommodation:**

The Panel considered a report of the Corporate Director of Children's Services which set out the background to the current situation and outlined the reasons why a secure placement was still considered necessary. The Panel also considered a report from the Independent Investigator setting out the views of the child, and a report from the Secure Unit.

The Panel carefully reviewed the case, taking into account the verbal updates from the Social Services Officer and the Independent Investigator. The Panel also considered additional reports from the Secure Unit tabled at the meeting.

Having considered all the views expressed at the meeting including the wishes of the child who was present at the beginning of the meeting, the Panel

RESOLVED: That the child remain in the Secure Unit for a period of 4 weeks from 25 November 2008.

(Note: The meeting having commenced at 11.00 am, closed at 12.57 pm)

(Signed) CAROLINE ELLIS
Chairman

[Note: Social Services Appeals 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]

SOCIAL SERVICES APPEALS PANEL**28 NOVEMBER 2008**

Chairman: * Dr G Bridge

Councillors: * Mrs Lurline Champagnie * Mrs Myra Michael

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**11. **Appointment of Chairman:****RESOLVED:** That Dr Gillian Bridge be appointed Chair of the Panel for the purpose of this meeting.12. **Terms of Reference:****RESOLVED:** That the terms of reference of the Panel be noted.13. **Minutes:**
(See Note at conclusion of these minutes).14. **Guidance Notes:****RESOLVED:** That the guidance notes setting out the nature of the Panel be noted.15. **Exclusion of the Press and Public:****RESOLVED:** That the press and public be excluded from the meeting for the following item for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
6.	The Keeping of a Child in Secure Accommodation	Information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, relating to any individual.

16. **The Keeping of a Child in Secure Accommodation:**

The Panel considered a report of the Corporate Director of Children's Services which set out the background to the current situation and outlined the reasons why a secure placement was still considered necessary. The Panel also considered a report from the Independent Investigator setting out the views of the child, and a report from the Secure Unit.

The Panel carefully reviewed the case, taking into account the verbal updates from the Social Services Officer, the Independent Investigator and Secure Unit officer.

Having considered all the views expressed at the meeting including the wishes of the child and parent, the Panel

RESOLVED: That the child remain in the Secure Unit for a period of 4 weeks from 25 November 2008.

(Note: The meeting having commenced at 12.15 pm, closed at 2.05 pm)

(Signed) DR GILLIAN BRIDGE
Chairman

[Note: Social Services Appeals 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

(SPECIAL) MEETING HELD ON 24 NOVEMBER 2008

Chairman: * Councillor John Cowan

Councillors: * Archie Foulds * Eric Silver (1)
 * Thaya Idaikkadar * Dinesh Solanki
 * Manji Kara (2) * Bill Stephenson
 * Anthony Seymour

* Denotes Member present
 (1) and (2) Denote category of Reserve Members

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
58. Attendance by Reserve Members:

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

Ordinary Member
Reserve Member

Councillor Richard Romain
 Councillor Jeremy Zeid

Councillor Eric Silver
 Councillor Manji Kara

59. Declarations of Interest:

RESOLVED: To note that Councillor Bill Stephenson declared a personal interest in Item 14 (Exempt Appendix 3) but considered that he could still speak and vote thereon.

60. Minutes:

RESOLVED: That the minutes of the meeting held on 22 September 2008, be taken as read and signed as a correct record.

61. Public Questions, Petitions & Deputations:

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

62. References from Council and other Committees/Panels:

There were none.

63. Mid-Year Governance Report 2008/09:

The Committee considered a report of the Corporate Director of Finance detailing the mid-year Corporate Governance position and progress against the Annual Governance Statement (AGS) Action Plan. It was noted that specific areas of assurance had been agreed to be added to the new governance framework to cover arrangements for dealing with Freedom of Information Act and Data Protection; arrangements for absence management and equalities.

Members were further advised that an assimilation of actions within the previous framework had been added to the current Action Plan.

During discussion Members commented that:

- within training the issue of Member development need further consideration and opportunity;
- point 3.13 – there was no separate mention of trade unions and their statutory responsibility in respect of health and safety. Officers advised that this was not an area that was considered a gap but noted this for future plans;
- the Kier Review report should be submitted to the next committee;

- should consideration be given to the Primary Care Trust being identified separately from the Harrow Strategic Partnership group as a significant partner to the authority;
- the Quarter 3 update report be submitted to the next committee;
- point 3.3 – had the whistleblowing arrangements been communicated to staff. Officers confirmed that this had been achieved and that the issue of monitoring was currently under consideration.

RESOLVED: That the report be noted and the identified actions and improvements be agreed, subject to obtaining the necessary consents.

64. **Audit & Risk Group Functions - Update:**

Members were advised of the current and future work streams being undertaken by the Audit & Risk Group relating to Insurance Service; Internal Audit Service; Business Risk Management; Business Continuity Planning & Emergency Planning and Health & Safety.

In response to questions officers confirmed that the Decent Homes Asbestos report would be submitted to the next Committee. It was similarly also agreed that the report concerning the Stanley Road incident should also be considered at the next meeting. Members referred to these significant incidents impacting upon individual Wards, noting that it was essential that Ward Members were kept abreast of the issues. It was also noted that there was a training need to be met in respect of Members role in ensuring that the community were aware of the situation.

Referring to the non-appointment to the post of Insurance Manager officers confirmed that a job evaluation exercise had now been completed and it was anticipated the post would be readvertised shortly.

In considering the Interim Health & Safety statistics half-year position Members requested that the figures be compiled in terms of the percentage rate of the workforce which would assist in identifying vulnerable workforce areas within future reports.

RESOLVED: That the current work areas and planned key improvements, as set out in the report, be noted;

(2) the current position with respect to addressing the asbestos issues be noted and the full Decent Homes Asbestos report be submitted to the next Committee;

(3) the similar report in respect of the incident at Stanley Road also be submitted to the next Committee.

65. **Internal Audit Mid-Year Report 2008/09:**

The Corporate Director of Finance submitted her report setting out progress against the 2008/09 Annual Plan and the work undertaken by the Internal Audit team in the first half of the year. The arrangements for the completion of the IT Plan were outlined and it was confirmed that in respect of schools officers advised the internal audit process had been completed, with the external FMSIS assessments to commence during February 2009.

In response to a request the Corporate Director agreed to send the S106 report identified in the item to the Members who expressed an interest. Members then congratulated the Audit Team on the work programme undertaken.

RESOLVED: That the report be noted.

66. **Role of Lead Members & Officers:**

Members discussed a report which considered the current role of Lead Members of the Committee and potential changes to those arrangements. Following an examination of the various options available it was agreed that the individual Lead Member roles identified be retained but, that where such Lead Members held briefings with officers these should be communicated to the full membership of the Committee should any Councillor wish to sit in on the briefing. The Committee confirmed that it did not wish to establish formal sub-committees at this time.

The Corporate Director advised that a Lead Member for Anti-Fraud work would also be welcome and Members considered who should undertake this work area.

RESOLVED: That (1) the working arrangements be agreed to continue as currently operating with Lead Member's acting for the Committee's main areas of responsibility, subject to future briefing to Lead Members being communicated to all Members of the Committee;

(2) Councillor Anthony Seymour be confirmed the Lead Member for Anti-Fraud work.

67. **Exclusion of the Press and Public:**

RESOLVED: That the press and public be excluded from the meeting for the following item for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
10	Internal Audit Mid-Year report 2008/09 – Appendix 3	Paragraphs 1 (information relating to individuals) and 7 (information relating to actions taken in connection with the prevention. Investigation and prosecution of crime) of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

68. **Internal Audit Mid-Year - Appendix 3:**

The Committee noted the content of Appendix 3 in relation to Minute 65 above.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.30 pm).

(Signed) COUNCILLOR JOHN COWAN
Chairman

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 13 NOVEMBER 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 Navin Shah and Bill Stephenson also attended this meeting to speak on the item indicated at Minute 516 and 528 respectively below].

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

513. **Declarations of Interest:**

RESOLVED: To note that no interests were declared by Members present in relation to the business to be transacted at the meeting.

514. **Minutes:**

RESOLVED: That the minutes of the meeting held on 23 October 2008, be taken as read and signed as a correct record.

515. **Arrangement of Agenda:**

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

(See also Minute 528)

516. **Petitions:**

1. The Leader of the Council reported that a petition containing 142 signatures had stood referred to Cabinet. He read the terms of the petition to the meeting which were as follows:-

“We, the undersigned, would like to petition Councillors to reinstate the Fair Trade Steering Group so that Harrow could stand a chance of becoming a Fair Trade Borough.”

RESOLVED: That (1) the petition be received and noted; and

(2) be considered in conjunction with the Motion referred by Council which appeared elsewhere on the agenda.

2. Councillor Navin Shah presented a petition which contained 174 signatures in relation to Arts and Performance provision. He read the terms of the petition to the meeting which were as follows:-

“We the undersigned residents strongly urge Harrow Council, as a matter of urgency, to re-open the former Gayton Road Library for use as a temporary Art Gallery and associated activities.

We further ask the Council to prepare a feasibility study for the development of the Gayton Road Library Site and adjoining sites (Sonia Court and Public Car Park) for a mixed use development incorporating an Art Gallery, Performance Space, combined Central and Reference Library, residential use together with a replacement public car park.”

RESOLVED: That the petition be received and referred to the Leader of the Council for consideration, in consultation with the Portfolio Holders for Community and Cultural Services and Major Contracts and Property.

(See also Minute 528).

517. **Public Questions:**

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

1.

Questioner: Mr Don Reuben

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

Question: **“Sports Pavilion Honeypot Lane**

What does Harrow Council intend to do with the building /playing fields if it is not let to any community groups and would the Council consider another building if this one does not materialise for a Community Group?”

Answer: This question obviously relates to an item on the agenda which is agenda item 14, whereby we are considering the future of Whitchurch Pavilion.

Assuming that Cabinet approves the Officer recommendations, we are hopeful that there is strong interest of a number of groups to refurbish the rather dilapidated Whitchurch Pavilion. We hope there will be a successful bid and a proper development of the site.

The Whitchurch Playing Field is a substantial sports and leisure facility and obviously would need all the associated changing rooms, showers and all those sort of things and also a community group as well. So current planning is based, therefore, on the assumption that the buildings on the site will be utilised to support leisure and sports activity.

