

2003 – 2004
March 2004 Volume 10



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

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OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE (SPECIAL)

MEETING HELD ON 2 MARCH 2004

Chair: * Councillor Jean Lammiman

Councillors: * Blann * Mary John (3)
 * Mitzi Green * Osborn
 * Ann Groves * Pinkus
 * Ingram * Seymour
 * Ismail (2) * Thammaiah

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

PART I – RECOMMENDATIONS - NIL
PART II - MINUTES
147. 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 Marie-Louise Nolan	Councillor Ismail
Councillor Versallion	Councillor Mary John

148. Welcome:

The Chair welcomed Nigel Johnson and Angus Fish of Deloitte, who were in attendance for agenda item 5, "Annual Audit and Relationship Manager Letters", to the meeting. It was also noted that the Finance and Human Resources and Performance Management Portfolio Holder, Councillor Dighé, would be in attendance at the meeting for agenda items 6 and 7. The Chair additionally welcomed two officers - Paul Najsarek, Director of Organisational Performance, and Myfanwy Barrett, Director of Business and Financial Strategy - both of whom were new to the Council.

149. Declarations of Interest:

Councillor Jean Lammiman declared a personal interest in agenda item 6, "Progress Report on the Draft HR Strategy", by virtue of having had an input into the draft strategy. She stood down from the chair for that item.

RESOLVED: To note the declaration of interest made by Councillor Jean Lammiman in respect of agenda item 6, and that the Member participated in the discussion and the decision on that item.

150. Arrangement of Agenda:

The Chair suggested that agenda item 8, "Medium Term Capital Budget Strategy and Capital Investment Plan", be taken immediately after agenda item 5.

RESOLVED: That (1) agenda item 8, "Medium Term Capital Budget Strategy and Capital Investment Plan", be considered immediately after agenda item 5;

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

151. Minutes:

RESOLVED: That the signing of the minutes of the meeting held on 3 February 2004 be deferred until the next ordinary meeting of the Committee.

152. Annual Audit and Relationship Manager Letters:

The Committee considered a joint report of the Executive Director (Business Connections) and the Executive Director (Organisational Development), which set out the annual letters from the Council's external auditors and the relationship manager appointed by the Audit Commission.

Angus Fish of Deloitte introduced the Annual Audit Letter, and summarised the main findings and conclusions from each area of the external auditors' work over the past year. The Executive Director (Business Connections) added that the Council had

accepted all of the auditors' recommendations, and drew Members' attention to the Action Plan at Appendix 1 to the Annual Audit Letter, which set out the way in which the Council was responding to those issues.

In response to Members' questions, further information was given on the timescale for drawing together conclusions and proposals arising from the research being undertaken by Internal Audit into anti-fraud arrangements in other Authorities, and clarification was provided of the work being done by both Internal Audit and Deloitte on the ICT strategy. With regard to the latter, and in response to a request from the Chair, Nigel Johnson undertook to ensure that meetings set up by Deloitte with officers were followed up. The meeting was also advised that the action plans drawn up in response to the external auditors' recommendations on the computer control environment would be submitted to the next meeting of the Committee.

Further to a query from a Member, Mr Johnson outlined the liaison and co-ordination that took place between Deloitte and the Relationship Manager, in order to ensure that the work carried out was necessary and timely, and complimented the Council's timetable for improvement. He also advised that Deloitte were involved in some pilot inspection activity: some work relating to the First Contact initiative and the New Harrow Project was being done by Deloitte rather than Audit Commission inspectors.

It having been noted that Deloitte intended to issue a 5 month audit plan, there was some concern about this. Mr Johnson advised that this was a result of the transition to new arrangements imposed by the Audit Commission, and agreed that it was not ideal. However, the audit plan for the 2003/04 accounts was currently being discussed and would be finalised shortly, and the audit plan for 2004/05, which would include the schedule of inspection work and the audit plan for the 2004/05 accounts, would be available around May. In future years the audit plan would ordinarily be available in March, and the annual audit and relationship manager letters would continue to be issued in December; the Committee could therefore draw up future work programmes on that basis. The need for the process for the audit of the accounts to be rearranged in line with the acceleration of the statutory timetable was also highlighted.

The proposed arrangements for dealing with the external auditors' report on the statement of accounts this year were queried. The Executive Director (Business Connections) advised that a report on this would be submitted to full Council in due course, but his personal view was that this function should be delegated to the Overview and Scrutiny Committee, as had been successfully done in other Authorities.

There was concern at this suggestion, as Members felt they did not have the resources, in terms of time and appropriate training, to carry out the role as fully they would like. It was also suggested that the body to which this function was delegated should have executive powers; the Overview and Scrutiny Committee would not have the power to implement changes in response to the external auditors' recommendations. Officers undertook to provide a report on this to the Committee at its next meeting in April, and it was requested that this be forwarded to the Chair and Vice Chair as early as possible.

A Member suggested that a Committee of Council, comprising Members of the Overview and Scrutiny Committee with financial expertise, the Finance Portfolio Holder and an opposition Member of the Executive, should be established to deal with all the reports of the external auditors; he felt that such a Committee would have the authority to act on the external auditors' recommendations. The Chair expressed concern, however, that such a Committee would be too financially-orientated; she highlighted that there were other matters such as risk management which were also important.

Mr Johnson thanked the Committee for the opportunity to attend the meeting.

RESOLVED: That (1) officers provide a report to the next meeting on the proposed arrangements for dealing with the external auditors' report on the statement of accounts; and

(2) the Annual Audit and Relationship Manager's letters be noted.

153.

Medium Term Capital Budget Strategy and Capital Investment Plan:

The Committee received a joint report of the Executive Director (Urban Living) and the Executive Director (Business Connections), which set out changes to the management of the capital programme, and the 'Prudential Borrowing' indicators.

Members noted that the estimated capital expenditure for 2003/04 was approximately £32m against a budget of £44m; in light of this there was concern as to whether the Medium Term Capital Budget Strategy (MTCBS) would be achieved. The Executive Director (Business Connections) advised that there were a number of reasons for not

achieving the programme for 2003/04, including late notification of monies and borrowing from the Government, some feasibility studies for projects not being ready on time, and some contracts not being ready to be awarded on time. He believed, however, that there would be much less slippage in 2004/05 due to the changes being made to the management of the programme, which included the establishment of a fund to enable feasibility studies to be developed earlier. It was also pointed out that the capital programme had previously been dictated by the amount of funding available, but was now needs based rather than finance driven, and focused around corporate objectives.

The establishment of an Invest to Save fund and the delegation of authority to the Executive Director to approve small projects were welcomed. With regard to the early preparation of business cases and feasibility studies for projects, however, it was noted that there was a risk that the Council would pay for feasibility studies for projects which were never undertaken.

Officers confirmed that this was the case but stated that such preliminary work needed to be done in advance in order to ensure the delivery of the programme. It was anticipated that most of the projects for which feasibility studies were undertaken would be carried out eventually, if not in the year in which they were originally programmed, and that only a small number of projects would not be undertaken. The cost of the feasibility studies in comparison to the whole programme was very small, so the risk to the programme was quite low. A Member welcomed the establishment of the fund for the early development of feasibility studies, and requested that if these were being done early, any necessary consultation be undertaken early too.

A Member felt that the presentation of the MTCBS needed to be improved. He felt that it did not make clear what the Council was spending, the source of that expenditure, or the impact of it on the revenue budget, and suggested that it would be helpful for Members to separate out these elements. Officers advised that the report to Cabinet in March on the MTCBS would be clearer and break down schemes more. In addition, it was proposed next year to submit the MTCBS to Cabinet in November at same time as the Medium Term Revenue Budget Strategy; this would ensure that the impact of the capital programme on the revenue programme was clear.

A Member highlighted that PFI schemes would be coming on balance sheet in 2005 and suggested that this was a risk. The Executive Director (Business Connections) acknowledged that this was potentially a problem, but believed that it would only be a problem in year 1, because then the Council would get credit approval from the government; in year 2 these schemes would again go off balance sheet. This was a national issue on which the major accountancy firms had differing views; the situation would continue to be monitored.

Members felt that there was a need for Member training on prudential borrowing. It was confirmed that training on this and more general finance issues would feature in the Member development programme for next year, which was currently being drafted. The Chair suggested that such training should be mandatory for Members. Another Member felt, however, that this was an issue for the Member Development Panel.

The changes in the approach to managing the capital programme having been welcomed, it was

RESOLVED: That the report be noted.

154.

Progress Report on the Draft HR Strategy:

(Note: Having declared a personal interest in this item, Councillor Jean Lammiman stood down from the chair; the Vice Chair, Councillor Mitzi Green, took the chair).

Members considered a report of the Executive Director (Organisational Development) which set out the draft strategy for managing and developing people. The Finance and Human Resources and Performance Management Portfolio Holder, who was in attendance, introduced the strategy and invited the Committee's comments on it.

Members made a number of detailed comments on the draft strategy. In the section entitled "the strategy for people framework", it was suggested that two of the items in the list of actions which were the role of the Council should be amended: "encourage innovation, learning and managed risk taking" should include a reference to commitment to training and development; and "work with staff and managers to define clear standards and common values" should also make reference to working with the trade unions. Officers agreed to incorporate these amendments.

The information about the workforce set out in the section entitled "Working for Harrow council in 2004", was noted, and it was suggested that the strategy should also set out whether it was the Council's intention to increase, decrease or maintain the size of the workforce. The Portfolio Holder stated that it would not be appropriate to include this as the strategy was a framework for the way in which the council treated its employees; a decision on the size of the workforce was a policy matter. Another Member felt, however, that there was a need to look at overall numbers of employees, and that the strategy should include a reference to this in terms of effectiveness.

A Member was also concerned to note that 75% of workforce were women but at senior levels, only 35% of staff were women. It was advised that this was partly to do with the structure of the workforce: over 45% of staff were part time.

It was suggested that the reference to on-going changes to national and European employment legislation in the section entitled "Building the strategy" should include examples, such as the forthcoming Disability Discrimination Act and European anti-ageism legislation; officers undertook to include this. In the same section, in the subsection "Listening to people", it was requested that the second sentence be amended to read "Key issues needing attention were to". With regard to the first key issue listed, there was concern about the reference to re-shaping the workforce. It was advised that the Council was currently engaged in discussions with Unison on single-status on negotiations of terms and conditions, and this was felt to be the most appropriate term to reflect that.

With regard to action 1b, to develop and implement a flexible benefits package, there was concern that this would require a big increase in the number of personnel staff, and would also go against national agreements for example with Unison. The Executive Director (Organisational Development) reported, however, that Unison were in support of this, as it gave the employee more control, and that the administration for this would not be too onerous. The Portfolio Holder added that this worked well in the private sector and there were systems which could handle the administration of it.

In response to a query from a Member, clarification was provided in relation to the measures of success for action 1g. It was advised that one of the issues for the organisation was how to retain high performers and develop senior managers from within the organisation; this was particularly an issue for black and ethnic minority staff. The Portfolio Holder added that this was desirable because it helped both the individual and the organisation: it helped staff to develop but also created flexibility within the organisation. In response to another query, the operation of the staff appraisal system, referred to under action 1j, was explained. It was not a 360° appraisal system as managers were not reviewed by employees. Officers were, however, seeking to review the system and develop it further.

It was noted that action 5b was to develop effective partnerships with the trade unions and this was welcomed. With regard to action 5c, it was noted that one of the objectives of this was for staff to achieve minimum levels of competence; a Member felt that the use of the word 'minimum' was demotivating and that the objective should instead be for staff to achieve optimum levels of competence. The Portfolio Holder provided further information on the purpose of this action but agreed that it could be revisited.

Members welcomed the draft strategy. There was concern, however, that there was only one mention of elected Members in the strategy and that it related to leadership. It was suggested that more attention should be paid to equipping all Members with necessary skills and competencies, not just leadership skills; there was a desire for Members to be an integral part of strategy. The Portfolio Holder felt that the reference to leadership skills applied to all Members, because Members were the leaders of the Council, whether or not they had an Executive role. Officers undertook, however, to revisit the strategy in terms of Member development.

A Member suggested that the key issues set out in the annual report of the HR Portfolio Holder (agenda item 7) should be reflected in the strategy. Another Member commented that he had found some of the headings for the key priorities confusing, and that there was a lot of overlap between them. This was acknowledged, and it was advised that any suggestions to improve the headings would be welcomed.

Concern was expressed at the lack of use of key performance indicators (KPIs) to measure success. It was noted that there were specific KPIs for issues such as the number of black and ethnic minority employees, but it was queried why Council service outcomes were never used as performance indicators. The Executive Director (Organisational Development) stated that this had not previously been considered, but it

would be difficult to find a KPI which was directly attributable to the input of staff. The Director of Organisational Performance added that performance on issues such as people, money and projects were currently all reported separately, but that one of the things he would be seeking to work on with Members would be linking all this together so that performance could be seen in the round. Members welcomed this, and requested that the Overview and Scrutiny Committee be part of that process.

There was some discussion of the arrangements for the review of the strategy, which had changed since the publication of the draft strategy on the agenda. Members were concerned that the strategy be reviewed regularly, and suggested that it should be subject to formal review every two years. It was also suggested that the Overview and Scrutiny Committee should look at the strategy annually.

RESOLVED: That (1) the progress made be noted; and

(2) the Committee's comments on the strategy, as set out above, be noted.

(Note: following the conclusion of this item, Councillor Lammiman resumed the chair).

(See also Minute 149).