Supplemental Question: Well, it's quite complex really without a greater review of the report. I just think the best way forward is discuss it and then see about the bid because it looks like it's not going to be advantageous to sell it anyway because you've got Section 123 which curtails you of the act. So I think the best thing is to wait for the discussion and then put it forward to bid.

Supplemental Answer: Okay, you're very welcome to do that. I will look forward to that Don.

518. **Councillor Questions:**

RESOLVED: To note that no Councillor Questions had been received.

519. **Forward Plan 1 November 2008 - 28 February 2009:**

RESOLVED: To note the contents of the Forward Plan for the period 1 November 2008 – 28 February 2009.

520. **Progress on Scrutiny Projects:**

The Chairman reported that the scrutiny review of the voluntary sector was almost complete and was to be welcomed. He added that the Executive would respond positively to the work of scrutiny.

RESOLVED: To receive and note the current progress on the Scrutiny Reports.

521. **Calendar of Meetings 2009/10:**

The Portfolio Holder for Strategy, Partnership and Finance introduced the report, which set out proposals for the Council's Calendar of Meetings for the Municipal Year 2009/10. He advised that he had been notified of several issues requiring further

consideration, including that one Council meeting was currently scheduled during a half term.

RESOLVED: That (1) the Calendar of Meetings for the Municipal Year 2009/10 be approved, subject to any necessary minor changes;

(2) the Director of Legal and Governance Services be authorised to make minor changes to the Calendar, if appropriate.

Reason for Decision: The Calendar of Meetings was approved on an annual basis at this time of the year for the succeeding Municipal Year. Advance approval of the Calendar facilitated the planning and forward commitments of both Members and officers.

522. **Key Decision - Council Customer Service Standards, Council Complaints and Access to Service Review:**

The Portfolio Holder for Performance, Communication and Corporate Services introduced the report, which set out the overall programme of work for improving customer service within the council as a whole. In particular, attention was drawn to the new Council Customer Service Standards and the Council Complaints and Compliments Policy. It also briefly discussed some of the work being done to understand the Council's customers to help improve service delivery.

In introducing the report, the Portfolio Holder referred to the use of mystery shoppers and a reduction in the use of jargon.

RESOLVED: That (1) the report be noted and endorsed;

(2) the new Council customer service standards be adopted;

(3) the new Council complaints and compliments policy be adopted;

(4) the summary customer service improvement plan be noted.

Reason for Decision: The comprehensive customer service improvement plan responded to the Access to Services Inspection. The council's performance and satisfaction levels would be greatly improved once the outputs of the plan were implemented and embedded across the council. Failure to implement might result in consistently low council ratings.

523. **Council Minute Volume:**

The Portfolio Holder for Performance, Communication and Corporate Services introduced the report, which sought Cabinet approval to discontinue the production of the Council's monthly bound minute volume. He added that further work would be done to reduce the amount of paper used by the Council.

RESOLVED: That the Director of Legal and Governance Services be instructed to cease the production of the Council's monthly bound minute volume with effect from November 2008.

Reason for Decision: The minutes of all Council meetings were published on the Council's website and circulated on the relevant agenda for the following meeting. Minutes from 2000 are available on the Council's web site.

524. **Timetable for the Preparation and Consideration of Statutory Plans 2008/09 - Variation:**

The Portfolio Holder for Strategy, Partnership and Finance introduced the report, which advised that on 15 May 2008, Cabinet had agreed the timetable for preparation and consideration of statutory plans. There was now a need to vary the timetable in respect of one plan, the Sustainable Community Plan.

RESOLVED: That the timetable for the preparation and consideration of the Sustainable Community Plan be varied as set out in paragraph 2.1.5 of the Director of Legal and Governance Services' report.

Reason for Decision: Cabinet had previously agreed the timetable in order to comply with the requirements of paragraph 3 of the Budget and Policy Framework Procedure Rules set out in Section 4C of the Council's Constitution. It had therefore been necessary to seek Cabinet's agreement to vary the timetable.

525. **Key Decision - Council Implications of Establishing a Harrow Business Improvement District in Harrow Town Centre:**

The Portfolio Holder for Planning, Development and Enterprise introduced the report, which set out implications of the proposals to establish a Business Improvement District (BID) in Harrow Town Centre for the Council. The report proposed new revenue and management arrangements for St Ann's Road and set out future costs and roles for the Council if a positive vote was obtained and the BID went ahead. She advised that if the BID went ahead, it would help Harrow to compete with other shopping areas and that she was hopeful that Harrow businesses would vote to support the BID.

RESOLVED: That (1) St Ann's Road Management: the proposed arrangements between the Harrow BID Company and Harrow Council in relation to the management of St Ann's Road and the revenue sharing arrangements be agreed;

(2) Levy on Council Properties: the liability to pay the BID Levy on town centre car parks be noted and these contributions be paid in anticipation of a positive vote being agreed;

(3) Harrow BID proposals: the contents of the Harrow BID Consultation Draft document be noted;

(4) BID Vote: it be noted that the Council would be entitled to vote on the BID proposals and the necessary arrangements made within the Council;

(5) BID Board: it be noted that the BID Company had asked that the Portfolio Holder for Planning, Development and Enterprise and a Council officer represent the Council on the BID Board;

(6) Policy Check: it be noted that the required policy check on the BID proposals would be undertaken at Cabinet in December 2008.

Reason for Decision: To show Council support for the BID proposals both in principle and through the identification of appropriate funding.

526. **Key Decision - Whitchurch Pavilion and Playing Fields:**

The Portfolio Holder for Community and Cultural Services introduced the report, which set out the options available to the Council to secure the refurbishment / replacement of Whitchurch Pavilion, the maintenance of Whitchurch Playing Fields and the enhanced provision of sports, leisure and community use through a Partner Development Project.

In response to a question, the Leader of the Council advised that he would ensure that the advertising for expressions of interest was carried out appropriately.

RESOLVED: That the Corporate Director of Community and Environment Services

(1) commence a tendering exercise seeking, in the first instance, expressions of interest for the leasing of the Pavilion and Playing fields to a community user conditional upon refurbishment / replacement of the pavilion and a Service Level Agreement (SLA) providing for local resident access to the enhanced sporting facilities;

(2) be authorised to consider the merits of all initial expressions of interest on the basis of notional proposals prior to seeking further detailed proposals and business model from a short listed group;

(3) be authorised, upon receipt of detailed proposals, to report back to Cabinet with all expressions of interest and the further detailed proposals from the second round of bidders with Officer recommendations.

Reason for Decision: To attract robust and sustainable business plans from local community users that would provide for the Pavilion being brought back into use or replaced at no cost to the Council and run in conjunction with the existing playing fields.

(See Minute 517).

527. **Key Decision - Petts Hill Bridge and Highway Improvement Scheme Land Acquisition:**

The Portfolio Holder for Major Contracts and Property introduced the report, which sought authority to purchase, by Compulsory Purchase if necessary, a strip of land in Northolt Road close to the junction with Petts Hill to facilitate the road and bridge

improvement scheme. He advised that it was hoped that the Compulsory Purchase Order would not be necessary and that agreement could be reached with the landowner.

RESOLVED: That (1) the acquisition by the Council of the land at 505 Northolt Road, South Harrow, as shown hatched in red on the plan attached to the report, from the owners and occupiers on terms to be agreed by the Corporate Director of Community and Environment Services, be approved;

(2) if terms could not be agreed with the owners or occupiers, the making of a Compulsory Purchase Order to acquire the land under the Highways Act 1980 and the Acquisition of Land Act 1981, for the purpose of the road and bridge scheme as outlined in the report of the Corporate Director of Community and Environment, be authorised;

(3) the Corporate Director of Community and Environment Services be authorised to make minor variations to the plan to be attached to the Compulsory Purchase Order;

(4) the Director of Legal and Governance Services be authorised to make and seal the Compulsory Purchase Order and to submit it for confirmation to the Secretary of State;

(5) the Director of Legal and Governance Services be authorised to sign all notices and orders in connection with the Compulsory Purchase Order and, if objections were received, make arrangements for public inquiries and take all action in connection with the inquiries, including the appointment of Counsel;

(6) the Director of Legal and Governance Services be authorised to make General Vesting Declarations under the Compulsory Purchase (Vesting Declarations) Act 1981 in the event of the Compulsory Purchase Order being confirmed and/or serve notices to treat and notices of entry and to take all other requisite steps pursuant to the compulsory acquisition procedures to obtain possession of the properties if it was considered appropriate to do so, and to deal with any compensation issues, if necessary, by way of reference to the Lands Tribunal

Reason for Decision: To enable officers to secure land that was required for the scheme.

528. **Any Other Urgent Business - Motions referred to the Executive by Council on 30 October 2008:**

Cabinet considered two motions referred from Council on 30 October 2008, as a matter of urgency, for the reasons set out on the supplemental agenda.

1. Climate Change/Nottingham Declaration

In accordance with Executive Procedure Rule 20, Councillor Bill Stephenson submitted a request to speak on this Motion. This request was not agreed.

In response to the Motion, the Portfolio Holder for Environment Services and Community Safety made a number of comments including that:-

- Harrow was the second best authority for recycling in London;
- electric vehicles were used for cleaning in the town centre;
- the new refuse vehicles had reduced emissions;
- there was an approved school travel plan;
- there was a Biodiversity Strategy in place;
- the Council was working well with Partners and residents.

The Portfolio Holder for Planning, Development and Enterprise advised that the Council was promoting the Nottingham Declaration and was trying to exceed its' requirements. She referred to the Core Strategy.

The Divisional Director of Environment Services advised that the Council had signed the Declaration, which related to local authorities, and had a number of actions in place. He added that there would a report submitted to Cabinet in January 2009.

The Leader of the Council indicated that the Council was doing all it needed to in relation to this matter and that it was important to have the support of the Harrow Strategic Partnership.

RESOLVED: That the Motion be received and noted.

2. Fairtrade

The Chairman advised that the Council did promote the Fairtrade mark and undertook to establish, through officers, a Fairtrade Steering Group. He indicated that he would Chair the Group.

RESOLVED: To (1) receive and note the Motion;

(2) note that a Fairtrade Steering Group would be established.

Reason for Decisions: Council had referred the Motions to Cabinet for consideration.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.00 pm).

(Signed) COUNCILLOR DAVID ASHTON
Chairman

CONSULTATIVE
FORUMS

HARROW ADMISSIONS FORUM

3 NOVEMBER 2008

Chairman:	* Reverend P Reece		
Councillors:	† Mrs Anjana Patel * Dinesh Solanki * Bill Stephenson		
Community School Representatives:	<u>Governor</u> (Vacancy)	<u>Primary</u> * Sue Jones	<u>Secondary</u> * Janice Howkins
Jewish School Representative:	Mrs D Palman		
Roman Catholic School Representative:	† Mike Murphy		
Church of England School Representative:	† Mrs S Hinton		
Church of England Diocese Representative:	Mrs K Uttley		
Catholic Schools Diocese Representative:	* Mr Billiet		
Primary Elected Parent Governor Representative:	* Mrs D Speel		
Secondary Elected Parent Governor Representative:	* Mr R Chauhan		
Harrow Council for Racial Equality Representative:	Julia Smith		
Early Years Development Partnership Representative:	* Helena Tucker		
Children's Services Representative:	(Vacancy)		

* Denotes Member present
† Denotes apologies received

[Note: Councillor Husain Akhtar also attended this meeting to speak on the item indicated at Minute 90 below].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**84. **Attendance by Reserve Members:**

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

85. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members of the Forum arising from the business to be 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 9 July 2008 be taken as read and signed as a correct record.

88. **Matters Arising:**

RESOLVED: That there were no matters arising.

89. **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 4E of the Constitution) respectively.

90. **Feedback from School Admission Arrangements Working Group:**

The Forum received the report of the Director of Schools and Children's Development which set out the feedback from the School Admissions Arrangements Working Group on the high school oversubscription criteria. The Service Manager for Place Planning and School Admissions reported that the aim was to develop a single model for high school admission arrangements which would be equitable and robust. 634 responses from an 'early sounding' exercise were received, although the replies did not reflect an equal response from all schools. The outcome of this exercise was that only a small number of respondees (4.7%) supported linked school arrangements over distance. Over 50% of respondees indicated they did not want any change to established links. The Working Group received legal advice about whether using linked schools met the requirements of the School Admissions Code of Practice. Problems were associated with trying to establish linked school arrangements that were seen to be fair and equitable. It was questioned as to whether it was possible to establish clear, fair and objective criteria for developing a linked school model that would be acceptable, or whether an existing model could be adapted to achieve this.

A member commented that the agreed model must stand up to judicial scrutiny as, in his view, parental objections to admissions arrangements had increased. A member of the forum stated, that some primary schools, although not directly feeder schools, had extended non-formal links with secondary schools which proved to be very successful. The member added that, in her opinion, some cluster systems did work well and that the biggest challenge remaining was maintaining consistency with admissions arrangements. Another member expressed her concern that, due to the amount of regulations, strictly adhering to one regulation could be detrimental to another, and questioned whether there was a London-wide consensus on which admission arrangement were most equitable. The Service Manager for Place Planning and School Admissions replied that Harrow and Richmond were the only two boroughs in London that used link schools over distance and that Richmond extended its link school arrangements to schools outside of their borough. A member responded that admissions arrangements were rarely a concern when schools were undersubscribed, but due to Harrow schools suffering from the pressures of over-subscription the arrangements were frequently called into question.

The Service Manager for Place Planning and School Admissions concluded that views would be welcomed on how to involve the community in consultation on admissions arrangements and that Harrow People Magazine had been approached with a view of carrying an article.

RESOLVED: That the report be noted.

91. **Office of the Schools Adjudicator Review of School Admission Arrangements:**

The Forum received the report of the Director of Schools and Children's Development which set out the Office of the Schools Adjudicator's Review of School Admissions Arrangements. The Service Manager of Place Planning and School Admissions reported that the revision was a thorough exercise that scrutinised the admission arrangements of the schools in the country. A number of admissions arrangements, including those for Harrow community schools were deemed to have breaches of a technical nature that needed to be addressed:

1. Children with a statement of special educational needs should not be part of the oversubscription criteria and Harrow should remove this criterion. Children with a statement of special needs must be admitted to a school whether the school had places or not.
2. The rules for First to Middle School transfer placed children attending a link school before those children in public care. This was not permissible as Children Looked After must be given top priority in admission arrangements.

There were also a number of comments on the admission arrangements for Harrow voluntary aided schools. In cases where there was no definition of admissions arrangements submitted, the authority offered a default version which satisfied the Office of the Schools Adjudicators criteria.

A member questioned whether distance from home to school was measured accurately as many schools had more than one entrance. The Service Manager of Place Planning and School Admissions confirmed that where schools had more than one entrance, these were mapped onto the admission database. The home to school measurement was done from the address point for the home address to the closest school entrance.

Once the Governors of voluntary aided schools had ratified of the revised admission arrangement, parents who had applied to these schools would be advised of the revised rules.

In conclusion, a Member of the Forum extended his congratulations to the Admissions Service for following the admissions code with great diligence.

RESOLVED: That the report be noted.

92.

Review of Information Request on In-year Application Form:

The Forum received the report of the Director of Schools and Children's Development which set out a review of the information requested as part of the application process for an In-Year Primary / Secondary School place. The Service Manager of Place Planning and School Admissions reported that the review had come about from a request from the Portfolio Holder for Schools and Children's Development. The review concerned the requesting of information that was not used as part of the application process but was deemed to assist schools in admitting children after the application process had been completed. The Portfolio Holder was concerned that the collection of the information could be seen to be discriminatory. The information requested in question was:

- How long the child had lived in the UK?
- Which Languages are spoken in the (your) home?
- Does the (your) child speak English? If yes, say how well.

A member responded that their school used the information in a wholly positive manner. She added that it aided placing the child in the most suitable class and that this would lower the pressures associated with starting a new school. Another member added that the information would help the school make appropriate use of resources and aid with communication. The member concluded that the inclusion of the questions ensured a level of consistency across the borough and it should not be viewed in a negative light. A Member, in agreement, suggested the inclusion of the questions on a separate sheet to the main application form, so that it was apparent that they would not be used for allocating school places. The Service Manager of Place Planning and School Admissions replied that, in her experience, supplementary forms were often ignored or discarded.

A Member of the Forum commented that, with reference to the agenda item concerning the Office of the Schools Adjudicators scrutiny of admissions arrangements where they had suggested the removal of information unrelated to any oversubscription criteria, the In-Year application form might be subject to the same ruling. The Service Manager of Place Planning and School Admissions replied that the OSA had not reviewed the in-year application.

A member commented that by having such questions on the form, those parents who were better educated or 'knew how to potentially play the system' could use the issue of the question's inclusion to launch an appeal, should their child not be accepted at a school of their choice. Another member suggested requesting the information on the acceptance form, once the place had been allocated. The Service Manager of Place Planning and School Admissions replied that the Admissions Service rarely receive the acceptance forms back.

After a discussion on whether the Forum should remove the questions from the In-Year application form or whether to feedback information on the discussion of the Forum, it was decided that legal advice should be sought before a decision was made.

RESOLVED: That (1) the report be noted;

(2) Legal advice be sought regarding the inclusion or removal of the questions, as raised by the Portfolio Holder for Schools and Children's Development and the advice be reported back to the Panel.

93. **To Respond to a Query from an Admission Forum Member About a Child Not Allocated a Local School:**

The Forum received the report of the Director for Schools and Children's Development which set out a response to a question from a member of the Forum about a child not allocated a place at a school local to their residence. The member outlined the particulars of the case and queried whether an arrangement could be put in place to stop this happening to applicants in an area close to a number of schools but not one school they would be guaranteed to be allocated a place or who find themselves at the top of the waiting list, yet find themselves passed over for admission by higher priority cases. A Member replied that three of his constituents had faced the same situation, only because they had not applied for the four schools nearest to their residence. He added, that although he was sympathetic to the cases, applicants are advised to apply to their nearest school, and make use of all the opportunity to apply for four schools. He concluded that if applicants do not give four preferences on the application form then they risk not being offered a school close to their residence. He confirmed that very clear advice is given about this in the Guide to Primary Schools. The Chairman added that when using the on-line application process, a warning is issued to the user if they do not fill in all four options.

In response to a member's question about whether the waiting list could remain static, a member replied that such a practice would not meet the requirements for maintaining waiting lists as set out in the School Admissions Code of Practice.

The Chairman concluded it was not the principle that was being called into question but rather that the Forum was acknowledging that the system could not guarantee a place in a particular school or schools. The Forum also acknowledged that applicants were given the right to express a preference, rather than make a definitive choice.

RESOLVED: That the report be noted.

94. **Any Other Business:**

Panel Members agreed that personal contact details could be circulated amongst members of the Forum.

The next meeting of the Harrow Admissions Forum was provisionally agreed as 24 November 2008 at 6.00 pm.

(Note: The meeting having commenced at 5.32 pm, closed at 6.44 pm)

(Signed) REVEREND P REECE
Chairman

**TENANTS' AND LEASEHOLDERS'
CONSULTATIVE FORUM****11 NOVEMBER 2008**

Chairman: * Councillor Barry Macleod-Cullinane

Councillors: * Bob Currie
* Phillip O'Dell (1) Yogesh Teli* Denotes Member present
(1) Denotes category of Reserve Member

[Note: Councillor Susan Hall also attended this meeting.]

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**157. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:Ordinary MemberReserve Member

Councillor David Gawn

Councillor Phillip O'Dell

158. **Declarations of Interest:****RESOLVED:** To note that the following interest was declared:

Councillor Bob Currie declared a personal interest in that he attended monthly meetings of Brookside Close Tenants' and Residents' Association and Eastcote Lane Tenants' and Residents' Association. Accordingly, he would remain in the room during the discussion and decision-making for all items.

159. **Arrangement of Agenda:**

The Forum was asked to consider two items, which had been admitted late to the agenda, as follows:

Agenda itemSpecial Circumstances / Grounds for Urgency17. Reference from
Overview and Scrutiny
Committee

This report had not been circulated with the agenda as the meeting of Overview & Scrutiny Committee had not taken place at the time of dispatch.

Following a vote, it was unanimously:

RESOLVED: That (1) the item be admitted late to the agenda and considered in conjunction with Item 9;

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

160. **Minutes:****RESOLVED:** That the minutes of the meeting, held on 22 July 2008 be taken as read and signed as correct records.161. **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).162. **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).

163. **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).