155. **Annual Report of HR Portfolio Holder for 2002/2003:**

The Committee received a report of the Finance and Human Resources and Performance Management Portfolio Holder, which set out the HR work of the Council over 2002/03, the key objectives for the personnel service and progress made against those objectives. The Portfolio Holder invited Members' questions on the report.

Noting that one of the performance indicators for the service was to achieve a balanced workforce which reflected the gender profile of the borough, a Member expressed concern that only 24% of Council staff were men against a target of 49%, and queried the actions being taken to address this. The Portfolio Holder stated, however, that this performance indicator did not provide the whole picture; at senior levels only 35% of staff were women. He therefore believed that there were other issues which needed to be addressed more urgently.

There was concern that a potentially disproportionate number of black and ethnic minority employees were subject to the probationary and disciplinary procedures. It was advised, however, that this was due to the fact that the number of employees subject to these procedures was very small: for example, only 4 employees had been subject to probationary procedures this year of which 2 were black or ethnic minority staff. Officers were nevertheless very conscious of these issues and kept these figures under regular review.

Concern was also expressed with regard to the proportion of black and ethnic minority employees at senior level. The Portfolio Holder acknowledged that this was a problem, and added that there was a disproportionately high drop-off rate for Asian candidates at the interview stage. He outlined a number of actions which were being taken to address this; these included the consideration of the issue by a review group, work being done with black and ethnic minority members of interview panels, and the use of a wider range of media to advertise vacancies. There was also a need to increase the representation of disabled people in the workforce; the Council was therefore taking steps to ensure its recruitment processes were fair.

In response to Members' queries, the Executive Director (Organisational Development) stated that the level of sickness absence was too high, and that there were actions which the Council could take to reduce it, for example by providing better support to staff on long term sickness to enable them to return to work more quickly. On learning that approximately 70% of sickness absence was long term sickness, Members requested that the figures for long-term sickness be provided in the next annual report, as this suggested that casual sickness was not as high as might be imagined. Members also requested a breakdown of the figures for long-term sickness for school staff and non-school staff.

At the request of the Chair, the Executive Director (Organisational Development) gave an update on the implementation of single status. In response to a question from another Member, the Executive Director outlined some of the steps being taken to encourage disabled people to apply for posts at the Council. These included operating the 2 ticks scheme; interviewing any disabled applicant who met the minimum person specification for a post; work with the Harrow Association of Disabled People on the recruitment process; and offering work experience to people with mental health

problems. The Member felt that it was not widely known that such a lot of positive proactive work was going on, and suggested that this issue should be referred to the Publications Advisory Panel to consider; this was agreed.

A Member felt that the report should set out costs in comparison with other Authorities. He was also concerned that there was no link between the Key Performance Indicators (KPIs) and the key service objectives set out in the report. It was advised, however, that the KPIs were corporate health indicators set by the Audit Commission, while the key service objectives measured the effectiveness of the personnel service. The Member also felt it would be helpful to have targets associated with issues such as training.

The Chair thanked the Portfolio Holder and the Executive Director (Organisational Development) for an excellent report.

RESOLVED: That (1) the Publications Advisory Panel be requested to consider publicising the steps being taken by the Council to encourage job applications from disabled people;

(2) the report be noted.

156. **Extensions of the Meeting:**

At 9.59 pm, during discussion of the above item, and at 10.09 pm, following the conclusion of the above item, the Chair drew the attention of the meeting to the time.

RESOLVED: That, under the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), the meeting be extended to 10.10 pm and 10.15 pm respectively.

157. **Improvement Progress Report and Best Value Performance Indicators - Quarterly Monitoring Report:**

The Committee considered a report of the Executive Director (Organisational Development) which provided an update on the progress of the implementation of the Council's Improvement Plan in response to the Improvement and Development Agency's (IDeA) and Comprehensive Performance Assessment reviews, and also presented the quarterly monitoring report of the Best Value Performance Indicators (BVPIs) for 2003-4.

The Executive Director highlighted that the progress report proforma attached to the report at Appendix A now had an additional column showing whether progress against target dates had been achieved. She also highlighted that the 3 areas for concern flagged up in the last BVPI monitoring report, namely housing benefits, planning and special educational needs, all had an upwards arrow in the trend column indicating improvement in performance over the previous quarter.

In response to a question from the Chair, it was advised that the draft report of the IDeA re-inspection was anticipated in a couple of weeks. It was also noted that the BVPI monitoring report would be submitted to the Scrutiny Sub-Committees for consideration as part of their deliberations on the scrutiny work programme.

There was concern that BVPI 157 on e-enablement had not been achieved. It was advised, however, that there was a lot of work currently on-going in relation to that BVPI. One of the issues had been the methodology for the collection of data, which had now been improved. In addition, the Government was rethinking this BVPI.

RESOLVED: That (1) the Committee note the progress report proforma attached to the report at Appendix A;

(2) a further report be made to the July Committee detailing progress over the year together with an amended Improvement Plan for the coming year;

(3) the BVPI monitoring report be noted.

(Note: The meeting, having commenced at 7.34 pm, closed at 10.14 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN
Chair

SCRUTINY
SUB-COMMITTEES

HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE (SPECIAL)**5 FEBRUARY 2004**

- Chair: * Councillor Marie-Louise Nolan
- Councillors: * Ann Groves * Anjana Patel
 * Lavingia * Silver
 * Myra Michael * Thammaiah
- Advisor (non-voting): * Dr S Ahmad
- * Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**123. **Attendance by Reserve Members:**

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

124. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of personal or prejudicial interests made by Members of the Sub-Committee arising from business transacted at this meeting.

125. **Arrangement of Agenda:**

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

126. **Minutes:**

RESOLVED: That the signing of the minutes of: the Special meeting held on 24 July 2003, the joint meeting of the Health and Social Care and Lifelong Learning Scrutiny Sub-Committees on 17 September 2003, and the ordinary meetings on 18 September and 8 December 2003, be deferred until the next ordinary meeting of the Sub-Committee.

127. **Patients' Forums:**

The Sub-Committee received a presentation by Betty Arrol, Director of Age Concern, who was also accompanied by Ines Metcalf, Coordinator for the Harrow Primary Care Trust (PCT) Forum, Caroline Moran, Coordinator for the North West London Hospitals Trust Forum, Jo D'Arcy, Coordinator for the Royal National Orthopaedic Hospitals Trust Forum regarding the new Patients' Forums.

Members were advised that Age Concern had management responsibility for the four patient forums in Harrow and Brent since 1st September 2003. The Sub-Committee was advised of the sequence of events that led to Age Concern's selection by the Commission for Patient and Public Involvement in Health, which was described as being an extensive and heavy process. Betty Arrol explained the reasons why Age Concern had been selected:

- Older people had life long experience of health
- Cared about the younger generation
- Age Concern was ideally located in Premier House in the context of forum support, as the forums would operate from the new Wealdstone Community Services Centre (except Brent)
- Older People form a very high proportion of health service users
- Involvement through Age Concern would facilitate inclusion of the needs of older people.

It was stressed by the Director that the main objective of establishing the forums was to ensure there was no Government intervention into what was decided by members of the public, since the aim was to ensure that the public were involved in making decisions about health and the provision of health services.

The Sub-Committee was told that as the forums were in their infancy stage, only the preliminary procedural functions had been established, such as Chairs, Vice Chairs and Terms of Reference. However it was predicted that forums would be heavily publicised in the community, collaborative partnerships would be built with voluntary and community groups and more learning would be acquired on the internal functioning of the PCT and Trusts.

During the discussion Members raised a number of supporting comments in relation to Age Concern. It was stressed that the membership and publicity of the PPI Forums was important to create public awareness and the Council could help advertise the forums through its website and the Harrow People.

The Director responded by saying that a Communications Officer had been recruited and would take the responsibility of publicising PPI Forums as well as create links with community groups. It was also mentioned that the Commission took the responsibility for recruiting members for forums, but was agreed that members needed to be culturally diverse representing residents of the borough.

The Advisor of the Sub-Committee enquired how the forums would ensure they were aware of children's views. It was suggested that the forums might tap into some of the mechanisms used by People First, which would ensure children's voices were heard.

RESOLVED: That the presentation be noted.

128. **Improving Health 2003: the Annual Report of the Director of Public Health:**
The Sub-Committee received a presentation from Dr Shahed Ahmad, Director of Public Health for Harrow and Advisor to the Sub-Committee, of his Annual Report, within which he provided an independent view on the health of Harrow residents.

Members were informed that the report's recommendations worked in conjunction with the draft Community Strategy. It was also stated that the presentation would be repeated at the members' briefing on 18 February 2004.

The Sub-Committee was advised that Harrow needed to ensure that it tackled health inequalities and targeted resources to those most in need. It was stressed that for far too long Harrow had missed out on crucial funding as it was considered to be an affluent borough with no overt signs of poverty deprivation. Dr Ahmad presented information to the Sub-Committee that highlighted areas of need ward by ward.

Members were advised that there were a number of factors that determined good health. It was not just a case of how many times a person visited the doctor or hospital. It was dependent upon factors such as diet, housing, area, environment, employment, sanitation, exercise, genetics and drug abuse. It was stated that there was significant inequality in health in Harrow. It was put forward that the lowest paid people in the borough, people who lived in the most deprived wards, would have the worst health, especially in respect of diabetes, stroke, coronary heart disease, and would rely heavily upon NHS services. Therefore, specific and direct preventative action was required. Members were advised that this would only be possible through joint working between the Council, Harrow PCT, the voluntary sector and scrutiny, which would ultimately produce a joint vision and targets.

It was stressed that the following service areas in the borough needed to be improved: housing; infant mortality; increased breast feeding of new born babies; a reduction in teenage pregnancies; midwifery; nutrition of residents; high quality family support and more emphasis on health care for people over 50. It was stated that the Healthy Harrow Sub-Group that formed part of the Harrow Strategic Partnership also needed to be quickly established.

Members welcomed the presentation and praised the proposed radical approach to health in Harrow.

RESOLVED: That the presentation be noted.

129. **Local Government Scrutiny of Health: Using the New Power to Tackle Health Inequalities:**
The Sub-Committee received a presentation from Dr Shahed Ahmad regarding the Health Development Agency report: 'Local government scrutiny of health: Using new power to tackle health inequalities'.

Members were advised that the report documented eighteen case studies from local

authorities from all over the country regarding their approach and challenges faced in relation to overview and scrutiny. Members were urged to read the document as it provided possibilities on how the Sub-Committee could operate in the future.

Dr Ahmad emphasised that there were a range of public agencies, such as the Department of Health, the Office of the Deputy Prime Minister and the Association of Community Health Councils for England and Wales who had supported the report and were committed to the idea of local authorities having power to tackle health inequalities. The Summary of the report was highlighted to Members for information.

Dr Ahmad recommended that the Sub-Committee could concentrate upon issues related to: life expectancy and infant mortality, which would have wide reaching ramifications for the borough.

Members welcomed the presentation and commented that the success of overview and scrutiny was dependent upon resources.

RESOLVED: That the presentation be noted.

130. **Use of Section 31 Health Act 1999 Flexibilities:**

The Sub-Committee received a report of the Executive Director (People First), which was presented by the Head of Community Care.

Members were informed that there had been some changes to report appended to the Sub-Committee's agenda. It was highlighted that Cabinet in December (2003) had given an 'in principle' agreement to the officer recommendations.

The objective of Health Act 1999, Section 31, was summarised to Members as a pooled sum of money derived from a local authority and PCT to spend on expenditure incurred by both parties in administering care to individuals where there was dual responsibility. So in this instance Harrow Council had planned to enter into a partnership with Harrow PCT.

The officer indicated that, despite a number of meetings and pre-planning, the agreement that had been due to go ahead this year (2004) was stalled. It was stated that there were a number of issues that prevented Harrow PCT entering into an agreement with Harrow Council, which were mainly financial. It was stated that Harrow PCT was £2m short of the actual costs required for the agreement and there were queries related to the interpretation of the continuing care criteria. It was also highlighted that the Chief Executive of Harrow PCT, who had favoured the agreement, had resigned. This had also affected the process. It was however stressed that work was ongoing on this matter and it was anticipated that the Strategic Health Authority would revise their guidance on continuing care criteria.

Members noted that there was still a great deal of enthusiasm on both sides in relation to Section 31 and that the legal and managerial aspect of the section was near to completion, but would not be finalised until there was sufficient budget pooling intent and action to reinstate it. It was also highlighted that the Joint Equipment Service agreement had been signed already and work was being carried out on the Free Nursing Care and Integration Agenda.