164. **INFORMATION REPORT - Update on the Xcite Project - Outreach Work Supporting Residents of Social Housing Back into Work and Training:**

An officer presented the Forum with an update on the Xcite project previously reported on in the Tenants' and Leaseholders' Consultative Forum meeting on 9 January 2008.

The Forum was advised that funding for two years from the London Development European Social Fund and West London Working agency would be used to support 300 Harrow tenants back into work and training. The officer confirmed that three outreach officers had been employed to support participants in the project living on Cottesmore, Woodlands, Rayners Lane, Pinner Hill, Mill Farm, Stanmore Park, Weald village and Harrow Weald Estates. The officer added that Harrow Council would be responsible for managing the project and work in partnership with Tenants and Resident Associations, the Harrow Association of Somalian Voluntary Organisations (HASVO), Harrow and Stanmore Colleges and Jobcentre Plus. Specialist support would be delivered by Harrow Association of Disabled People (HAD), MIND in Harrow and One Parent Families/ Gingerbread.

During the discussion on the item, Forum members raised a number of issues, including:

- that some of the development opportunities did not address the needs of participants who already held organising and prioritising skills;
- that there could be a greater concentration on targeting youths that were currently unemployed to participate in the project;

In response to these and other questions, the officer confirmed that:

- the programme could also train participants and provide personal advice / coaching to workless adults in Harrow and would address individuals needs;
- officers continually sought to attract young people over the age of 18 years to the scheme however, it remained a voluntary participation scheme and Connexions was the key agency to support the needs of young people;
- individuals would have the opportunity to develop and refresh skills and address barriers to work;
- advisors would work from children's centres, schools and community centres;
- the Xcite project would link with other projects, including, the Childcare Affordability Project, and Parents into Employment which will provide English for Speakers of Other Languages (ESOL).

The Chairman emphasised the importance of the scheme in terms of addressing worklessness issues and agreed that a report be submitted to the next meeting providing a full update against the agreed targets identified.

RESOLVED: That the report be noted.

165. **INFORMATION REPORT - Right To Manage Process Update:**

The additional late item (Reference from Overview and Scrutiny Committee – Right to Manage Process) was considered in conjunction with this item. The Chairman advised that the Overview and Scrutiny Committee had been asked to undertake a scrutiny investigation in respect of this issue to ensure the veracity of the process and provide surety as to the outcomes and this would report outcomes to a future meeting when complete.

An officer from Adults and Housing Services outlined the history of the Right to Manage dating from the agreement by Cabinet on 23 June 2005 to undertake an investigation of the potential for establishing a Tenants Management Board (TMB) supported by an Independent Tenants Advisor Service and other resources as necessary. The officer reported that First Call had been appointed as Independent Tenant Advisors in December 2006 and successfully applied for Section 16 funding from the Housing Corporation with local authority and borough support and then outlined the progress

achieved to date. In response to a question, the Divisional Director of Housing confirmed that the bid for the Feasibility Stage had been provisionally signed off.

The Chairman then spoke, noting the concerns that had been registered at previous meetings and that all further progress concerning working with First Call or the Right to Manage Process would be placed on hold pending the outcome of the Overview and Scrutiny Investigation.

At the request of the Forum a representative of First Call was invited to speak and he agreed that his organisation would undertake no further work until the completion and consideration of the Overview and Scrutiny investigation.

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

- concerning communication of the decision it was anticipated that the Forum representatives would disseminate information to tenants as part of their role and an item would be included in the next newsletter;
- outlined how it was anticipated the scrutiny investigation would be undertaken and that it was intended that TRA representatives would be able to participate as part of the scrutiny investigation both as witnesses and members to any panel;
- that it was not possible to begin the process again at this stage as legislation dictated the Council must adhere to the identified procedure agreed following the appointment of an Independent Tenant Advisor;
- outlined the membership and decision making history of the former Steering Group;

The Chairman spoke on the importance of ensuring that the process going forward was correct and that he welcomed a thorough investigation of all concerns.

RESOLVED: That the report be noted.

166. **INFORMATION REPORT - Quarter 1 Housing Revenue Account (HRA) Monitoring Report as at 30 June 2008:**

The Forum received an information report detailing the monitoring of the Housing Revenue Account as at 30 June 2008. Officers explained that:

- increase in Home Ownership costs – equated to additional half post within service;
- there were income variations as these were not achieving to anticipated levels in the current economic climate;
- the key variation on HRA expenditure arose from significant pressures on the repairs budget;
- it was anticipated that there would be a shortfall of £0.3M against the identified budget target;
- no further commitments were anticipated on the contingency provision.

In response to a question from a Member officers confirmed that training had been arranged to assist forum members in understanding the financial data under consideration but, that further targeted training opportunities would be arranged.

A Forum member advised that the Harrow Federation of Tenants' and Residents' Associations (HFTRA) had also commenced its training programme and that she would arrange for this issue to also be included within its programme of events and learning. It was agreed that such training should take place prior to the next meeting as that Forum would have to consider items relating to Quarter 2 Monitoring and the proposed 2009/10 Budget.

RESOLVED: That the HRA position at the end of the first quarter 2008/09 be noted.

167. **INFORMATION REPORT - Community Centres Review:**

An officer reported upon the 10 Community Centre within the ownership of the Housing Service and identified as assets to the Housing Revenue Account, noting that all were

compliant with Disability Discrimination Act (DDA) requirements. She then spoke on the responsibility of the authority to ensure that usage of these centres was achieved at a market rent basis noting that this would impact upon one full time user and three centres providing accommodation for pre-school nursery facilities.

The officer then spoke of the challenges ahead in terms of the use of the centres and that a stock condition survey had been commissioned which would enable the Housing Service to develop a planned programme of maintenance and improvements for the future. She also outlined the shortfall between expenditure as opposed to income in respect of the Centres noting that the current economic climate could create further difficulties in identifying other income opportunities.

The Forum was then informed of potential redevelopment opportunities arising from the concerns identified within the Housing Strategy in relation to increasing the supply of affordable housing; satisfying the needs of Black and Minority Ethnic residents and delivering Value for Money. These aligned with the Local Area Agreement target to deliver 200 new affordable homes. It was therefore intended that a report be submitted to a future meeting concerning the results of the Stock Condition Survey and addressing potential options for use of the Community Centres in light of this, which would include where appropriate and aligned with Council priorities potential redevelopment in terms of affordable housing and/or re-provision of a community centre.

During discussion residents made the following points:

- concern that achieving market level rents could lead to unused buildings as potential users would be unable to meet costs;
- that officers contact youth services regarding the potential for further utilisation on youth related use and other budget opportunities available to be sourced for such use;
- there were no current facilities easily available for Eastcote area residents and that other opportunities for provision (such as school halls and church halls) should be considered;
- that any feasibility study in respect of the Brookside Centre should be undertaken in conjunction with the proposals for the redevelopment of the garages on that estate;
- that officers advise what the future proposals were for the previous Whitchurch Institute and old Cricket Pavilion in the Berridge Estate area which were vacant and becoming derelict.

RESOLVED: That the report be noted.

168. **INFORMATION REPORT - Update on Housing Repairs Budget:**

An officer reported upon the budgetary challenges faced by the Housing repairs service and the identified measures that would be required to successfully address these. He advised that a history of a high expenditure on housing repairs had led to an increasing pressure upon the repairs budget, noting that in comparison to the size of its housing stock the service experienced a very high level of demand that was also disproportionate in respect of some service users. He added that the increase in costs had arisen as a result of several factors including where the authority had undertaken to rectify "do-it-yourself loft conversions that failed to adhere to building regulations.

Officers considered that the implementation of robust procedures around repair requests were necessary to contain the projected overspend of the repairs budget, whilst emphasising that the authority would not fail in its duty to ensure health and safety and resident security requirements were abided by. A proposed list of non-urgent repairs items was detailed whereby the authority would seek to place these in abeyance, subject to a further reassessment by Property Services. However, it was recognised that these categories of repairs would need to be considered on a case-by-case basis where residents raised concerns in relation to health, safety and security.

Officers further proposed that a recharge policy could be implemented requiring residents to pay for repairs caused following acts of negligence, accidental damage or non-reportable crime matters.

The proposals around the repairs service were anticipated to be temporary measures until the service had re-established itself and contained the high level of expenditure

currently experienced. In terms of communicating the proposals to residents this would be at point of service, via mailshot and the "Homing-In" magazine.

In response to anecdotal examples raised by the Forum officers confirmed that controls would be put in place whereby all works were scrutinised by the minor repairs team. It was emphasised that the Council would always meet those repairs which complied with its health and safety obligations. Forum members also spoke on instances where advice received at point of contact with the Council seemed to contradict with the proposals contained within the item and the Chairman asked that such instances be advised to him and he would undertake to investigate.

In response to a question from a Member it was agreed that the figures in relation to those repairs which could be impacted by being deferred be circulated to all members of the Forum.

The Chairman agreed that where a Member of the Council was particularly concerned regarding a resident repair issue they should raise this directly for further consideration with the relevant Service Manager.

RESOLVED: That the report be noted.

169. **INFORMATION REPORT - Estate Services Report on Garages:**

The Forum received a report detailing an update of garages and other sites which offered opportunities for redevelopment. The report addressed the problems associated with garages disrepair, market rents and levels of voids. Officers briefly outlined details of income to the Housing Revenue Account for the previous three years, together with the number of empty garages and their current condition.

It was suggested that disused or non-viable garage sites should be considered for opportunities for future development and subject to a full consultation with residents and a list of potential sites was discussed including Holsworth Close, Hawkins Close, Charles Crescent, Farmborough Close, Apsley Close and Antoneys Close.

The Forum welcomed the report and referred to the anti-social issues which could arise in relation to disused garage areas.

RESOLVED: That the report be noted.

170. **Suggestions for Agenda Items for Next Meeting:**

RESOLVED: That any suggestions for items be advised to the Chairman or Director of Housing Services.

171. **Date of Next Meeting:**

RESOLVED: To note that the next meeting would be held on 6 January 2009.

(Note: The meeting having commenced at 7.30 pm, closed at 10.06 pm)

(Signed) COUNCILLOR BARRY MACLEOD-CULLINANE
Chairman

CABINET
ADVISORY
PANELS

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
5 NOVEMBER 2008

Chairman: * Husain Akhtar (Vice-Chairman in the Chair)

Councillors: * Narinder Singh Mudhar (3) * Asad Omar

Advisers: Ms V Swaida
(Vacancy)

* Denotes Member present
(3) Denotes category of Reserve Member

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

That offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H103	11	Hatch End
H104	10	Harrow High
H105	10	Canons
H106	11	Whitmore
H107	11	Harrow High
H108	11	Nower Hill

PART II - MINUTES
424. Attendance by Reserve Members:

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Anjana Patel	Councillor Narinder Singh Mudhar

425. 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.

426. 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>
8.(a) 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.

427. **Minutes:**

RESOLVED: That the minutes of the meetings held on 8 October 2008 be taken as read and signed as a correct record.

428. **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 4E of the Constitution) respectively.

429. **Admissions to County Schools:**

(See Recommendation 1).

(Note: The meeting having commenced at 2.31 pm, closed at 2.43 pm)

(Signed) COUNCILLOR HUSAIN AKHTAR
Vice-Chairman in the Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
19 NOVEMBER 2008

Chairman: * Councillor Mrs Anjana Patel

Councillors: * Husain Akhtar * Asad Omar

Advisers: † Ms V Swaida
(Vacancy)

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

That offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H109	10	Whitmore
H110	10	Whitmore
H111	10	Rooks Heath
H112	10	Harrow High
H113	11	Bentley Wood
H114	11	Canons High

[Note: That the Panel agreed to admit case H14 to the agenda and consider it as a matter of urgency].

PART II - MINUTES
430. Attendance by Reserve Members:

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

431. 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.

432. 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.(a) 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>
9. 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.

433. **Minutes:**

RESOLVED: That the minutes of the meeting held on 5 November 2008 be taken as read and signed as a correct record.

434. **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 4E of the Constitution) respectively.

435. **Future Admissions Panel Meeting Dates:**

RESOLVED: That the item be deferred until the next meeting of the Panel on 3 December 2008.

436. **Admissions to County Schools:**

(See Recommendation 1).

(Note: The meeting having commenced at 2.35 pm, closed at 2.52 pm)

(Signed) COUNCILLOR ANJANA PATEL
Chairman

GRANTS ADVISORY PANEL

20 NOVEMBER 2008

Chairman: * Councillor Chris Mote

Councillors: * Don Billson * Joyce Nickolay
 * G Chowdhury * Asad Omar
 * Thaya Idaikkadar (3) * Mrs Rekha Shah
 * Manji Kara (1) * Mrs Sasi Suresh
 * Mrs Myra Michael

Adviser: * Mike Coker, Voluntary and Community Sector Representative

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

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Update on Harrow Council for Racial Equality**

An officer introduced the report of the Director of Community and Cultural Services which provided an update on the independent investigation of Harrow Council for Racial Equality (HCRE).

The Chairman informed that Panel that no member of the Transition Board would sit on the Board of the as yet to be established new equalities organisation. He added that he would be writing to Members of Harrow Labour Group, HCRE trustees and members of other appropriate groups.

Resolved to RECOMMEND: (To the Portfolio Holder for Community and Cultural Services)

That the remaining grant of £49,942.74 be released to Harrow Association of Volunteers (HAVS) to provide interim management support of HCRE staff and resources pending the development of a new equalities organisation in the event that HCRE votes to dissolve.

[Reason for Recommendation: To provide a way forward for the organisation].

(See also minute 135).

PART II - MINUTES128. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Ashok Kulkarni
 Councillor Nana Asante

Reserve Member

Councillor Manji Kara
 Councillor Thaya Idaikkadar

129. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
7. Monitoring of Grant Funding Received in 2007/08	Councillor Myra Michael	Councillor Myra Michael declared personal interests in Harrow Gingerbread and Harrow in Europe. She remained in the room for the discussion of all items.
	Councillor Joyce Nickolay	Councillor Joyce Nickolay declared a personal interest in Agenda 21 Environmental Forum, Bentley Priory Nature Reserve, Harrow Association of Voluntary Service, Harrow in Europe, Weldon Activity Group,

Harrow Weald Common Conservators and was an LEA Governor. She remained in the room for the discussion of all items.

Councillor Golam Choudhury

Councillor Golam Choudhury declared personal interests in Harrow in Europe, Harrow Refugees and Minorities and that he was a LEA Governor. He remained in the room for the discussion of all items.

Councillor Rekha Shah

Councillor Rekha Shah declared personal interests in the UK Asian Women's Fundraising and Harrow Association of Voluntary Services. She remained in the room for the discussions of all items.

Councillor Thaya Idaikkadar

Councillor Thaya Idaikkadar declared a personal interest in the Pakistani Society of Harrow. He remained in the room for the discussion of all items.

Mike Coker, adviser to the Panel

Mike Coker, adviser to the Panel declared a prejudicial interest in that he was an Executive Director of Community Link-Up. As the report was merely for noting and no decisions were made regarding funding he remained in the room for discussion of all items.

130. **Minutes:**

RESOLVED: That the minutes of the meeting held on 9 June 2008 be agreed, subject to the following amendment:

The second sentence of paragraph one at minute item 127, in regards to HCRE, should be amended to read: 'The Chairman replied that the purpose of the urgent release was to show that everything was aboveboard'.

131. **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).

132. **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).

133. **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).

134. **Monitoring of Grant Funding Received in 2007/08:**

An officer introduced the report which provided an update on the individual performance of voluntary and community organisations in receipt of grant funding in 2007/08, through a process of monitoring. The report provided background information in advance of the Panel considering new grant applications for 2009/10 and allowed them to consider any important issues arising out of the individual monitoring reports at an early stage.

An officer reported that monitoring of the organisations was achieved in two ways: those groups in receipt of funding above £5,000 were monitored by way of formal

meetings with the organisations and Grants Officers, and those groups in receipt of funding below £5,000 were monitored by way of a self-monitoring process. To date, 11 organisations had failed to return their self-monitoring forms.

In considering the report, the Chairman made a number of comments: -

- Harrow Shopmobility supplied mobility machines to anyone with limited mobility that used the town centre and surrounding areas. The demand on the service had been compounded by a shortage of volunteers. It was suggested that Harrow Association of Voluntary Services might be able to assist with the situation.
- There was concern at the underspend by Harrow Sports Council so close to the end of the year.
- Victim Support Harrow should be commended for their work in exceeding their projected targets in relation to the number of victims of crime supported.
- Both Harrow African Caribbean Association and Harrow Somali Women's Action Group were claiming a flat rate for expenses and were therefore being taxed on the amount.
- The London Kalibari had been reminded of the stipulation of funding in that it should not be allocated to the payment of religious fees.

Members made a number of comments on the organisations which were responded to as follows:

- A loan of £7,500 had been given to Harrow Weald Common Conservators as an exception in order to pay the warden's salary. Normal funding had now resumed.
- Hestia Housing Support would not dictate which women they legally could or could not work with.
- In relation to notifying organisations that they were no longer eligible for a grant, the Chairman advised that the rules presented by the Overview and Scrutiny Committee were adhered to by officers. It was, however, recognised that the same organisations had become ineligible for funding through no fault of their own, and those that still provided essential services to the borough would be assessed to see if an equitable solution could be reached.
- It was suggested that it had been incorrect to apply additional criteria for receipt of funding to the Edward Harvist Trust. The Chairman confirmed he would check the legality of the additional criteria and advised that, if necessary, the decision should be reversed. The Panel requested that advice be sought from the Council's Legal department and a response sought from the Edward Harvist Trust.

The adviser to the Panel reported that some of the organisations in receipt of funding between £5,000 and £10,000 felt that the information required for the application was disproportionate to the amount of funding given. He added that the groups would welcome a review of the process.

A Member congratulated the Grants Team in regards to the production of a new form, and requested that future forms could be brought to the Panel for consideration. The Chairman indicated that draft copies would be sent to all Members of the Panel.

RESOLVED: That (1) the officer's comments relating to the monitoring of all voluntary groups in receipt of funding in excess of £5,000 in 2007/08 as detailed in Appendix 1a of the report of the Director of Community and Cultural Services be noted;

(2) the summary of activities/services of voluntary and community groups in receipt of funding below £5,000 in 2007/08 through self-monitoring (using the Monitoring and Assessment Form), as detailed in Appendix 2a of the report of the Director of Community and Cultural Services be noted.

135. **Update on Harrow Council for Racial Equality:**
(See also Recommendation 1).

RESOLVED: That the report and the recommendation of the independent investigation of the HCRE be noted.

136. **Date of Next Meeting:**

RESOLVED: The date of the next Grants Advisory Panel meeting was confirmed as 19 January 2009.

(Note: The meeting having commenced at 7.31 pm, closed at 8.31 pm)

(Signed) COUNCILLOR CHRIS MOTE
Chairman

TRAFFIC AND ROAD SAFETY ADVISORY PANEL

26 NOVEMBER 2008

Chairman:	* Councillor Susan Hall	
Councillors:	* Mrinal Choudhury	* Julia Merison
	* Keith Ferry (4)	* 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
(4) Denotes category of Reserve Member

[Note: Councillor Bill Stephenson also attended this meeting to speak on the item indicated at Minutes 131 and 132 below].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Pinner Road Local Safety Scheme (LSS)**

An officer presented a report of the Divisional Director of Environmental Services which outlined the results of a public consultation for the proposed introduction of a one way system in Bedford Road and Pinner View that would form part of the Pinner Road Local Safety Scheme.

The officer advised that the aim of the proposal was to improve vehicle access and reduce personal injury accidents. He believed that this combined with vehicles turning at the junctions and the volume of pedestrian movement at peak times on Pinner Road between Pinner View and the Gardens, disrupted the flow of traffic and caused queues of traffic along each arm of the junction.

He added that officers had received overwhelming responses from residents to the consultation, including a petition with 151 signatures from households in Bedford Road, Rutland Road and adjoining roads objecting to the proposed one way scheme. The signatories believed that if the scheme was introduced, there would be a substantial increase in traffic, congestion and dangers to pedestrians, cyclists and motorists.

He confirmed that a written response to a number of detailed questions had been sent to the lead petitioner.

Resolved to RECOMMEND: (to the Portfolio Holder for Environment and Community Safety)

That the Pinner Road Local Safety Scheme proposal of a one way system in Pinner View and Bedford Road (up to the junction with Sussex Road) be removed from the full set of proposals developed for the Pinner Road Local Safety scheme due to the results of the public consultation exercise and the petition opposing the proposed one way system.