RESOLVED: That the information be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 9.55 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

STANDING ADVISORY
COUNCIL FOR
RELIGIOUS
EDUCATION

STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION**11 MARCH 2004**Representatives of the LEA

Councillors: † Mrs Champagne Choudhury * Gate

Representatives of Christian and Other Religious Denominations and Faiths

* Rev'd D Beckwith	Dr V Kapashi
* Mrs M Besser	† (Cllr) D Lavingia
Mrs N Desai	* (Cllr) A Omar
* Mrs P Gan-Kotwal (part)	† Mrs P Perinparaja
Mrs M Hale	Prof H Singh
† Envoy B Haylock	* Mr P Singh-Kohli (part)
* Mrs Z Jaffer	* Mrs P Wearing

Representatives of the Church of England

* Mrs M Abbott Dr K Pickering

Representatives of Teachers

* Mrs L Bedford	* Mr R Crocker
* Mr M Bishop	* Rev'd Dr S Thompson
* Mrs S Catton	

Co-opted Members

† Mr A Aggarwal * Ms P Stevens
(Humanist Vacancy)

Adviser to the Council, Nominated by the Director of Education

* Mr P O'Dwyer (part)

* Denotes Member present

† Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**

84. **Apologies for Absence:**
Apologies for absence had been received from Cllr Mrs Champagne, Mr Haylock, Mrs Perinparaja, (Cllr) Mr D Lavingia and Mr Aggarwal.
85. **Attendance of Reserve Members:**
RESOLVED: To note that there were no Reserve Members in attendance at this meeting.
86. **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.
87. **Minutes:**
RESOLVED: That the minutes of the meeting held on 11 December 2003, having been circulated, be taken as read and signed as a correct record, subject to the following amendments:-
- Drama Material from faith groups for Hatch End High School (Minute 73): That the first sentence of the second paragraph be corrected to read 'Councillor Asante' rather than 'Cllr Sante.'
- Roman Catholic Celebrations (Minute 77): That 'St Gabrielle's Church' be changed to 'St Gabriel's Church.'

88. **Matters Arising:**

Hatch End High School - International Evening (Minute 73 - Drama material from faith groups for Hatch End High School): Dr Thompson reported that 400 people attended the International Evening in March 2004. It was hoped that the event, which incorporated a mix of drama, song and dance from diverse cultures, would take place annually.

Advice on Sex and Relationships (Minute 73): Submissions had been received from Ba'hai, Jewish and Roman Catholic communities. Further advice was invited. It was agreed that a sample format for advice would be circulated together with a copy of the minutes of this meeting. Members were asked to forward material from their faith communities to the Chair.

SACRE Handbook (Minute 73 – Nower Hill High School Governor Enquiry): The Chair reported that the constitution of SACRE, which would form part of the Handbook, was out of date. Muslim Members were asked to consider convening a working party in order to review the guidance for schools regarding Ramadan. Mrs Jaffer and Councillor Omar agreed that they would arrange for the Ramadan guidance to be reviewed.

Draft SACRE Report September 2002 - July 2003 (Minute 75): Members were asked to note that the SACRE Annual Report had been circulated to QCA and other interested bodies.

In-service Training, 16 March 2004, Harrow Teachers' Centre (Minute 80 – News from Harrow Council People First): The meeting was advised that due to a lack of demand the session planned for governors had been cancelled. The Chair noted that she would be visiting individual schools as this seemed to be the most productive way of disseminating the training on statutory duties concerning Religious Education and collective worship. The twilight session was still scheduled to take place and all Members were invited to attend. It was reported that Religious Education teachers and members of senior management teams would have opportunities to learn about different faiths and raise sensitive issues.

RESOLVED: That the Chair would draft a SACRE Constitution for consideration at the next meeting.

89. **Determinations:**

The meeting heard that there were no new determinations to be discussed but it was reported that six schools were considering renewing their determination. It was added that other schools were considering applying for determinations for the first time while reviewing their worship guidelines in the 2004/2005 financial year.

RESOLVED: That the above be noted.

90. **SACRE Budget - April 2003 - 31 March 2004:**

The budget was tabled and Members' comments invited. It was noted that the majority of the expenditure was on resource mailings to schools. The Chair offered to lend Members samples of the types of literature distributed.

RESOLVED: That each school be contacted to establish which publications they wished to continue to receive.

91. **Harrow Inter Faith Festival (27 June - 4 July 2004):**

The Spring 2004 Newsletter of the Harrow Inter Faith Council and a paper outlining the Harrow Inter Faith Festival 2004 were tabled. It was noted that there had been encouraging responses regarding the festival. Invitations were being written to faith communities to take part. The Chair encouraged Members to raise the festival profile within their respective communities. The meeting was informed that the festival would include exhibitions of schools' wide ranging research at the Teachers' Centre and the Civic Centre. Members agreed that the same material could then be shown at Harrow Baptist Church during the weekend of 4/5 July. It was also noted that SACRE had been offered the opportunity to arrange the regular Tuesday lecture at Harrow Museum on 29 June 2004, 2pm-3pm. The leader of the Harrow Museum's Thursday after school art-club had asked for SACRE's advice regarding a suitable theme to complement the festival. The meeting also noted that Harrow Council had booked the area outside St George's shopping centre for a late morning Inter-Faith Cultural Pageant on 4 July and had sought advice from SACRE on the nature of the event.

Members agreed that the Schools' exhibition work could be shown at Harrow Baptist Church after the festival. Members were invited to contribute ideas to the Chair as

soon as possible for the 29 June lecture, 4 July pageant and the after school art-club.

RESOLVED: That the above be noted.

92.

Resources for Schools:

The Chair reported that Religious Education was rated as the fourth best subject in primary schools and the second best subject in secondary schools in terms of good use of ICT. All schools were now linked to the London Grid for Learning (LGfL) and therefore had access to resources on the network.

Members noted that Espresso Education had produced an interactive CD on faiths that had been sent free of charge to all primary schools. The CD provides material on Bhuddism, Christianity, Hinduism, Islam, Judaism and Sikhism in a number of formats including video, audio and picture images. Espresso Education had asked Harrow SACRE for contacts from the Baha'i, Jain and Zoroastrian communities so that information on these three faiths could be incorporated. Members saw a demonstration of the CD, which can be either used by itself or on the Internet by schools holding Espresso licences.

RESOLVED: That (1) Members from the Baha'i, Jain and Zoroastrian communities would provide contacts for the new CD.

(2) the Chair would arrange for all members of SACRE to receive the existing CD.

93.

Religious Education at Roxbourne Middle School:

A Teacher Representative reported that Roxbourne Middle School's recent OFSTED report had highlighted a good standard of practice in the area of Religious Education. It was felt that the Agreed Syllabus was easy to work with and contributed to the school's success. Members were shown material that the school had used and the work that the children had produced. Members also took part in an activity that provided a means of comparing, contrasting and gaining an insight into different religions. Mutually beneficial links had been developed between Roxbourne and Moriah Jewish Day School. Children had worked together on several projects at both locations.

RESOLVED: That the above be noted.

94.

News:

From Faith Communities

The Baha'i Community was due to invite children to take part in a competition on the theme: *How do you think humanity can work as a family?* Submissions could be essays, poems or posters. Entries should be sent to SACRE in the first instance. Winners of the Harrow competition would be sent for consideration to the National and then international competitions. Details will be sent to the schools in the Autumn Term 2004.

Members heard that a Zoroastrian Education Day was taking place in London on 4 April 2004 from 9.30 am - 4.30 pm. The topic was 'Marriage, Children and Religious Education'. Refreshments would be available. Further details were available from Mrs Gan-Kotwal.

On Palm Sunday morning, 4 April 2004, there would be a procession in Harrow Town Centre. Further details were available from Councillor Gate.

It was noted Councillors Omar and Gate had been invited to lunch with the Queen on 1 April 2004 at the Civic Centre. While the Councillors were not attending as representatives of SACRE, it was noted that people from a range of faith groups were expected to attend the lunch.

Members heard a report on the Women's Interfaith Network.

From Harrow Council

The theme for the October 2004 Black History Month was education. The Adviser to the Council asked Members to send him suitable resources as soon as possible. These would include photos and stories of people from ethnic minorities and their contribution to life in Harrow. It was noted that in the context of the Black History Month, 'black' indicated all ethnic minorities. A Member suggested that rather than have a black history month, it would be advisable to have black history taught throughout the year.

RESOLVED: That the above be noted.

95. **Correspondence:**

The meeting heard that Mrs Debbie Catton was attending her last SACRE meeting. The Chair read her resignation letter in which she explained that she had enjoyed being part of SACRE. The Chair thanked her for her valuable contribution over the years.

The AGM of NASACRE was taking place on Tuesday 20 April 2004 10.00 am to 3:30 pm at the Methodists' International Centre, Euston Street, London. The keynote speaker was to be Attaullah Siddiqi. Those wishing to go were advised to inform the SACRE clerk by 24 March 2004. Mrs Gan-Kotwal expressed a wish to attend.

QCA had acknowledged receipt of Harrow SACRE's Annual Report. This submission would be noted in QCA's literature.

A letter from Arts House College, Greenfield School was read. Mrs Gan-Kotwal was impressed with the teaching methods there, which were linked to Scientology. It was agreed that a speaker would be invited to a SACRE meeting.

RESOLVED: That (1) a notice regarding the NASACRE AGM would be sent out with the minutes.

(2) a representative from Art House College would be invited to speak at a SACRE meeting.

96. **Any Other Business:**

It was suggested that the subject of a speaker for the Annual Lecture be put on the agenda for the next meeting. It was felt that it would be appropriate to have a panel of local people from Harrow and incorporate the lecture into the Borough's 50th Anniversary Celebrations.

RESOLVED: That the topic of the Annual Lecture be put on the next agenda.

97. **Dates of Future Meetings:**

Members noted that future SACRE meetings had been scheduled for:

17 June 2004
22 September 2004
9 December 2004
10 March 2005

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 9.25 pm)

(Signed) PAT STEVENS
Chair

DEVELOPMENT
CONTROL
COMMITTEE

REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 17 MARCH 2004

Chair: * Councillor Anne Whitehead

Councillors: * Marilyn Ashton * Idaikkadar
 * Mrs Bath * Knowles
 * Bluston * Miles
 * Choudhury * Mrs Joyce Nickolay
 * Janet Cowan (2) * Thornton

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

[Note: Councillor Ray and Councillor Mrs Kinnear also attended this meeting to speak on the items indicated at Minute 522 below].

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

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

Ordinary Member

Councillor Kara

Reserve Member

Councillor Janet Cowan

522. Right of Members to Speak:

RESOLVED: That, in accordance with Committee Procedure Rule 4.1, Councillors Mrs Kinnear and Ray, who are not Members of the Committee, be allowed to speak on Agenda Item 28: 102 High Street, Harrow on the Hill Installation of a Mobile Phone Base Station on Roof and Planning Application 2/14 respectively.

523. Declarations of Interest:

RESOLVED: To note the following declarations of interest arising from the business to be transacted at this meeting:

(i) Agenda Item 28 – 102 High Street

Councillors Marilyn Ashton, Janet Cowan, Knowles and Mrs Joyce Nickolay declared a prejudicial interest in the above agenda item arising from the fact that a relation of a Member of the Conservative Group owned the above property. They advised that they would remain in the room for the duration of the deputations on this item, but would not ask questions of the deputees, and would take part in the debate pertaining to the historic handling of the telecommunications application, but would leave the room and not take part in the voting and discussion on future action on the matter. The Members accordingly left the room at the appropriate stage and took no part in the vote on this matter.

Councillor Mrs Kinnear, who the Committee had given permission to speak on this item, declared an interest on the same basis as the Members outlined above.

She also declared a prejudicial interest arising from her appointment as a representative of the Authority on the Harrow on the Hill Forum and as an LEA Governor at Roxeth School, where she was Chair of the Finance and Premises Committee. She advised that she understood that the head teacher of the school had written to the Authority objecting to the mast. She advised that, in accordance with Paragraph 12.2 of the Council's Code of Conduct, these interests did not prohibit her from taking part in the discussion on this item. She also declared a personal interest arising from her membership of the Harrow on the Hill Trust.

Accordingly, Councillor Mrs Kinnear left the room at the appropriate stage of discussion.

Councillor Mrs Bath additionally declared a prejudicial interest in the above item and left the room and took no part in any of the discussion or voting on this item.

- (ii) Planning Applications 2/05 and 2/06 – Arnold House Playing Fields, 44 Donnefield Avenue, Edgware – P/66/04/CFU & P/67/04/CCA
Councillor Bluston declared a personal interest in the above item arising from the fact that he was a member of the tennis club. Accordingly, he remained and took part in the decision-making and discussion on this item.
- (iii) Planning Application 2/11 – Peterborough and St Margaret’s School, 50 Common Road, Stanmore – P/1794/03/CCO
Councillor Mrs Joyce Nickolay declared a prejudicial interest in the above application arising from the fact that she was acquainted with the Head teacher of the above school. Councillors Marilyn Ashton, Mrs Bath, Janet Cowan and Knowles additionally declared prejudicial interests in the above item. Accordingly, the Members left the room and took no part in the discussion or decision-making on this item.
- (iv) Planning Application 2/12 – Stanmore Cricket Club, Pavilion Cricket Ground, 70 The Common, Stanmore – P/5/04/CFU
Councillor Bluston declared a personal interest in the above application arising from the fact that he had played at the cricket club. Accordingly, he remained and took part in the discussion and decision-making on this item.
- (v) Planning Application 2/16 – 34 West Street, Harrow – P/2814/03/CFU
Councillor Knowles declared a personal interest in the above item arising from the fact he was acquainted with the architect for the above development. However, he advised that he would be leaving the room during consideration of this item. Accordingly, he left the room and took no part in the discussion or decision-making on this item.
- (vi) Planning Application 2/31 - 14 West Drive, Harrow – P/228/04/CFU
Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles, and Mrs Joyce Nickolay declared prejudicial Interests in the above item. Accordingly, they left the room and took no part in the discussion or decision-making on this item.
- (vii) Planning Application 3/01 – Pinnerwood Cottage, 3 Woodhall Road, Pinner – P/2813/03/CFU
Councillor Mrs Bath declared an interest in the above application and left the room and took no part in the discussion or decision-making on this item.

524. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances/ Reasons for Urgency</u>
Addendum	This contains information relating to various items on the agenda and is based on information received after the agenda’s dispatch. It is admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
Agenda item 28 - 102 High Street, Harrow on the Hill- Installation of a Mobile Phone Mast– Supplemental Information	A Consultant’s report which was not available at the time of agenda dispatch and further information clarifying the officer report is admitted to the agenda in order to ensure that the Committee have all the information relevant to the decision on this agenda item.
Agenda Item 8(b) – Petition against any change of planning to 201-203 Headstone Lane, Harrow	This information, which was not available at the time of agenda dispatch, is admitted to the agenda in order to ensure that a response to

the petition is agreed as soon as possible.

Agenda Item 8(c) - Reference from the Tenants' and Leaseholders' Consultative Forum held on 4th March 2004

This item, which was not available at the time of agenda dispatch, is admitted to the agenda in order to ensure that a response to the reference is agreed as soon as possible.

and;

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

525. **Minutes:**

During discussion on this item, a Member raised queries regarding the minuting of comments made by Members of the Committee at the previous meeting in relation to planning application 2/01. Following discussion it was

RESOLVED: That it be agreed that, having been circulated, the Chair be given authority to sign the minutes of the meeting held on 11 February 2004 as a correct record, subject to the deferral of approval of the minutes in so far as they relate to planning application 2/01.

526. **Public Questions:**

RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution).

527. **Petitions:**

RESOLVED: To note the receipt of the following petition which was considered with the relevant agenda item:

- Petition Objecting to the Construction programme at Templar House, 82 Northolt Road (Main agenda Item 11)
Councillor Mrs Kinnear presented the above petition which had been signed by 9 local residents.

528. **Deputations:**

RESOLVED: That, in accordance with the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution), the following deputation requests in relation to Agenda Item 28 be heard:

- (1) **Dr Gail Marshall (deputation on behalf of local residents and Harrow School)**
- (2) **Mr Ted Allett (deputation on behalf of the Harrow on the Hill Trust)**

(See Minute 548 - 102 High Street, Harrow on the Hill - Installation of Mobile Phone Base Station on Roof).

529. **Petition against the application to build a block of 8 flats at 14A Thornton Grove, Hatch End - Reference from the Meeting of Council held on 26 February 2004:**

The Panel received a reference regarding the above issue from the Meeting of Council held on 26 February 2004. It was

RESOLVED: To note the above reference and that the planning application referred to would be submitted to the Committee for determination at its meeting scheduled to take place on 21 April 2004.

530. **Petition against any change of planning to 201-203 Headstone Lane, Harrow - Reference from the Meeting of Council Held on 26 February 2004:**

The Panel received a reference regarding the above issue from the Meeting of Council held on 26 February 2004. It was

RESOLVED: To note (1) the above reference and that advice on this matter is currently being sought from the Borough Solicitor;

(2) that officers will report back to a future meeting of the Committee.

531. **Templar House, 82 Northolt Road, Harrow - Reference from the Tenants' and Leaseholders' Consultative Forum held on 4th March 2004:**

The Committee received a reference regarding the above issue from the Tenants' and Leaseholders' Consultative Forum held on 4 March 2004.

RESOLVED: To note the above reference and that a report on this matter is included at agenda item 11.

(See also Minute 527 – Petitions and Minute 536 – Templar House, 82 Northolt Road, Harrow].

532. **Representations on Planning Applications:**

RESOLVED: That (1) in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), representations be received in respect of main agenda item 11 and item 2/14 on the list of planning applications;

(2) it be agreed to hear a late representation request in respect of item 2/10 on the list of planning applications.

533. **Planning Applications Received:**

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

534. **Tesco Superstore, 177 Station Road, Harrow (P/188/04/CRE):**

The Committee received an application in respect of the above site for the renewal of the planning permission dated 17/9/99 for a single storey side extension with revised parking and access and the construction of a car park.

It was

RESOLVED: That the applicant be informed that (1) the proposal is acceptable subject to the completion of a legal agreement within six months (or such period as the Council may determine) of the date of the Committee decision on the application relating to:-

- i) Provision by the applicant of the contribution of £60,000 to the Local Planning Authority (as agreed for application reference P/160/03/CFU) to be used towards Harrow Town Centre infrastructure improvements, on commencement of either this development or that proposed under application P/160/03/CFU, whichever is the earliest; and

(2) a formal decision notice granting permission, subject to the planning conditions and informatives reported, will be issued only upon completion of the aforementioned legal agreement.

535. **Peterborough & St Margaret's School, 50 Common Road, Stanmore (P/1794/03/CCO):**

The Committee received an application in respect of the above site for retention of revised car parking provision, new landscaping and additional fencing.

It was

RESOLVED: That the applicant be informed that (1) the proposal is acceptable subject to the completion of a deed of variation of a legal agreement (dated 25th June 1990) within one year (or such period as the Council may determine) of the date of the Committee decision on the application relating to:-

- (i) an extension of the built upon area of the site to include the revised car parking provision; and

(2) a formal decision notice granting permission, subject to the planning conditions and informatives reported, will be issued only upon completion of the aforementioned legal agreement.

(See also Minute 523 – Declarations of Interest).

536. **Templar House, 82 Northolt Road, South Harrow:**

The Committee received a report of the Chief Planning Officer relating to planning application P/2018/03/CFU in respect of the above property. The report explained that the application had been submitted to the Committee for decision on 5 November 2003 and the Committee had resolved to grant planning permission subject to a legal agreement, however, it had since been discovered that, due to an error, some relevant properties had not been notified of the application. This mistake had now been rectified and the report outlined the additional responses received and maintained the recommendation for grant of planning permission subject to a legal agreement.

Prior to discussing the above report, the Committee received representations from two objectors who addressed the Committee on behalf of a number of local residents. The objectors outlined their concerns, which related to inadequate parking provision, exacerbation of traffic problems, inadequate amenity space, the unsuitability of the site to high density housing, and increased noise and disturbance and, therefore, the detrimental impact on the amenities of neighbouring residents. They also objected to the application on the basis that cheap, small-sized office accommodation was much needed and criticised the 'underhand' planning process and the lack of consultation with residents.

In response, the applicant advised that the majority of the above issues had been addressed when the Committee had originally considered the application in November. However, he went on to argue that adequate amenity space was provided, including some communal amenity space, that the development would be of much benefit to key workers, and that car parking provision was in accordance with government policy.

Following receipt of the above representations, Members asked a number of questions of the applicant and then received the officer presentation. During the discussion which followed it was moved and seconded that the application be refused on the following grounds:

1. There is a severe under provision of parking which would give rise to a loss of amenity with the resulting overspill parking in the surrounding area, which is outside of the restricted parking zone.
2. The proposal would result in a loss of employment use which is contrary to the Council's adopted and revised deposit draft UDP policy which contains a presumption against the loss of land or buildings within employment use.
3. This proposal would be an over-development of the site by reason of its density which is well in excess of the Council's UDP standards and on the grounds that there is insufficient amenity space to support the scale and density of this development.

Upon being put to a vote, this was not carried. Upon voting on the substantive issue it was

RESOLVED: That (1) the additional consultation response be noted; and

(2) the previous resolution to grant planning permission subject to a legal agreement be confirmed for the reasons outlined in the officer report and the previous report submitted to the Development Control Committee.

[Note: Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted against the decision reached].

[See also – Minute 527 - Petitions and Minute 531 – Reference].

537. **Tree Preservation Order - Runnelfield, Harrow on the Hill:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to:

(1) make a new Tree Preservation Order(TPO) to be known as TPO 695, Runnelfield (No. 4), Harrow on the Hill, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

- (2) revoke the following on confirmation of the above:
 - TPO 48, Runnelfield, South Hill Avenue, Harrow

- TPO 115, Runnelfield (no.3), Harrow
- TPO 85, Runnelfield (no. 2), Harrow

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

538. **Tree Preservation Order - 'The Chequers' and 'The Lawn', West End Lane, Pinner:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to:

(1) make a new Tree Preservation Order(TPO) to be known as TPO 696, West End Lane (no. 3), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 11 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

539. **Tree Preservation Order - Grove Cottages, Pine House, Warren Lodge, Grove Farm and The Stocks, Warren Lane, Canons:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to:

(1) make a new Tree Preservation Order(TPO) to be known as TPO 698, Warren Lane (No. 1), Canons, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke the following on confirmation of the above:

- TPO 126, The Common (No. 1), Stanmore
- TPO 351, The Common (No. 3), Stanmore

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

540. **Tree Preservation Order - 1-64 Lodge Close, off Canons Drive, Canons:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to:

(1) make a new Tree Preservation Order(TPO) to be known as TPO 702, Canons Drive (No. 5), Canons, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 46 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

541. **Tree Preservation Order - 2 and 2c The Avenue, Hatch End:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to:

(1) make a new Tree Preservation Order(TPO) to be known as TPO 697, The Avenue (No. 4), Hatch End, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 16 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

542. **Tree Preservation Order - Oxhey Lane, Hatch End:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to:

(1) make a new Tree Preservation Order(TPO) to be known as TPO 700, Oxhey Lane (No. 3), Hatch End, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 17 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

543. **Tree Preservation Order - 'The Lodge' and Highcroft on Oxhey Lane, Hatch End:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to:

(1) make a new Tree Preservation Order(TPO) to be known as TPO 699, Oxhey Lane (No. 2), Hatch End, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 19 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

544. **4 Elm Park, Middlesex:**
The Committee received a joint report of the Borough Solicitor and the Chief Planning Officer which advised of a breach of planning control at the above address.

The report outlined the nature of the breach, which related to the conversion of a detached garden building at the rear of the above property, which under the approved scheme was to provide 2 car parking spaces, to a small dwelling house, and the provision of one parking space to the side on an area which, as part of the approved scheme, should have been laid to turf. The report advised that it was now considered expedient to issue an enforcement notice to rectify the breach for the reasons stated in the officer report.

RESOLVED: That, subject to his being satisfied as to the evidence, the Borough Solicitor be authorised to:

(1) Issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:

- (i) the cessation of the use of the detached garden building as a single-family dwellinghouse;
- (ii) the demolition of the front and internal ground floor walls, the removal of the kitchen units and sink, and the return of the use of the building to car parking as shown on plan 2572/10 of planning consent EAST/1213/01/FUL.

(i) and (ii) to be complied with within a period of 6 months from the date on which the Notice takes effect;

(2) Issue Notices under section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control; and

(3) Institute legal proceedings in the event of failure to;

- (i) supply the information required by the Borough Solicitor to the Council through the issue of Notice(s) under Section 330 of the Town and Country Planning Act 1990

and/or

- (ii) comply with the Enforcement Notice

[REASON: As outlined at paragraph 8 of the officer report].

545. **154 Eastcote Lane, South Harrow - Breach of Planning Control:**
The Committee received a joint report of the Borough Solicitor and the Chief Planning Officer which advised of a breach of planning control at the above address.
- The report outlined the nature of the breach, which was the erection, without planning permission, of a single storey rear extension and raised patio area at the rear of a single family dwellinghouse. The report advised that it was now considered expedient to issue an enforcement notice to rectify the breach for the reasons stated in the officer report.
- RESOLVED:** That, subject to his being satisfied as to the evidence, the Borough Solicitor be authorised to:
- (1) Issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:
- (i) the demolition of the single storey rear extension and patio;
 - (ii) the permanent removal of all materials resulting from the demolition from the land.
- (i) and (ii) to be complied with within a period of 3 months from the date on which the Notice takes effect;
- (2) Issue Notices under section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control; and
- (3) Institute legal proceedings in the event of failure to:
- (i) supply the information required by the Borough Solicitor to the Council through the issue of Notice(s) under Section 330 of the Town and Country Planning Act 1990
- and/or
- (ii) comply with the Enforcement Notice
- [REASON: As outlined at paragraph 8 of the officer report].
546. **Harrow School Conservation Area: Draft Conservation Area Character Study Including Planning Policies:**
The Panel received a report of the Chief Planning Officer which set out a draft Conservation Area Character Study for the Harrow School Conservation Area. This report was provided for the information of the Development Control Committee and was to be submitted to the Unitary Development Plan Panel for approval to be made the subject of a public consultation process.
- RESOLVED:** That the report be noted.
547. **87 Glebe Crescent, Harrow, Middlesex, HA3 9LB - Single Storey Rear Conservatory Without Planning Consent:**
The Committee received a joint report of the Borough Solicitor and the Chief Planning Officer which advised of a breach of planning control at the above address.
- The report outlined the nature of the breach, which was the erection of a single storey rear conservatory without planning permission.
- The report advised that it was now considered expedient to issue an enforcement notice to rectify the breach for the reasons stated in the officer report. It was advised that an enforcement notice, if approved, needed to be issued before May 2004.
- RESOLVED:** That, subject to his being satisfied as to the evidence, the Borough Solicitor be authorised to:
- (1) Issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:
- (i) the demolition of the conservatory;
 - (ii) the permanent removal of its constituent elements from the land.
- (i) and (ii) to be complied with within a period of 3 months from the date on which the

Notice takes effect;

(2) Issue Notices under section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control; and

(3) Institute legal proceedings in the event of failure to;

(i) supply the information required by the Borough Solicitor to the Council through the issue of Notice(s) under Section 330 of the Town and Country Planning Act 1990

and/or

(ii) comply with the Enforcement Notice

[REASON: As outlined at paragraph 8 of the officer report].