[Reason for Recommendation: To avoid a potential increase in traffic flows and to enable a more comprehensive assessment of conditions in the Pinner View area following the introduction of other traffic management measures.]

RECOMMENDATION 2 - Pinner Road Area Parking Review and Possible Controlled Parking Zone - Results of Local Consultation and Proposals for Implementation

An officer tabled an amendment to the recommendation contained in the report, which had been revised in light of the late responses to the consultation that had been received. He explained that the tabled amendment reflected the revised plan of properties on Sussex Road that would form part of the proposed Controlled Parking Zone (CPZ) recommendation. The Panel unanimously agreed to the circulation of the tabled amendment.

The officer then introduced the report on the findings of the public consultation on the proposed introduction of:

- a Controlled Parking Zone (CPZ) west of Harrow town centre; and
- associated parking restrictions (double yellow lines and waiting and loading restrictions) on Pinner Road and at junctions in the Headstone South ward.

The Panel were informed that the consultation had resulted from continued complaints received from residents when trying to park and use junctions in the "County Roads" to the north of Pinner Road and east of Pinner View, since the introduction of the existing Harrow CPZ and permit parking. The officer referred the Panel to Appendix C of the report which outlined the proposals and the reasons for them. He added that a petition entitled "Save the Pinner Road Shopping Parade" had been received on 10 October 2008 from the Pinner Road Small Business Group ("the Group"), which represented 16 shops and other businesses, between 124-184 on the northern side of Pinner Road, Harrow. The petition contained 322 signatures and requested for the council to consider providing parking bays and pavement parking in front of the shops for shoppers. A request for the Council to work with Transport for London (TfL) in finding an acceptable parking scheme had also been made. A petition containing 356 signatures headed "A petition to save our small businesses on the Pinner Road" attached to the aforementioned petition was also received.

The officer reported that the petitions and a written response had been forwarded from a meeting involving the Group on 15 September 2008. This was discussed further in a meeting attended by officers, the Chairman of the Traffic and Road Safety Advisory Panel and a representative of the Group held on 28 October 2008 following receipt of these petitions.

The officer advised the Panel that the majority of residents had supported the implementation of double yellow lines and that there had been a clear majority against creating a new CPZ when all responses returned by residents were considered collectively.

In response to a number of points raised on behalf of residents by a Ward Councillor, the Chairman advised the Committee, that double yellow lines would be introduced at all junctions within the consultation area and that the Controlled Parking Zone would be introduced where there was majority support in favour of its implementation.

Rising from a number of comments and questions by Members, the officer confirmed that:

- a meeting held with residents largely of Devonshire Road on 25 November 2008, assured that further modifications to the scheme would consider their concerns;
- the area subject to the proposed Controlled Parking Zone had been revised, as some residents had expressed a wish to be excluded from the Zone;
- a public meeting would be held in January 2009 where officers could clarify the proposals and residents could express their concerns about the proposals. These concerns would be considered before details of the statutory traffic orders were finalised;
- residents would be informed of the proposals in a newsletter produced by a resident representative;
- objections to the finalised traffic orders would be referred back for consideration at a future meeting of the Panel;
- in light of the responses received, the officer advised that when the statutory traffic orders had been finalised and published, any objectors would have the opportunity to raise any objections at that time;
- if the proposals were implemented, businesses would be able to load and unload outside their businesses safely and legitimately during prescribed hours;
- the scheme would be reviewed approximately six months after it had been implemented;

- extending the controlled parking zone to restrict parking within the zone for one hour in the evening may be considered in the future.

Resolved to RECOMMEND: (to the Portfolio Holder for Environment and Community Safety)

That (1) officers be authorised to make minor amendments and finalise the detailed design of the parking controls in accordance with Appendices F & H of the report and take all necessary steps under the Road Traffic Regulation Act 1984 to advertise the traffic orders, the details of which will be delegated to officers and to implement the scheme subject to consideration of objections for which the detailed recommendations are as specified in (b) to (g) below;

(2) the Traffic and Highway Network Manager be authorised to determine any objections to the scheme received as a result of the statutory consultation or otherwise in consultation with the Portfolio Holder for Environment and Community Safety;

(3) double yellow line restrictions be introduced at the junctions/locations shown at Appendices E and H of the report, but their extent be modified in line with consultation feedback and site geometry;

(4) a new CPZ be formed adjoining the central Harrow zone D to include Devonshire Road, Dorset Road, Oxford Road, Harrow, the eastern sections of Pinner Road and Sussex Road, southern ends of Rutland Road, Bedford Road and Pinner View and part of Neptune Road, to operate Monday to Friday 11.00 am to 12 noon, as shown at Appendices F and H of the report (as amended);

(5) in addition to the permit parking bays within these roads, that bays be introduced at the southern ends of Devonshire Road, Oxford Road, Rutland Road, Bedford Road and Pinner View to provide short term pay and display parking as shown at Appendix H of the report;

(6) the existing waiting and loading restrictions on Pinner Road be changed as shown at Appendix E of the report;

(7) the feasibility of loading facilities at the southern end of the county roads be further considered to address need for servicing when loading restrictions apply on Pinner Road;

(8) officers carry out further discussions with businesses from Neptune Road as to the restrictions in the roadway parallel to the railway: and

(9) re-consultation / further consultation be carried out in roads or sections of roads the zone in (c) above, but confirmed by parking surveys, to gauge the level of support for further extension of the permit parking and CPZ to these roads, approximately 6 months after recommendation (c) above has been implemented, subject to the availability of funding.

[Reason for Recommendations: To control parking in the Pinner Road area as detailed in the report.]

RECOMMENDATION 3 - Proposed Extension to Edgware Controlled Parking Zone TB - Results of Public Consultation

An officer tabled an amendment to the recommendation contained in the report. He explained that the tabled amendment reflected the new position of the Council and amended one of the proposed recommendations. The Panel unanimously agreed to the circulation of the proposed recommendation.

The officer provided the Panel with an update on the proposed extension to the Edgware Controlled Parking Zone TB and associated parking restrictions at junctions within the review area. The officer also advised the Panel of the proposed introduction of pay and display parking bay in High Street, Edgware.

He reported that the success of the present CPZ scheme had caused parking to become displaced to roads nearby that were currently outside of the CPZ. He added that residents in these roads had requested for the zone to be extended, so that congestion and obstructive parking during the evenings could be managed effectively and residents concerns regarding safety and access for emergency vehicles be addressed. The request also extended to businesses nearby, who had complained

that visitors and customers had not been able to use off peak parking spaces on the High Street as other drivers had been using them to park their vehicles.

In response to a number of questions raised by Members, the officer confirmed that:

- the amended recommendation no longer included Dukes Avenue as a road for inclusion in the CPZ;
- the two corner properties on Dukes Avenue at the junction with Lake View had been included in the CPZ, so that residents of these properties had the option to use permit parking facilities on Lake View;
- parking controls could be implemented on the unadopted highway if residents and boundary sharers unanimously supported the proposals outlined in the consultation;
- the proposed charges for pay and display parking had been considered alongside the fee charged by Barnet Council, who were responsible for parking on the opposite side of the High Street.

Resolved to RECOMMEND: (to the Portfolio Holder of Environment and Community Safety)

That (1) the existing CPZ zone TB be extended to include property Nos. 21-41 and 54-68 Canons Drive, 24 and 33 Duke Avenue, Chestnut Avenue and Lake View to operate Monday to Friday 11.00 am to 12 midday, as shown at the amended Appendix G of the report;

(2) double yellow line restrictions be introduced at the junctions/locations shown at Appendix C of the report;

(3) short term pay and display parking be introduced outside property Nos. 85-93 High Street, Edgware as shown at Appendix H of the report;

(4) the existing 'Permit parking only' signs in the CPZ, Zones TA and TB, be amended to indicate the control hours;

(5) the existing pay and display signs to the shared pay and display parking bays in Canons Drive, Handel Way, High Street, Edgware, Mead Road, and Montgomery Road be amended to replace the wording 'Business permits holders and Resident permit holders' with 'Permit holders';

(6) officers be authorised to make minor amendments and finalise the detailed design of the parking controls in accordance with Appendices G, C and H and take all necessary steps under the Road Traffic Regulation Act 1984 to advertise the traffic orders, and to implement the scheme subject to consideration of objections;

(7) the Traffic and Highway Network Manager be authorised to determine any objections to the scheme received as a result of the statutory consultation or otherwise in consultation with the Portfolio Holder of Environment and Community Safety.

[Reason for Recommendations: To reflect the majority responses of the residents of Dukes Avenue, and control parking in roads as set out in the report]

RECOMMENDATION 4 - Wealdstone Controlled Parking Zone - Review, Possible Extension and Associated restrictions. Objections to Traffic Orders

The Panel received a report of the Divisional Director of Environmental Services, which considered the objection made by representatives of Marlborough Hill School. This included the deferred report from the last Traffic and Road Safety Advisory Panel meeting in September 2008. The report outlined officers' consideration of the objections to the proposed extension of the Wealdstone CPZ Zone C and associated parking restrictions.

The officer commented that at a meeting with the Portfolio Holder of Environment and Community Safety, representatives of the school expressed their concerns regarding the implications of the loading and unloading restrictions outside of the school for coaches used in school trips. The officer clarified that coaches used by the school should be unaffected by the proposed restrictions.

Resolved to RECOMMEND: (to the Portfolio Holder of Environment and Community Safety)

That the formal objections to the advertised traffic orders for the extension and revision to the Wealdstone Controlled Parking Zones C and CA incorporating a residents parking scheme and some associated waiting and loading restrictions be set aside for reasons given in the report, the objectors be informed and officers proceed with the order making and implementation.

[Reason for Recommendation: To control parking at various locations in the Wealdstone area as shown at Appendix A in the report.]

RECOMMENDATION 5 - Headstone Lane Free Bay Parking & Double Yellow Lines - Objections to Traffic Orders and Request for additional Parking Controls

An officer advised the Panel of the proposal to install double yellow lines in the report, making it illegal for drivers to park at any time on the northbound bend approaching Headstone Lane station. The officer asserted that the introduction of these traffic measures would maintain good visibility for drivers and pedestrians crossing the road at the nearby traffic island. He added that the proposal for clearly marked parallel parking bays in the nearby lay-by, also shown in Appendix A of the report, had been a direct response to concerns about pedestrian and driver safety that had been caused by cars impeding onto the carriageway as part of the current echelon parking.