548. **102 High Street, Harrow on the Hill - Installation of Mobile Phone Base Station on Roof:**

The Committee received a joint report of the Borough Solicitor and of the Chief Planning Officer which advised that a number of Ombudsmen and other complaints had been received in respect of a mobile phone base station installed on the roof of 102 High Street, Harrow on the Hill under planning permission WEST/456/02/FUL, and sought the Committee's views on possible action.

Prior to discussing the report, the Committee received two deputations. The first deputation consisted of a representative of Harrow School and two local residents. The deputees, inter alia, raised the following issues:

- Concern was expressed regarding the health effects of the mobile phone mast on local residents, and, in particular, local children and pupils at the nearby Harrow School. It was argued that, whilst the emissions from the base station were well below ICNIRP guidelines, the long-term effects of third generation masts were still unknown. The deputees pointed out that the Stewart Report on the health effects from the use of mobile phones, base stations and transmitters, commissioned by the Government, concluded that, although the balance of evidence indicated that there was no general risk, the gaps in knowledge were sufficient to justify a precautionary approach. They argued that the Authority should, accordingly, have refused permission for the mast on this basis.

The representative of Harrow School observed that PPG8 stated that the beam of greatest intensity emitted by masts should not fall within school grounds without the consent of parents and the school. He argued that, although there was no mention in the officer report of whether the beam did fall within school grounds, given the mast's location, it seemed likely that it did. He stressed that no such consent had been sought.

- The deputees highlighted the detrimental impact of the mast on the visual amenity of local residents. They pointed out that permission for the installation of a mast at 42-44 High Street had recently been refused by the Committee on the basis of its detrimental impact on the Conservation Area and the amenity of local residents, and argued that the mast located at 102 High Street, which they considered to be larger and much more prominent, should therefore certainly have been rejected.
- The deputees criticised the fact that the proper planning procedure had not been followed and the inadequacy of the consultation procedure.
- The deputees urged the Committee to issue a Discontinuance Order.

The second deputation was from the Chair of the Harrow Hill Trust. He expanded on concerns raised in the first deputation, outlined above, regarding the detrimental impact of the mast on the Conservation Area, pointing out that both the CAAC (Conservation Area Advisory Committee) and the Council's own Conservation Officer had objected to the mast on the grounds of its visual impact, and also arguing that the impact was much worse than that of the mast it replaced. He pointed out that the original mast erected on the building in 1974 had not had the benefit of the relevant permission. He further echoed the comments made within the first deputation regarding 42-44 High Street and indicated that Gareth Thomas MP also supported residents' objections.

Following the receipt of the above deputations, the Chief Planning Officer introduced the officer report and expanded on a number of points outlined within the report. He apologised for the procedural errors made in dealing with the application and assured the Committee that measures had been put in place to ensure that similar mistakes were not repeated.

With reference to comments made within the deputations regarding the health risk represented by mobile phone masts, the Chief Planning Officer explained that although the Government accepted the need for a precautionary approach, as PPG8 stated, the Government's view was that it was not for local planning authorities to implement their own precautionary policies.

The Chief Planning Officer also explained that, in the event that a Discontinuance Order were made, it would require confirmation by Secretary of State and anyone affected would have recourse to appeal before the Minister's decision.

Following the officer presentation, Members sought clarification on a number of issues. In response to question from a Member, the Chief Planning Officer confirmed that he would be reporting back to the April Committee meeting regarding a separate investigation into a new microcell facility recently installed at 102 High Street by Orange.

During the discussion which followed, Members also apologised for the stress and anxiety caused to residents. Turning to the options for action before them, the Committee expressed support for issuing a Discontinuance Order and an amendment was moved and seconded to the effect that the Order be made on the basis of two reasons only. Individual votes were taken on the officer recommendations and, accordingly, it was

RESOLVED: That (1) the shortcomings/irregularities that have occurred in the planning application process;

(2) it be noted that Officers have offered apologies to residents and to Harrow School and the Committee concur with the apologies;

(3) having had regard to the development plan and all other material considerations, it be agreed to make a Discontinuance Order under s102 of the Town and Country Planning Act 1990 to remove the structure, associated equipment and use granted under planning permission(WEST/456/02/FUL) for the following reasons:

- (i) the development, by reason of its height and prominence, is unduly obtrusive and detrimental to the character and appearance of this part of the Conservation Area; and
- (ii) the development, by reason of its height and prominence, is unduly obtrusive and detracts from the visual amenity of neighbouring residents and occupiers and of the street scene in general;

(4) Counsel's advice that this is not an appropriate case for the Council to seek Judicial Review of its own decision be noted;

(5) it be noted that even if it is lawful to provide financial assistance for a resident to seek Judicial Review, the advice is this is unlikely to be successful and therefore this is not an appropriate case for such assistance, for which a formal decision rests with the Executive.

(6) Officers continue to cooperate with the Local Government Ombudsman.

[REASON: To enable the Committee to consider fully the circumstances surrounding the grant of planning permission, review the position and consider a Discontinuance Order].

[Note: The Committee wished it to be recorded that they were unanimous in reaching the above decision].

(See also Minute 523 – Declarations of Interest and Minute 521 - Rights of Members to speak).

549. **Planning Appeals Update:**

The Committee received a report of the Chief Planning Officer which listed those appeals being dealt with and those awaiting decision.

RESOLVED: That the report be noted.

550. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Chief Planning Officer which listed those enforcement notices awaiting compliance. A Member requested that the grid be updated to reflect the current situation regarding the Stanmore Hill Hearing Centre.

RESOLVED: That the report be noted.

551. **Telecommunications Developments:**

RESOLVED: To note that there were no telecommunications applications which required consideration.

552. **Determination of Demolition Applications:**

RESOLVED: To note that there were no demolition applications which required consideration.

553. **Any Other Business:**

RESOLVED: That the action agreed/information outlined below be noted.

i) **Circulation of Information re permission for pre-school nurseries in residential areas**

During the discussion of planning application 2/10, Councillors Marilyn Ashton, Bluston and Janet Cowan requested information regarding those sites in the borough where permission for pre-school nurseries in residential areas had been granted.

ii) **The demolition of the Railway Hotel/Demolition of Locally Listed Buildings**

A Member advised that during the previous week it had come to his and one of his fellow Ward Member's attention that the Railway Hotel, in respect of which a planning application had previously been submitted but later withdrawn by the developer when they discovered that the property was a Locally Listed Building, was in the process of being demolished. When challenged, the developer had explained that damage to the property had been caused by a fire started by children and the developer was therefore 'tidying up'. The Member reported that currently only a third of the building was left standing.

The Member explained that the matter had been drawn to the attention of the Chief Planning Officer but he had been advised there was little recourse open to the Authority. It was noted that the developer was required to notify the Planning Authority of the action and had apparently done so but the notice had arrived late.

The Member expressed sadness at the loss of this building and wished to draw the matter to the attention of the Committee, and query what action could be taken.

In response, the Chief Planning Officer confirmed that Locally Listed Buildings were afforded only limited protection unless they were also situated in a Conservation Area. He advised that Local Listing was a useful tool in situations where a building was the subject of negotiation between the Planning Authority and a developer as it gave some policy basis to try and maintain important features of the building.

The Committee joined the Member in expressing sadness at the loss of the building and expressed regret that they were unable to take any further action in this matter.

554. **Extension and Termination of the Meeting:**
In accordance with the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution) it was

RESOLVED: At (1) 10.00 pm to continue until 10.30 pm;

(2) 10.30 pm to continue until 11.00 pm;

(3) 11.00 pm to continue until 11.30 pm;

(4) 11.30 pm to continue until 12.00 am;

(5) 12.00 am to continue until 12.15 am;

(6) 12.15 am to continue until 12.20 am;

(7) 12.20 am continue until 12.25 am;

(8) 12.25 am to continue until 12.30 am; and

(9) 12.30 am to continue until 12.35 am.

(Note: The meeting, having commenced at 7.30 pm, closed at 12.35 am).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

SECTION 1 – MAJOR APPLICATIONS

LIST NO: 1/01 **APPLICATION NO:** P/2976/03/CFU

LOCATION: Alexandra Avenue Clinic, 275 Alexandra Avenue, South Harrow

APPLICANT: Dransfield Owens De Silva for Harrow Primary Care Trust

PROPOSAL: Redevelopment: Detached 3/4 Storey Building to Accommodate Primary Care Centre and 10 Units as Key Worker Accommodation with Access and Parking.

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported, and the following additional condition reported on the addendum:

16. Prior to the first occupation of the building hereby approved, further details of the provision of 10 units of key worker accommodation shall be submitted to and approved in writing by the Local Planning Authority. These units to be subsequently available as key worker accommodation unless otherwise agreed in writing by the Local Planning Authority.

REASON: to ensure that satisfactory provision of such accommodation.

LIST NO: 1/02 **APPLICATION NO:** P/175/04/CFU

LOCATION: Green Man Public House, 730 Honey Pot Lane, Stanmore

APPLICANT: David Ames for Linden Homes (Chiltern) Ltd

PROPOSAL: Redevelopment: Detached 2 Storey Building with Rooms in the Roofspace to Provide 15 Flats with Access and Parking.

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 1/03 **APPLICATION NO:** P/177/04/CFU

LOCATION: 206-212 Whitchurch Lane, Edgware

APPLICANT: CGMS Consulting for Laing Homes North London

PROPOSAL: Redevelopment: Detached Part 2, Part 3 Storey Building to Provide 18 Flats with Access and Parking.

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 1/04 **APPLICATION NO:** P/197/04/CFU

LOCATION: 206-212 Whitchurch Lane, Edgware

APPLICANT: CGMS Consulting for Laing Homes North London

PROPOSAL: Redevelopment: Detached Part 2, Part 3 Storey Building to Provide 18 Flats with Access and Parking (Duplicate)

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 1/05 **APPLICATION NO:** P/182/04/CFU

LOCATION: 1, 3, 5 & 7 Manor Road, Harrow

APPLICANT: CGMS Consulting for Laing Homes North London

PROPOSAL: Redevelopment: Detached Part 2, Part 3 Storey Building with Accommodation in Roofspace to Provide 22 Flats with Access and Parking.

DECISION: That, had the applicant not appealed against the failure of the local planning authority to determine the application within the statutory period, the Council would have REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

[Note: Officers advised the Committee orally that an appeal in relation to this application had now been submitted and amended the wording of the officer recommendation to reflect this].

LIST NO: 1/06 **APPLICATION NO:** P/70/04/COU

LOCATION: Land at and R/O 101 & 103 Roxeth Green Avenue, South Harrow

APPLICANT: Gillett Macleod Partnership for Clearview Homes Ltd

PROPOSAL: Outline: Demolition of Garages and Redevelopment to Provide 22 Flats in 2 x 4 and 1 x 3 Storey Blocks.

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported, subject to no further material objections being received within the consultation period and subject to the condition(s) and informative(s) reported.

[Note: (1) Councillor Marilyn Ashton wished to be recorded as having voted against the decision reached, outlined above;

(2) During the discussion on the above application, it was moved and seconded that concerns regarding traffic on Roxeth Green Avenue be referred to the Traffic and Road Safety Panel. Upon being put to a vote, this was not carried].

LIST NO: 1/07 **APPLICATION NO:** P/2481/03/CFU

LOCATION: Clementine Churchill Hospital, 9 Sudbury Hill, Harrow

APPLICANT: Fuller Peiser (Bhavash Vashi) for BMI Healthcare Ltd

PROPOSAL: Conversion of Under Croft Car Park to Provide Additional Medical Facilities with Revised Parking Arrangements.

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and the following additional reason agreed by the Committee, and subject to the informative reported:

2. The proposal, by virtue of the amount of hard-surfacing, would have a prejudicial impact on the character of the Metropolitan Open Land.

[Note: Councillor Mrs Bath wished to be recorded as having voted in favour of the decision reached, outlined above].

SECTION 2 – APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/2205/03/CFU
LOCATION: Grange First and Middle School, Welbeck Road, Harrow
APPLICANT: Design & Building Services for Education Department
PROPOSAL: Relocation and Removal of Mobile Classroom and Provision of Front and Side Extension to Provide 7 Classrooms with W.C.'s, Boiler Room and Covered Walkway
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/02 **APPLICATION NO:** P/2182/03/COU
LOCATION: 7 Charlton Road, Harrow
APPLICANT: Geoffrey T Dunnell for Messrs J D & P J Flannery
PROPOSAL: Outline: Redevelopment to Provide Four Two Storey Terraced Houses with Parking at Front
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/03 **APPLICATION NO:** P/36/04/CFU
LOCATION: Land R/O 33 Southfield Park, North Harrow
APPLICANT: Chambers Goodwin and Partners for Acton Housing Association
PROPOSAL: Two Storey Detached Building to Provide Four Flats with Access and Parking off Yew Tree Close.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported and the following amended condition and additional informative reported on the addendum:
Amend condition 12 – replace 'PO2A' with PO2B'
Add Informative:
5. The applicant is requested to include in any tenancy agreements the requirement that 2 of the flats hereby approved are occupied by people who do not own cars and/or vans.

LIST NO: 2/04 **APPLICATION NO:** P/188/04/CRE
LOCATION: Tesco Superstore, 177 Station Road, Harrow
APPLICANT: DPP for Tesco Stores Ltd
PROPOSAL: Renewal of Planning Permission dated 17/9/99 for Single Storey Side Extension with Revised Parking and Access
DECISION: See Minute 534.

LIST NO: 2/05 **APPLICATION NO:** P/66/04/CFU
LOCATION: Arnold House, Playing Fields, 44 Donnefield Avenue, Edgware
APPLICANT: Gerald Eve for Arnold House School
PROPOSAL: Part Demolition and Redevelopment to Provide Replacement Changing Room Facilities with Detached Two Storey House to Provide Groundsman Accommodation.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.
(See also Minute 523 – Declarations of Interest).

LIST NO: 2/06 **APPLICATION NO:** P/67/04/CCA
LOCATION: Arnold House Playing Field, 44 Donnefield Avenue, Edgware
APPLICANT: Gerald Eve for Arnold House School
PROPOSAL: Conservation Area Consent: Demolition of Changing Rooms and Ancillary Tractor Shed and Groundsmans House
DECISION: GRANTED Conservation Area Consent in accordance with the works described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.
(See also Minute 523 – Declarations of Interest).

LIST NO: 2/07 **APPLICATION NO:** P/2970/03/CFU
LOCATION: 372 Northolt Road, South Harrow
APPLICANT: David Kann Services Ltd for Mr T Islam
PROPOSAL: First Floor and Two Storey Rear Extension, Rear & Front Dormers, Roof Lights and Alterations to Restaurant.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/08 **APPLICATION NO:** P/196/04/CDP
LOCATION: The Orange Tree Public House, 1 Pinner Green, Pinner
APPLICANT: Gillett Macleod Partnership for Howarth Homes PLC
PROPOSAL: Approval of Details Pursuant to Planning Permission WEST/902/02/OUT for 3 Storey Building to Provide 22 Flats
DECISION: DEFERRED at officers' request in order to obtain revised plans.

LIST NO: 2/09 **APPLICATION NO:** P/282/04/CFU
LOCATION: 118-122 College Road, Harrow
APPLICANT: White Associates for Regent Tutorial College
PROPOSAL: Change of Use: Offices to Education (Class B1 to D1) on Ground, First, Second and Third Floors.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/10 **APPLICATION NO:** P/2518/03/CFU

LOCATION: 45 Whitchurch Gardens, Edgware

APPLICANT: D R Joyner for Mr & Mrs Jhunjhunwala

PROPOSAL: Change of Use: Residential to Pre-School Nursery (Class C3 to D1) on Part of Ground Floor (Maximum 9 Children, 2 Staff) and Conversion of Integral Garage to Habitable Room

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals (E6, E46, C2, T13) (SD1, C3, T13):

This site is located in the heart of a quiet residential area where the additional noise and activity that would be generated in respect of parking would give rise to a loss of residential amenity to the neighbouring properties.

[Note: (1) Prior to discussing the above application the Committee received representations from an objector and the applicant.

The objector, who spoke on behalf of a number of local residents, pointed out that two petitions objecting to the application had been submitted. He advised that the objectors' concerns related to the impact of the development on the character of this quiet, residential cul-de-sac, the increased noise and disturbance, which would have a detrimental impact on the amenities of neighbouring residents, and the exacerbation of traffic and parking problems which would, in turn, give rise to concerns regarding pedestrian safety.

In response the applicant rejected the argument that the development would give rise to increased noise, disturbance and traffic and parking problems and pointed out that she would be able to provide for some parking on her driveway. She further advised that garden activities would be kept to a minimum and would be well supervised.

(2) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted against the decision outlined above.

(3) The Chief Planning Officer had recommended that this application be granted].

(See also Minute 553 – Any Other Business)

LIST NO: 2/11 **APPLICATION NO:** P/1794/03/CCO

LOCATION: Peterborough & St Margaret's School, 50 Common Road, Stanmore

APPLICANT: GVA Grimley – A Thompson for E Ivor Hughes Educ. Foundation

PROPOSAL: Retention of Revised Car Parking Provision, New Landscaping and Additional Fencing

DECISION: See Minute 535.

LIST NO: 2/12 **APPLICATION NO:** P/5/04/CFU

LOCATION: Stanmore Cricket Club, Pavilion Cricket Ground, 70 The Common, Stanmore

APPLICANT: Orchard Associates for Stanmore Cricket Club

PROPOSAL: Replacement Scorebox

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

(See Minute .523 - Declarations of Interest).

LIST NO: 2/13 **APPLICATION NO:** P/2524/03/CFU
LOCATION: 457 Pinner Road, Harrow
APPLICANT: H E Services for London Borough of Harrow
PROPOSAL: Provision of Public Toilets
DECISION: It was NOTED that this application had been included on the agenda in error and had already been granted under delegated powers on 5th February 2004.

LIST NO: 2/14 **APPLICATION NO:** P/2650/03/CFU
LOCATION: 378/380 Rayners Lane, Rayners Lane, Harrow
APPLICANT: Kanpara Design Consultants for Mr T Premathasan
PROPOSAL: Basement and Ground Floor Rear Extension to Shop, Rear Staircase
DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason(s) and subject to Standard Informative 41- UDP and Deposit Draft UDP Policies and Proposals (E6, E46, S5, T13)(S1, SD1, D4, SEM2, SEM3, EM8, T13):

The proposal would result in an overdevelopment and over-intensive use of the site and one which would be deficient in adequate parking space.

[Note: (1) Prior to discussing the above application, the Committee received representations from an objector and a representative of the applicant.

The objector, a neighbouring resident, referred to concerns regarding a loss of light to his property, inadequate car parking provision, difficulties in relation to access for deliveries, and also to environmental health issues regarding the disposal of refuse.

In response, the representative of the applicant pointed out that the two windows in the flank wall of the neighbouring property did not have the benefit of planning permission and the consideration of loss of light was therefore not relevant. He also advised that his client was making appropriate arrangements for refuse disposal and argued that the proposed development would allow more room for vehicle turning. He commented that the proposed development as a whole be an improvement on the existing structure.

(2) The Chief Planning Officer had recommended that this application be granted;

(3) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted against the decision reached; and

(4) Councillor Mrs Bath wished to be recorded as having voted in favour of the decision reached].

LIST NO: 2/15 **APPLICATION NO:** P/2718/03/CFU
LOCATION: Rendalls Boarding House, 38 Grove Hill, Harrow
APPLICANT: Malcolm Bonner for Harrow School General Fund
PROPOSAL: Reinstatement of Railings on Top of Dwarf Brick Wall Fronting Grove Hill
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/16 **APPLICATION NO:** P/2814/03/CFU
LOCATION: 34 West Street, Harrow
APPLICANT: J R Orchard for Mr D Watkiss
PROPOSAL: Single Storey Rear Extension and Replacement Windows in Flank Elevations
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

(See also Minute 523 – Declarations of Interest).

LIST NO: 2/17 **APPLICATION NO:** P/2856/03/CFU
LOCATION: 3 & 5 Evelyn Drive, Pinner
APPLICANT: John Dunham for Mr & Mrs Budd & Mrs Jones
PROPOSAL: Single Storey Rear Extension to Both Properties
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/18 **APPLICATION NO:** P/2926/03/CFU
LOCATION: Pitcullen, Pinner Hill, Pinner
APPLICANT: John Barry for Mr & Mrs Mehta
PROPOSAL: First Floor Side Extension to Link House and Garage
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/19 **APPLICATION NO:** P/2470/03/CFU
LOCATION: Oakwood, 6 South View Road, Pinner
APPLICANT: Jack Leviton
PROPOSAL: Hardsurfacing of Driveway
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/20 **APPLICATION NO:** P/31/04/CFU
LOCATION: Bentley Manor, 71 The Common, Stanmore
APPLICANT: Stephen Wax Architects for Mr & Mrs Balsler
PROPOSAL: Re-positioning of Satellite Dishes
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/21 **APPLICATION NO:** P/2471/03/CFU
LOCATION: Highlands, 9 Park View Road, Pinner
APPLICANT: Simpson McHugh for Mr & Mrs Das
PROPOSAL: Single and Two Storey Front and Side Extensions, Rear Bay, Crown Roof Over Garage, New Basement
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/22 **APPLICATION NO:** P/3018/03/CFU
LOCATION: 43 Lake View, Edgware
APPLICANT: Richard Tinsley for Mr & Mrs Lee
PROPOSAL: Single Storey Rear Extension, Satellite Dish on Rear Wall
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/23 **APPLICATION NO:** P/2026/03/CFU
LOCATION: Tree Tops, Pinner Hill, Pinner
APPLICANT: Dr G A Jamal
PROPOSAL: Re-Surfacing of Driveway
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported and the following additional condition reported on the addendum:
4. Standard Condition –Landscaping to be Approved

LIST NO: 2/24 **APPLICATION NO:** P/2567/03/CFU
LOCATION: The Haven, 27 Clamp Hill, Stanmore
APPLICANT: O Menezes for Mr & Mrs A & L Tseriotis
PROPOSAL: Alterations to Roof to Form Gable Ends with Rear Dormer
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) & informative(s) reported and the following additional Informative proposed by the Committee:
4. Standard Informative 31 – No Future Extensions

LIST NO: 2/25 **APPLICATION NO:** P/143/03/CFU
LOCATION: 32 Cavendish Drive, Edgware
APPLICANT: C R Davila for Mr & Mrs S Malka
PROPOSAL: Alterations to Front of Garage and Use as Habitable Room; Dormer to Both Sides of Roof; Windows to Front and Rear Gables (Revised).

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason(s) and subject to Standard Informative 41 - UDP and Deposit Draft UDP Policies and Proposals (E6, E45) (SD1, D4, D5):

The proposal, in conjunction with other extensions already built, would constitute an overdevelopment of the site. It would be visually obtrusive and overbearing in the street scene to the detriment of the character of the area and the visual amenities of the neighbouring properties.

[Note: (1) Councillor Bluston wished to be recorded as having voted against the decision reached, outlined above;

(2) the Chief Planning Officer had recommended that this application be granted].

LIST NO: 2/26 **APPLICATION NO:** P/283/04/CFU
LOCATION: Grimswood Lodge, 6 Old Redding, Harrow Weald
APPLICANT: Simpson McHugh for Mrs S Moore
PROPOSAL: Single Storey Front Extension
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/27 **APPLICATION NO:** P/2897/03/DFU
LOCATION: 52 Hindes Road, Harrow
APPLICANT: E McLean
PROPOSAL: Conversion of Dwellinghouse to Two Self-Contained Flats with New Door at Front
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

[Note: (1) During the debate on the above application it was formally moved and seconded that the application be refused on the grounds that the proposal would tip the balance between single dwelling houses and flats by way of conversion, to the detriment of the residential amenities of the neighbouring properties. Upon being out to a vote this was not carried;

(2) Councillors Marilyn Ashton and Mrs Bath wished to be recorded as having voted in favour of the proposal to refuse the application and as having voted against the decision reached to grant the application].

LIST NO: 2/28 **APPLICATION NO:** P/40/04/DFU
LOCATION: 136 Kenton Road, Kenton
APPLICANT: Tecon Ltd for Mr Naresh Shah
PROPOSAL: Change of Use: First/Second Floor Offices (Class A2) to Three Self-Contained Flats (Class C3)
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/29 **APPLICATION NO:** P/2769/03/DFU

LOCATION: 3A High Street, Wealdstone

APPLICANT: S C Mistry for Mr A K Patel

PROPOSAL: Conversion of 1st and 2nd Floor and Roof Space to 5 Self-Contained Studio Flats. (Resident Permit Restricted).

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason(s) reported and subject to Standard Informative 4 - UDP and Deposit Draft UDP Policies and Proposals (E6, E45, H10) (S1, SD1, D4, D5, H10):

The Proposal would be an over-intensive use of the existing property and one in which units would be too small, with no amenity space, inadequate facilities, including refuse storage provision, detrimental to the amenities of future occupants.

[Note: The Chief Planning Officer had recommended that the above application be granted].

LIST NO: 2/30 **APPLICATION NO:** P/86/03/CFU

LOCATION: 30 Salisbury Road, Harrow

APPLICANT: Mr Andrew Karaiskos for Mr Andreas Karaiskos

PROPOSAL: Conversion of House to Two Self-Contained Flats

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

LIST NO: 2/31 **APPLICATION NO:** P/228/04/CFU

LOCATION: 14 West Drive, Harrow

APPLICANT: W Griffiths & Glass for Mr & Mrs N Rishover

PROPOSAL: First Floor Side, Two Storey Side and Single Storey Rear and Side Extensions; Rear Dormer

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans for the reason(s) reported and subject to the condition(s) and informative(s) reported.

(See also Minute 523 – Declarations of Interest).

SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/2813/03/CFU

LOCATION: Pinnerwood Cottage, 3 Woodhall Road, Pinner

APPLICANT: Courtyard Designs Ltd for Mr J Goodwin

PROPOSAL: Detached Building to Provide Garages with Workshop and Music Room Over

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

(See also Minute 523 – Declarations of Interest).