In addition to the above proposals the Panel also considered a separate proposal to install controlled parking in the lay-by in front of numbers 193 to 207 Headstone Lane, Harrow.

Officers were commended on their considered response to safety issues encountered by pedestrians and motorists on this particular stretch of road.

Resolved to RECOMMEND: (to the Portfolio Holder of Environment and Community Safety)

That (1) the formal objections to the advertised traffic orders for the double yellow lines adjacent and opposite the pedestrian refuge island be set aside for reasons given in the report, the objectors be informed and officers proceed with the order making and implementation;

(2) the formal objections to the advertised traffic orders for the double yellow lines at the junction of Headstone Lane and Broadfields be set aside for reasons given in the report, the objectors be informed and officers proceed with the order making and implementation;

(3) the formal objections to the introduction of 4 parallel parking bays in the lay by in Headstone Lane be set aside for the reasons given in the report, the objectors be informed and officers proceed with the order making and implementation;

(4) (a) officers be given delegated powers to consult and take all necessary steps under the Road Traffic Regulation Act 1984 to advertise the traffic orders, and to implement controlled parking in the lay-by outside 193 to 207 Headstone Lane as detailed in the report, subject to consideration of objections;

(b) the Traffic and Highway Network Manager be authorised to determine any objections to the scheme received as a result of the statutory consultation or otherwise in consultation with the Portfolio Holder of Environment and Community Safety.

[Reason for Recommendation: To allow the implementation of the double yellow lines and parallel parking bays.]

RECOMMENDATION 6 - Local Safety Scheme - George V Avenue / Pinner Road / Headstone Lane - signalised junction

The Panel received a report of the Divisional Director of Environmental Services updating them on the progress made in addressing safety concerns at the junction of George V / Pinner Road and Headstone Lane.

An officer explained that the Council had been working with Transport for London's (TfL) signals unit and had forwarded two detailed reports of the junction to TfL for consideration.

The officer advised that the proposals for the junction would benefit pedestrians and drivers. The signal timings and phases would be modified to improve safety at the junction and should address concerns regarding right turn accidents. There would not be a dedicated pedestrian phase in the revised timings, however, pedestrians at the junctions would have an opportunity to cross at the junction as a result of the changes to signal timings.

In response to comments received by the Panel, the officer confirmed that:

- the accident record at the junction would be considered when reviewing the alignment of turning traffic;
- the process of cars stopping for pedestrians and school children using the existing island would be formalised by the introduction of a zebra crossing in Pinner Road opposite the entrance to Nower Hill High School;
- the possibility of introducing revised signal timings would be considered as part of the proposals, in order to strike a balance between road safety and congestion on the road network.

Resolved to RECOMMEND: (to the Portfolio Holder for Environment and Community Safety)

That (1) officers be authorised to ask Transport for London (TfL) to reinstate the George V / Pinner Road / Headstone Lane scheme in the Local Safety Schemes programme;

(2) officers be authorized to request the Director of Traffic Operations (DTO) of TfL to review our detailed assessment and traffic modelling data of the junction in order to progress the proposals to address the personal injury accident problems at the junction;

(3) officers be authorised to report the outcome of the review to a future TARSAP meeting.

[Reason for Recommendation: To address safety concerns at the junction.]

PART II - MINUTES

124. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Jerry Miles	Councillor Keith Ferry

125. **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. Wealdstone Controlled Parking Zone Extension Review	Alan Blann	Personal interest in that Mr Blann was a resident of Wealdstone. Mr Blann remained in the room and took part in the discussion on this item.
12. Headstone Lane – objections to proposed waiting restrictions	Councillor Keith Ferry	Personal interest in that Councillor Ferry was a resident of Headstone Lane. Councillor Ferry remained in the room and took part in the discussion and decision making on this item.

126. **Minutes:**

RESOLVED: That the minutes of the meeting held on 17 September 2008, be taken as read and signed as a correct record.

127. **Public Questions:**

The Panel received a late request for a public question from a member of the public.

RESOLVED: That the request be rejected.

[Note: Officers agreed that a written response to the question raised would be provided to the member of the public.]

128. (a) **Petitions presented at the meeting:**

1. Councillor Kinnear presented a petition containing 33 signatures on behalf of residents on Harrow on the Hill. The terms of the petition were as follows:-

“We the undersigned residents of Harrow on the Hill are having increasing difficulty in parking near our homes which causes disruption in our lives, especially for those with babies/young children. We also believe that commuters – both daily and longer- term – are parking on these roads which causes the problem. We ask that the Council give consideration to the possibility of making a controlled Parking Zone in the area to alleviate these difficulties for the Community and request that the practicalities of doing this shall be investigated at the earliest opportunity.”

2. Councillor Bill Stephenson presented a petition containing 30 signatures on behalf of residents on Devonshire Road. The terms of the petition are as follows:-

“We the undersigned residents of Devonshire Road, object to the current proposal going ahead as the new restrictions will impact heavily on our quality of life.”

3. Councillor Bill Stephenson presented a petition containing 26 signatures on behalf of residents on Oxford Road. The terms of the petition are as follows:-

“We the undersigned residents of Oxford Road, object to the current proposal going ahead as the new restrictions will impact heavily on our quality of life”

4. Councillor Bill Stephenson presented a petition containing 19 signatures on behalf of residents on Bedford Road. The terms of the petition are as follows:-

“We the following residents of Bedford Road, object to the current parking and CPZ proposals by LB Harrow. We believe that the current proposals will make the situation worse. We ask that the Council meet with residents to discuss the parking and traffic issues and come up with a mutually acceptable solution.”

5. Councillor Bill Stephenson presented a petition containing 6 signatures on behalf of residents on Sussex Road. The terms of the petition are as follows:-

“We the undersigned residents of Sussex Road, object to the current proposal going ahead as the new restrictions will impact heavily on our quality of life”.

6. Councillor Bill Stephenson presented a petition containing 6 signatures on behalf of residents on Rutland Road. The terms of the petition are as follows:-

“We the undersigned residents of Rutland Road, object to the current proposal going ahead as the new restrictions will impact heavily on our quality of life.”

RESOLVED: That the petitions be received and noted.

(b) INFORMATION REPORT - concerning petitions received prior to the meeting:**Petition from the Pinner Road Small Business Group in response to the recent public consultation on the Pinner Road Local Safety Scheme**

An officer reported to the Panel that a petition representing 16 shops and other businesses, between 124-184 on the northern side of Pinner Road, Harrow had been received. The petition which was in two separate formats contained 322 and 356 signatures and requested for the council to address the issue of providing parking bay and pavement parking in front of the shops for shoppers. A request for the Council to work with TfL in finding an acceptable parking scheme had also been made.

The officer confirmed that the petition was addressed in a separate report on the Pinner Road Parking review and CPZ proposals in the meeting.

Petition from the residents One-Way Opposition Group in response to the recent public consultation on the Pinner Road Local Safety Scheme

The Panel received a report by officers relating to a petition containing 151 signatures had been received in response to the proposed implementation of a one way system northbound in Pinner View and southbound Bedford Road.

An officer advised that the one way proposals would be dealt with in a separate report to the Panel of this meeting.

Pinner Road, Pinner View, Bedford Road, Harrow

An officer reported to the Panel that a petition was submitted to the Cabinet meeting on 23 October 2008 from Councillor Bill Stephenson on behalf of residents in Rutland Road and surrounding roads. The petition with 96 signatures representing 73 households objected to the proposals to implement a Controlled Parking Zone (CPZ) and one-way system between the southern end of Pinner View and Bedford Road.

The Panel were advised that the proposals would be addressed in a separate report to the Panel on the Pinner Road Local Safety Scheme and Pinner Road Parking Review and CPZ review.

Rayners Lane/ Alexandra Avenue, Rayners Lane

The Panel were advised by an officer of the petition submitted to the Council meeting on 30 October 2008 by Councillor Ashok Kulkarni representing retailers of Rayners Lane. The petition with 95 signatures requested for the Council to review and correct parking restrictions, outlined in Appendix A of the agenda, which had become operational on 27 October 2008.

The officer reported that a written response acknowledging receipt of the petition had been forwarded to the lead petitioner and that a further letter outlining why the restrictions were necessary would be forwarded also.

RESOLVED: That the report be noted.

(See Minute 130(2))

129. 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).

130. References from Council and Other Committees/Panels:

- (1) The Panel received a reference from the Cabinet meeting held on 23 October 2008. The reference contained a petition, which had been presented by Councillor Bill Stephenson to Cabinet. The petition containing 96 signatures of residents drew attention to the proposed implementation of a Controlled Parking Zone and the introduction of a one-way system between the southern end of Pinner view and Bedford Road.

RESOLVED: That the petition be received and noted

- (2) A reference from the meeting of Council on 30 October 2008 was received by the Panel. The reference referred to a petition that had been presented by Councillor Ashok Kulkarni to Council. The petition containing 95 signatures of retailers objected to the placement of double yellow lines on Rayners Lane and Alexandra Avenue and advised of the fall in trade since the restrictions became operational on 27 October 2008.

RESOLVED: That the petition be received and noted

(See Minute 128 (ii))

131. **Pinner Road Local Safety Scheme (LSS) - Consultation results and objections:**
(See Recommendation 1)
132. **Pinner Road Area Parking Review and Possible Controlled Parking Zone - Results of Local Consultation and Proposals for Implementation:**
(See Recommendation 2)
133. **Proposed Extension to Edgware Controlled Parking Zone TB - Results of Public Consultation:**
(See Recommendation 3)
134. **Wealdstone Controlled Parking Zone - Review, Possible Extension and Associated Restrictions. Objections to Traffic Orders:**
(See Recommendation 4)
135. **Headstone Lane Free Bay Parking & Double Yellow Lines - Objections to Traffic Orders and Request for Additional Parking Controls:**
(See Recommendation 5)
136. **INFORMATION REPORT - Review of Traffic Calming Measures:**
An officer presented an information report of the Divisional Director of Environmental Services, informing members on the guidance and regulations on traffic calming measures that were available. Members were also advised of the implications that should be considered when applying new traffic schemes and reviewing existing measures, including emergency vehicles and transport operator considerations.