LIST NO:	3/02	APPLICATION NO:	P/2653/03/CFU
LOCATION:	107-109 Byron Road, Wealdstone		
APPLICANT:	Alan Ward Architects for Lionel Frewin		
PROPOSAL:	Two Storey Detached Building at Rear to Provide B1 Floorspace		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.		
LIST NO:	3/03	APPLICATION NO:	P/2400/03/CFU
LOCATION:	51 Abercorn Crescent, South Harrow		
APPLICANT:	ARP Associates for Miss Philomena D'Souza		
PROPOSAL:	Single Storey Rear Extension		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.		
LIST NO:	3/04	APPLICATION NO:	P/30/04/CFU
LOCATION:	44 Bessborough Road, Harrow		
APPLICANT:	Blake Associates for Central/NW London MH NHS Trust		
PROPOSAL:	Redevelopment: Two Storey Rear Extension to Counselling Centre to Provide Ancillary and Group Rooms, with Ramped Access		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.		
LIST NO:	3/05	APPLICATION NO:	P/2773/03/CFU
LOCATION:	26 Marsworth Avenue, Pinner		
APPLICANT:	P R Architecture for Mr K and Mrs J Birah		
PROPOSAL:	Single Storey Rear Extension		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.		
LIST NO:	3/06	APPLICATION NO:	P/2784/03/CFU
LOCATION:	2 Kenton Park Parade, Kenton Road, Harrow		
APPLICANT:	Anil Keshavji for Bima Trading Ltd		
PROPOSAL:	Change of Use: Retail (Class A1) to Restaurant and Takeaway (Class A3) on Ground Floor with Single Storey Rear Extensions & Extractor		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and the following additional reason for refusal reported on the addendum, and subject to the informative reported:		

2. The proposed extractor flue, by reason of its size and siting adjacent to windows of residential flats, would give rise to a loss of visual and residential amenity for occupiers thereof.

LIST NO: 3/07 **APPLICATION NO:** P/2234/03/CLB

LOCATION: 2 Byron Hill Road, Harrow

APPLICANT: Archer Architects for Fairbriar Macleod

PROPOSAL: Listed Building Consent: Two/Three Storey Extension to Listed Building, as Extension to Development Allowed on Appeal Ref: WEST/144/02/LBC

DECISION: REFUSED Listed Building Consent for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/08 **APPLICATION NO:** P/73/04/CFU

LOCATION: Red Corners, 9 Brookshill Drive, Harrow

APPLICANT: Kenneth W Reed and Associates for Copse Farm Ltd

PROPOSAL: Redevelopment to Provide Replacement Detached House with Integral Double Garage

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/09 **APPLICATION NO:** P/2637/03/CFU

LOCATION: 85 Welbeck Road, South Harrow

APPLICANT: Anil Keshavji for Dr K Dusara

PROPOSAL: Change of Use: Residential (Class C3) to Dental Surgery (Class D1) on Ground Floor With Provision of Access Ramp, Handrails and Bollards

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/10 **APPLICATION NO:** P/84/04/CFU

LOCATION: 23 Locket Road, Wealdstone

APPLICANT: K Sisodia for Mr Nilesh Bhudia

PROPOSAL: Conversion of House to Two Self-Contained Flats, Alterations and External Stairs at Rear

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/11 **APPLICATION NO:** P/3019/03/CFU

LOCATION: St Dominic's 6th Form College, 3 Mount Park Avenue, Harrow

APPLICANT: Rapleys (R Clarke) for St Dominic's Sixth Form College

PROPOSAL: Detached Part 2/Part 3 Storey Building to Provide Additional Teaching Accommodation (Revised)

DECISION: That, had the applicant not appealed against the failure of the local planning authority to determine the application within the statutory period, the Council

would have REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/12 **APPLICATION NO:** P/72/04/CFU

LOCATION: 2 Brookshill Cottages, Brookshill Drive, Harrow

APPLICANT: Kenneth W Reed and Associates for Copse Farm Ltd

PROPOSAL: Two Storey Side to Rear and Single Storey Rear Extensions

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/13 **APPLICATION NO:** P/2840/03/COU

LOCATION: 134A Kenton Road, Kenton

APPLICANT: M A Kader for Allan Howard

PROPOSAL: Outline: Part 1st Floor/Part 3 Storey Extension Plus New Roof to Provide 5 Flats with Offices in Basement and Part of Ground Floor

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES

LIST NO: 4/01 **APPLICATION NO:** P/63/04/CNA

LOCATION: The Oast House, Petts Hill, Northolt, Middx

APPLICANT: Ealing Council

PROPOSAL: Consultation: Demolition of Public House and Redevelopment to Provide a Terrace of 14 Residential Units with the Renovation of the Oast House.

DECISION: RAISED NO OBJECTIONS to the development set out in the application, subject to the informative reported.

SCHOOL ORGANISATION
COMMITTEE

REPORT OF SCHOOL ORGANISATION COMMITTEE

MEETING HELD ON 22 MARCH 2004

Chair:	* Councillor Gate	
Councillors:	* Miss Bednell * Janet Cowan (1) Anjana Patel	* Ray * Stephenson * Thammaiah
Church of England:	† Reverend P Reece	
Roman Catholic Church:	* Mr J Coyle * Mr M Murphy	* Ms M Roe
Learning and Skills Council:	* Mr T Masters † Mrs E Yates	
Schools (Parent/Secondary):	* Mrs C Millard	
Schools (Parent/Primary):	* Ms J Tushaw	
Schools (Headteachers):	† Mrs M Arnold † Mr D A Jones	* Mr B A Robertson
Schools (Co-optee and Special)	* Mrs P Langdon	
HCRE:	Mr P Pawar	
Adviser:	* Mr B Leaver	

* Denotes Member present
(1) Denote category of Reserve Member
† Denotes apologies received

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

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

Ordinary Member
Councillor Jean Lammiman

Reserve Member
Councillor Janet Cowan

37. 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.

38. Arrangement of Agenda:

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

39. Minutes:

RESOLVED: That the minutes of the meeting held on 18 September 2003, having been circulated, be taken as read and signed as a correct record.

40. Public Questions:

RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 18.

41. **Petitions:**

RESOLVED: To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 15.

42. **Deputations:**

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

43. **Changes to the Decision Making Process:**

The Committee received a presentation from the Senior Lawyer (Education and Employment) which updated the committee on recent changes to the decision making process for making changes to schools.

An officer informed the meeting that the changes to legislation allowed a wider group of organisations to propose new schools, such as private companies and local groups. The role of the Learning and Skills Council had been revised to become responsible for changes to post-16 education. In response to a comment from a Member, officers confirmed that private companies could set-up a foundation school.

The meeting was reminded of the process for statutory proposals and advised that if the School Organisation Committee could not reach a decision within two months, the matter would be referred to the schools adjudicator. However, the School Organisation Committee did not have the power to determine secondary school competitions and. In secondary school competitions, School Organisation Committees would receive the proposals for comments, which would be forwarded to the Secretary of State, who would make the decision. Changes to 6th Form Colleges could be proposed by the Learning and Skills Council, the School Organisation Committee would be a consultees, but the determining power was with the Secretary of State. Officers added that once a proposal had been approved, it must be implemented.

The Learning and Skills Council representative agreed to provide more general information on the role of the Learning and Skills Council at the next meeting.

Officers informed the meeting that the DfES operated a very informative website which parents could be directed towards for information on changes to the decision making process for schools.

44. **Review of the School Organisation Plan:**

The Committee received a report of the Executive Director (People First) which provided the meeting with an update on the School Organisation Plan 2003-07.

Officers reminded the Committee that the School Organisation Plan covered a period of five years, but was published every three years. It had been agreed that officers would provide an annual update on the Plan. When this was agreed, it was expected that the DfES would have announced when all LEAs, including Harrow, would be supported with capital funding through the Government's Building Schools for the Future initiative. Unfortunately the DfES have changed the timescale for the announcements. Further announcements will be made during the course of the year.

Officers explained the pupil projections methodology. The projection of pupil numbers was based on population data on a ward-by-ward basis. This year the projections were based on the new Wards for the first time, as previous projections had all been based on the old Wards. The postcodes of all pupils had been used in the formulation of the projections. The postcodes were used to match schools and the homes of its pupils. Officers reminded the meeting that planning areas only applied to primary schools and not secondary schools.

The pupil numbers for 2004 followed a familiar pattern, with surplus places in the North and South East areas. In the North East, the standard number at Aylward School had been reduced and this contributed to addressing 13% surplus. The standard number at Belmont School had also been reduced to help tackle a 12.6% surplus in the Central area. The South East area had the largest surplus, with the surplus expected to rise to 19% by 2010. Overall, there was 12.4% extra capacity across the borough, which was a little over target. In response to comments from Members, officers explained that the vacancies in schools were rarely spread evenly across a number of schools, but concentrated in a few.

Officers informed the meeting that high schools were full, with few surplus places.

However, the pressure for places was expected to relent through smaller entries from Harrow's primary schools. In response to a question from a Member, officers confirmed that Voluntary Aided schools were virtually full, especially in Years 8 and 9. The report highlighted what had happened since the School Organisation Plan was published, and updated the meeting on events in neighbouring boroughs.

In response to comments from a Member, officers explained that the proposed Harrow Sixth Form Collegiate was designed to improve transition from 14-16 to 16-19. In line with government guidance, there would be no divide between academic and vocational courses. A Member commented that it would be interesting to monitor the development of the relationship between the LEA and the Learning and Skills Council.

RESOLVED: That (1) the comments of the School Organisation Committee be noted.

(2) the review of the School Organisation Plan be agreed and circulated to all stakeholders.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.55 pm).

(Signed) COUNCILLOR B E GATE
Chair

HARROW
ADMISSIONS
FORUM

HARROW ADMISSIONS FORUM

22 SEPTEMBER 2003

Chair:	* Councillor Stephenson		
Councillors:	* Janet Cowan Ray		
Community School Representatives:	<u>Governor</u>	<u>Primary</u>	<u>Secondary</u>
	* Mary Graham	* Sue Jones	* Allan Jones
Jewish School Representative:	* Dr Ian Abrahams		
Roman Catholic School Representative:	* Mike Murphy		
Church of England School Representative:	* Sarah Hinton		
Church of England Diocese Representative:	* Kris Uttley		
Catholic Schools Diocese Representative:	* Ms M Roe		
Primary Elected Parent Governor Representative:	† Mr H Epie		
Secondary Elected Parent Governor Representative:	* Mr R Sutcliffe		
Harrow Council for Racial Equality Representative:	* Prem Pawar		
Early Years Development Partnership Representative:	* Helena Tucker		
Social Services Representative:	(Vacancy)		

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**23. **Attendance by Reserve Members:**

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

24. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interest made at the meeting.

25. **Arrangement of Agenda:**

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

26. **Minutes:**

RESOLVED: That, following circulation, the minutes of the meeting held on 9 June 2003 be taken as read and signed as a true and correct record, subject to the following amendment:

Minute 19, paragraph 4, end of line 1: add 'to reception classes'

27. **Matters Arising from the Minutes of the Meeting held on 9 June 2003:**

Minute 18 – Admission Arrangements for Pupils of St John’s (Church of England) Middle School: The Director of Strategy (People First) informed the meeting that he and the Admissions Manager had attended a Governors’ meeting at St John’s School. The Governors stated that they felt the admissions criteria disadvantaged their pupils who either did not live near Hatch End High School or wanted to attend an alternative high school. Pupils at St John’s Middle School came from all over the borough, as it was the only Church of England School in the borough. The Officer added that the concerns raised by Governors relating to a continuous Church of England education in Harrow had been raised with the Diocesan Board.

The Chair referred the Group to an email from Reverend Paul Reece on this topic and reminded the meeting that if the 11+ school reorganisation went ahead, link schools would also be reorganised. Members considered the email and agreed the situation of St John’s School was unique in the Borough. The Chair commented that it was St John’s pupils who did not live near Hatch End who were suffering the most severe difficulties.

Following comments from Members, an Officer informed the meetings that enquiries had been made with the diocese in 1995 regarding the possibility of a Church of England secondary school in the north west area of London.

The Church of England Diocese representative commented that the Diocesan Board was increasingly interested in a Church of England Secondary School. A recent questionnaire carried out in Harrow had received a big response and there was interest from both Hertfordshire and St Albans in a Church of England secondary school.

An Officer commented that the first proposal contained in the tabled email, to give every pupil a link to their nearest community school, would be very controversial with other parents. However, the second proposal, to add links to three other community schools distributed around the borough, may not be as controversial. He added that any changes would be unlikely to be introduced before 2006.

The meeting agreed that the proposals be considered and a report back would be made to the next meeting.

28. **Consultation on Admission Arrangements:**

The Forum received a report of the Executive Director, People First which detailed consultation on admission arrangements for the academic year 2005/06. The Chair thanked the Working Group, made up of Members of the Forum, for their work in contributing to the report.

The Director of Strategy, People First informed the meeting that the context of the recommendations of the report were both local and national. Nationally, statutory regulations had placed the duty on LEA to formulate a co-ordinated admissions scheme for primary and secondary schools. Locally, there were several issues to revisit, including competing pressures on the borough boundary, the priority roads system and the workings of the preference system.

The Chair pointed out that in the definition of ‘school’ in the appendices, Foundation schools had been omitted from the schedule for 11+ transfers and should perhaps be included in all categories. The Chair also asked for an explanation for all differences between casual and late admissions.

Officers commented that the introduction of co-ordinated admissions in Harrow would be more complex than in other boroughs as admissions would need to be co-ordinated at both Year 6 and Year 7 to ensure coordination with other members of the pan-London scheme. Other boroughs would also have run two admissions systems to accommodate Harrow.

Efforts would be made to ensure consultation was as widespread as possible, and would include the Early Years Partnership and the Primary Care Trust. Officers reiterated that the current proposals were just for consultation and that no decisions on admissions arrangements had yet been reached. Governing bodies would be consulted on the best methods to convey the new admissions regulations across to the parents and an executive summary would be sent out.