The Panel were advised that:

- recent traffic calming schemes were more considered and better focussed to ensure that appropriate road safety measures were implemented;
- road humps were one of the options in the hierarchy of traffic calming measures;
- every scheme implemented had reduced vehicle speeds and accidents;
- a majority of residents had been in favour of the existing traffic schemes that had been introduced by Harrow Council;
- dialogue with emergency services had proved useful;
- the use of camera technology as a traffic calming measure was currently subject to Home Office approval.

RESOLVED: That the report be noted.

137. **Local Safety Scheme - George V Avenue / Pinner Road / Headstone Lane signalised junction:**
(See Recommendation 6)
138. **INFORMATION REPORT - Progress update on Key Traffic Schemes:**
An officer presented an information report of the Divisional Director of Environmental Services, which provided Members with information regarding the progress of a number of traffic management projects.

Honeypot Lane / Streatfield Road Roundabout

In response to questions asked by the Panel, an officer advised that additional funding to investigate capacity improvements had been received from TfL.

Honeypot Lane Bus Lane (Northbound)

An officer advised that public consultation with residents, stakeholders, Ward Councillors and the emergency services was underway. He confirmed that consultation documents would be forwarded to the Safer Neighbourhood Team and that results from the responses received would be reported for a future Portfolio Holder decision.

Eastcote Road / Ellement Close, walking scheme

As a result of public consultation, the walking scheme had been revised to provide a pedestrian refuge in Eastcote Lane near Ellement Close and incorporated into a London Cycle Network scheme which should provide compensatory parking spaces.

Rayners Lane between Imperial Drive and Village Way East

A Member of the Panel requested for the enforcement of double yellow lines on parking bays on Imperial Drive to be reviewed and considered as part of the proposed exercise to reduce congestion on Rayners Lane. An officer confirmed that the proposed scheme would review echelon parking on Rayners Lane and introduce new parking bays on Imperial Drive between Rayners Lane station and Warden Avenue to increase parking availability.

Petts Hill Bridge and Highway Improvements

The Panel were advised that the current works were on course and that the junction would be closed to all traffic between 22 December and 7 January 2009. The rail track would also be closed between 24 December 2008 and 27 December 2008.

RESOLVED: That the report be noted.

139. **Date of the Next Meeting:**

RESOLVED: That the date of the next meeting of the Panel would be held on Wednesday 11 February 2009 at 7.30 pm.

(Note: The meeting having commenced at 7.30 pm, closed at 9.57 pm)

(Signed) COUNCILLOR SUSAN HALL
Chairman

LOCAL DEVELOPMENT FRAMEWORK PANEL

27 NOVEMBER 2008

Chairman: * Councillor Joyce Nickolay (Vice Chairman in the Chair)

Councillors: * Keith Ferry * Julia Merison (4)
* Thaya Idaikkadar * Jerry Miles (2)
* Manji Kara * Dinesh Solanki (3)

* Denotes Member present

(2), (3) and (4) Denote category of Reserve Member

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Local Development Scheme - Revision**

An officer introduced a report which identified the need to amend the existing Local Development Scheme to reflect recent changes to Planning legislation and to allow more time to prepare a robust evidence base for the Core Strategy.

The officer explained that the report had been deferred from the last meeting of the Panel. The draft timings contained within the proposed Local Development Scheme had been presented to the Government Office for London (GOL) at a recent meeting in November 2008. GOL reinforced the need for the Council to focus on the delivery of the Core Strategy above all other local development documents. They had also agreed to allow the Council to continue working on a Harrow Town Centre Design Guide Supplementary Planning Document.

Another officer outlined the timelines involved with the priority 1 level documents including the Core Strategy Development Plan Document, the Harrow Town Centre Design Guide Supplementary Planning Document, the West London Joint Waste Development Plan Document and the Sustainable Building Design Supplementary Planning Document.

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

- that the Greater London Authority had an overriding authority on the approval process of the Local Development Scheme should there be a disagreement between the Secretary of State and the Mayor of London;
- that the dates specified in the report for the examination in public and adoption for the Priority Two level documents should replace each other;
- that a diagram contained in the report depicted documents which were required to be progressed under the Local Development Framework. A revised diagram would be produced in the final version of the Local Development Scheme to include completed documents such as the Harrow on the Hill Conservation Area Character Appraisal and Management Strategy and the Bentley Priory Supplementary Planning document;
- the Sustainable Community Plan was not part of the Local Development Framework Process although it was still an important consideration. The Plan was a document prepared by the Harrow Strategic Partnership and was due to be revised in early 2009;
- that a standard and uniform term be used for the Trees and Allotments Supplementary Planning Document.

Resolved to RECOMMEND: (to Cabinet)

That the draft revised Local Development Scheme, subject to the incorporation of the comments above, be approved for submission to the Government Office for London and the Greater London Authority.

Reasons for Recommendation: (1) To allow more time to prepare a robust evidence base for the Core Strategy and ensure that the Council stood the best possible chance of the Core Strategy being found sound by the Planning Inspectorate at examination in public and avoid unnecessary delays in the adoption of the Core Strategy.

(2) To ensure interim design guidance was developed to help manage development pressure on Harrow Town Centre, whilst the Local Development Framework Core Strategy was being prepared for submission to the Secretary of State.

(3) To ensure that the Council received the maximum possible amount of funds from the Government through the Housing and Planning Delivery Grant for the plan-making, by having an up to date Local Development Scheme.

RECOMMENDATION 2 - Annual Monitoring Report 2007/08

The officer reported on the 4th version of the Annual Monitoring Report (AMR) which identified the performance of the Council for the past financial year, against a set of nationally and locally defined indicators designed to monitor the implementation and performance of planning policies. The officer explained that there had been changes in the national Core Output Indicators which had resulted in the slight alteration of the format of the report.

The officer reported that document was still being updated and the Council had until the 31 December 2008 to complete the document. Additionally the Council were still conducting work on the Housing Trajectory which had not yet completed for inclusion in the report. It was anticipated that this would be completed for inclusion in the final version of the AMR.

A Member of the Panel requested that officers investigate whether hard copies of the AMR could be produced for circulation to Members of the Council and other relevant parties. The Panel thanked officers for their work on the AMR.

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

That the Annual Monitoring Report be endorsed and approved for submission to the Secretary of State (via the Government Office for London) before the 31 December 2008.

Reason for Recommendation: To enable the Council to comply with the requirement under the Planning and Compulsory Purchase Act 2004 for submission of the Annual Monitoring Report.

RECOMMENDATION 3 - Joint Waste Development Plan Document Progress Report

An officer introduced a report which set out the latest position on the preparation of the Joint Waste Development Plan Document (JWDPD) and arrangements for public consultation on an initial Issues and Options Report. The officer reported that informal consultation on the document had commenced. A public meeting was also scheduled for 2 December 2008. It was envisaged that adoption of the document would take place in 2011.

In response to a query by a Member, the officer responded that the JWDPD was a document which would address issues on waste at a strategic level for all participating London boroughs. Issues relating to composting would be addressed in each borough's local plans. The Council would be addressing composting in the Waste Management Strategy.

The officer agreed to report to the Council's Waste Management officers on the different composting techniques suggested by the Panel.

Resolved to RECOMMEND: (to Cabinet)

That the latest position on the preparation of the Joint Waste Development Plan Document and arrangements for public consultation on an initial Issues and Options report be noted.

Reason for Recommendation: To enable the panel to note progress on the preparation of the Joint Waste Development Plan Document and arrangements for public consultation on an initial Issues and Options report.

PART II - MINUTES139. **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 Marilyn Ashton	Councillor Dinesh Solanki
Councillor Husain Akhtar	Councillor Julia Merison
Councillor Navin Shah	Councillor Jerry Miles

140. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
7. Local Development Scheme – Revision	Councillor Eileen Kinnear	The Member who was not a member of the Panel declared a personal interest in that she owned a property in the Town Centre. Councillor Kinnear remained in the room during the discussion and decision making on these items.
8. Annual Monitoring Report 2007/08		
9. Joint Waste Development Plan Document Progress Report.		
11. Joint Waste Development Plan Document Progress Report		

141. **Minutes:**

RESOLVED: That the minutes of the meeting held on 22 September 2008 and the two special meetings held on 29 October 2008 be taken as read and signed as correct records.

142. **Public Questions and Petitions:**

RESOLVED: To note that no public questions were put or petitions received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rules 16 and 14 respectively.

143. **Deputations:**

RESOLVED: That in accordance with Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution) a deputation be received in respect of Agenda Item 7 – Local Development Scheme – Revision.

[Note: During the deputation, the Panel agreed that the deputation did not accord with the content of the item. The Panel agreed to hear the speaker as an additional item to ensure that the representations could be heard and that Advisory Panel and Consultative Forum Procedure Rule 15 be suspended for this additional item].

(See Minute 148).

144. **Local Development Scheme - Revision:**

(See Recommendation 1).

145. **Annual Monitoring Report 2007/08:**

(See Recommendation 2).

146. **Joint Waste Development Plan Document Progress Report:**

(See Recommendation 3).

147. **Any Other Items:**

The Panel received a representation from Mrs Galbraith which related to using results of specific past consultations constructively and on how to improve future consultations. Mrs Galbraith expressed concerns at the previous round of consultation held for the Core Strategy. She also expressed that she believed that some of the responses provided had not been grouped constructively. She requested that, on behalf of the Campaign for a Better Harrow Environment, she would like to examine responses to future consultations before a formal report was produced. Mrs Galbraith requested that interested parties be consulted on how questionnaires be designed and advertised prior to public consultation. Mrs Galbraith also requested that a machine readable version of the responses to the previous round of consultation on the Core Strategy be provided by officers.

RESOLVED: That the comments be received and noted.

(See Minute 144).

148. **Exclusion of the Press and Public:**

RESOLVED: That the press and public be excluded from the meeting for the following item for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
11.	Appendix to Item 9 - Joint Waste Development Plan Document Progress Report.	This item contained information under paragraph 5 of Part I of Schedule 12A to the Local Government Act 1972, relating to information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

149. **Joint Waste Development Plan Document Progress Report:**

An officer introduced an exempt appendix which outlined the legal implications to the report on the Joint Waste Development Plan Document Progress Report.

RESOLVED: That the exempt appendix be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 8.30 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY
(Vice Chairman in the Chair)