In response to a question from a Member, Officers commented that six was a standard number of preferences for a coordinated admissions scheme. In response to further questions, an Officer confirmed that parents could only find out their position on the

waiting list over the phone. A Member commented that many parents were unaware that appeals take precedent over waiting lists.

Officers explained that under the present system, parents who did not select their link school as first preference could be penalised, potentially result in no place being offered to their child. The proposed system of equal preferences would judge each preference individually, with order of ranking only applied in circumstances where it was possible to offer than one school. Officers assured the meeting that they currently made parents aware of the implications of not applying for their link school.

An Officer informed the meeting that children with disabilities received preference at schools adapted to meet their needs. Hatch End High School was currently being adapted for disabled access, to become the second high school in the borough with access for children with disabilities. It was planned that at least one primary in each cluster would be adapted for disabled access.

The Forum discussed the tiebreaker of distance from home to school, to be applied to primary and secondary admissions. The current system of measurement used by Harrow was shortest, safe walking route to school, which had been challenged by some parents. The report proposed that the option of using measurements of distance 'as the crow flies' be included in the consultation. Officers assured the Forum that both options would be fully explained in the consultation document and that a point of measurement within each school would be clearly established.

An Officer informed the Panel that the priority roads system had not been reviewed since 1994 and was in need of a major review. It was an unusual system which was not operated by other boroughs. This would mean that it would be expensive to procure a new IT system to operate it, as the development costs would not be shared. The system was advantageous where schools were close together, but several parents had complained that it was confusing.

The Chair commented that it was important to consult stakeholders comprehensively if the priority roads system was to be changed, as it had the potential to effect many parents. Following discussion, Members suggested that numerical tests be run to ascertain how many people would be effected by changes to the priority roads scheme. Officers suggested that this could be done in key areas while consultation was ongoing.

Members raised concerns over the ongoing costs of the system and the confusion it caused for parents, and reiterated that it was essential to consult on changing the system.

An Officer informed the Forum that the issue of single intake for nurseries had been raised by one cluster, which had requested to pilot a single intake. When the issue had been last consulted on there had been a split between those wanting a single intake and those wanting a dual intake. Both the Catholic and Church of England primary schools already operated a single intake system, therefore Harrow was already operating a split system. Following comments from Members, an Officer commented that a single intake did not have to be universally adopted, allowing different clusters to make different arrangements. A Member commented that this was a difficult issue as some people were strong supporters of a single intake, while others were ardent opponents.

RESOLVED: That (1) the comments of the Forum on consultation on Admissions Arrangements 2005/2006 be noted.

(2) copies of the final consultation document be circulated to all Members of the Forum.

29. **Dates of Future Meetings:**

RESOLVED: That a meeting of the Harrow Admissions Forum be arranged for Wednesday 7 January 2004.

(Note: The meeting having commenced at 6.00 pm, closed at 7.33 pm)

(Signed) COUNCILLOR BILL STEPHENSON
Chair

HARROW ADMISSIONS FORUM

1 MARCH 2004

Chair:	* Councillor Stephenson		
Councillors:	* Janet Cowan * Ray		
Community School Representatives:	<u>Governor</u>	<u>Primary</u>	<u>Secondary</u>
	* Mary Graham	* Sue Jones	Allan Jones
Jewish School Representative:	* Dr Ian Abrahams		
Roman Catholic School Representative:	* Mike Murphy		
Church of England School Representative:	* Mrs S Hinton		
Church of England Diocese Representative:	* Kris Uttley		
Catholic Schools Diocese Representative:	† Ms M Roe		
Primary Elected Parent Governor Representative:	* Mr H Epie		
Secondary Elected Parent Governor Representative:	* Mr R Sutcliffe		
Harrow Council for Racial Equality Representative:	* Mr Prem Pawar		
Early Years Development Partnership Representative:	† Helena Tucker	* Paula Leaman	
Social Services Representative:	(Vacancy)		

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**

30. **Apologies Received:**
Apologies were received from Geoff Wingrove, Ms M Roe and Ms M Tucker.
31. **Attendance by Reserve Members:**
RESOLVED: To note that there were no Reserve Members in attendance.
32. **Declarations of Interest:**
RESOLVED: To note that there were no declarations of interest made at the meeting.
33. **Arrangement of Agenda:**
RESOLVED: That all the items listed be considered with the press and public present.
34. **Minutes:**
RESOLVED: That following circulation, the minutes of the meeting held on 22 September 2003 be taken as read and signed as a true and correct record.

35. **Matters Arising from the Minutes of the Meeting held on 22 September 2003:**

The Secondary Elected Parent Governor Representative queried whether the proposed consultation on admissions by either shortest distance or priority roads had been simulated. Responding, the officer explained that a small pilot scheme had taken place in three areas. The result was that there was only a slight difference using distance rather than priority roads. The Chair echoed the officers' response agreeing that the system of shortest distance was much easier to understand and the least contentious.

Mrs Hinton updated the Forum regarding the provision of a Church of England secondary school to be situated in the north west London area. She explained that a Working Party, who were also consulting pan London, had been set up to review the proposals, the results of which were still awaited.

36. **Determination of Admission Arrangements 2005/2006:**

The Forum received a report of the Executive Director (People First) which detailed the outcome of the consultation process on admission arrangements for the academic year 2005/06 and made recommendations to the Cabinet for the admission arrangements to commence September 2005. The statutory consultation was required in order to determine admission arrangements by 15 April 2004.

The Chair informed Forum Members of the quantity of feedback received from consultees. In light of the responses, the Chair asked the officer how consultation documents could be simplified. He also commended the idea of clusters of schools that had arranged meetings for parents, to which officers had been invited, to share ideas and concerns. He was encouraged by this form of communication and felt there was a lesson to be learnt. It was suggested that the meetings should be extended to Governors. In addition the use of a powerpoint presentation followed by group workshops had been found to be successful and a repeat of that was welcomed. The officer informed Members that she had attended some of the group discussions and had found them very positive.

The representative from Harrow Council for Racial Equality asked the officer which of the community groups had been consulted as he felt that there had been a low response from the 130 community groups the Council had listed and enquired about the range of organisations included in the consultation. In addition a Member asked if the consultation documents had been printed in other languages apart from English to address the ethnic minorities in the Borough, some of whom did not speak or read English. Responding, the officer advised that all documents had been printed in English and had been sent out to the community groups she had listed. She assured Forum Members that she would investigate the current community group list and ensure that it is up to date.

The officer advised the Forum that, in general, response to the consultation had been quite low. Schools had consulted parents via their normal channels of communication. In addition the Admissions Service had provided notices for display on community notice boards, schools, doctors'/dentists' surgeries, clinics, supermarkets and pre-school providers. Letters had gone out to community groups, Early Years Development and Childcare Partnership in addition notification had been placed in the Harrow People and details were also available on the website. Canons, Harrow/Whitmore and Rooks Heath clusters had held open meetings for parents to which LEA officers were invited. The officer summarised the consultation responses for the Forum members. In response to a query, Members were informed that secondary schools were consulted on the admissions arrangements as part of the consultation process. It had also been pointed out that the term "shortest safe walking route" was problematic as no risk assessment of individual home to school journeys was carried out.

The officer updated Members on the change from a dual to a single status intake to Reception. Of the responses received many were in favour and a number of schools expressed an interest in taking part in the pilot scheme. There were wide ranging views from stakeholders as detailed in the report. The officer suggested a Working Group be established to oversee the project.

The officer confirmed that the Primary and Secondary booklets were being redrafted. It was agreed that the draft booklets would be circulated to the Chair, and the Representatives of the Jewish, Roman Catholic and Secondary schools.

On the issue of deferred entry, which enables parents of non-statutory school aged children to defer their child's entry to Reception until later in the school year, the officer outlined the benefits of such a scheme. The School Admissions Code of Practice advises that parents should be given the option to defer their child's entry into

Reception without jeopardising the place offered.

Concerns raised by schools regarding deferred entry were about ensuring that schools are appropriately funded. In order for this to work the Local Management of Schools scheme requires amending to take into account of both children on roll at count day and those whose entry was deferred.

37. **Date of Next Meeting:**

RESOLVED: That the next meeting of the Harrow Admissions Forum be arranged for Wednesday 21 April at 6.30 pm.

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

(Signed) COUNCILLOR BILL STEPHENSON
Chair

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 16 MARCH 2004

Chair: * Councillor Foulds

Councillors: * D Ashton * C Mote
 * Burchell * O'Dell
 * Margaret Davine * N Shah
 * Dighé * Stephenson
 * Miss Lyne

* Denotes Member present

PART I - RECOMMENDATIONS
RECOMMENDATION I - Treasury Management Strategy 2004/5

The Director of Financial and Business Strategy reported on the Council's Treasury Management Strategy for 2004-05 and reminded Members that under Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, local authorities were required to set prudential indicators as detailed in the Prudential Code for Capital Finance in Local Authorities published by CIPFA. She advised that confidential appendices had been circulated for Members information only.

Cabinet, having approved the Council's lending list as set out in Appendix 1 to the report of the Executive Director (Business Connections),

Resolved to RECOMMEND:

- (1) That the Treasury Management Strategy for 2004/5, as set out in paragraphs 6.6-6.15 of the report of the Executive Director (Business Connections), be approved;
- (2) That the prudential indicators relating to Treasury Management set out in paragraph 6.16-6.21 of the Executive Director (Business Connections) report be approved.

Reason for Recommendation: To ensure good practice in the discharge of the Council's treasury management functions and to approve the Council's Treasury Management Strategy for 2004/05 including the relevant prudential indicators.

(See also Minutes 454 & 469)

RECOMMENDATION II - Medium Term Capital Budget Strategy 2004/5

The Interim Director of Strategy (Urban Living) introduced the report which detailed the Medium Term Capital Budget Strategy for 2004/5 to 2006/7. Members considered the recommendation from the Traffic and Road Safety Advisory Panel which sought approval to £100,000 per year being included in the three year capital programme for 2004/5, 2005/6 and 2006/7 to prioritise and fund the Controlled Parking Zone programme.

Cabinet, having confirmed the programme management improvements set out in paragraph 6.4 of the report of the Executive Directors of Business Connections and Urban Living, agreed to tenders being received from Messrs Mouchel and Partners, Scott Wilson and KPMG, noted that further decisions were required on supporting and enabling effective capital investment programme delivery at the time of agreeing the capital programme for 2005/6, and agreed the recommendation of the Traffic and Road Safety Advisory Panel,

Resolved to RECOMMEND:

That the Medium Term Capital Budget Strategy for 2004/5 to 2006/7, including £100,000 recommended by the Traffic and Road Safety Advisory Panel to prioritise and fund the Controlled Parking Zone Programme, be approved.

Reason for Decision: To enable the Council to deliver a capital programme for 2004/5 and subsequent years.

(See also Minute 455)

RECOMMENDATION III - Corporate Plan

The Chair introduced the Corporate Plan which described the priorities of the Council and the desired outcomes. He reported that it was the responsibility of the Council to set out its aspirations, visions and mission. In accordance with the Budget and Policy Framework, the Corporate Plan required Council approval.

Members noted the reference from the Overview and Scrutiny Committee. In response to a question from a Member, the Chair indicated that the Committee's comments would be taken on board prior to the Plan's consideration by Council.

In response to a question in relation to Headstone Manor, the Executive Director (Urban Living) indicated that the Heritage Lottery Fund had withdrawn their grant offer and that a report would be submitted to a future meeting of Cabinet on this matter.

Cabinet, having noted the comments from the Overview and Scrutiny Committee,

Resolved to RECOMMEND:

That the Corporate Plan, attached as Appendix A to the report of the Executive Director (Organisational Development), be approved.

Reason for Decision: The Plan would provide the link in the corporate planning process between the Community Strategy and other strategic plans and service delivery plans of the Council.

PART II - MINUTES444. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
18. 14-19 Provision in Harrow.	Foulds	The Member indicated a personal interest in that he was an employee of Stanmore College. He would vacate the Chair for this item but remain in the room whilst the matter was considered and voted upon.
	Dighé	The Member indicated a personal interest in that his children attended schools in Harrow. The Member would remain in the room whilst the matter was considered and voted upon.
22. Confirmation of Article 4(2) Direction – East End Farm Conservation Area.	Miss Lyne	The Member indicated a personal interest in that a former Councillor colleague owned one of the properties. The Member would remain in the room whilst the matter was considered and voted upon.
24. Key Decision – ALMO for the management of the Council's housing stock.	Miss Lyne	The Member indicated a personal interest in that she was a Member of the Shadow Board for the ALMO. The Member would remain in the room whilst the matter was considered and voted upon.

445. **Minutes:**

The minutes of the meeting held on 17 February 2004, having been circulated, be taken as read and signed as a correct record.

446. **Arrangement of Agenda:**

The Chair indicated that he would be varying the order of business to enable consideration of item 18, 14-19 Provision in Harrow, to be considered after item 8, SSI Inspection of Services for Disabled People. Councillor N Shah was not able to be present for the duration of the Cabinet meeting due to other commitments and, due to the Chair's personal interest, would chair the meeting for that item.

The Chair drew Members' attention to the addendum report to item 17, Domiciliary Care Services Retendering, which he had agreed would be considered as a matter of urgency so that the Health and Social Care Scrutiny Sub-Committee could receive the Executive's request for a review of the service in time for the review of their work programme on 23 March 2004.

The Chair further indicated that he was prepared to consider the recommendations from the Traffic and Road Safety Advisory Panel held on 3 March 2004 in relation to the Medium Term Capital Budget Strategy 2004/2005 to 2006/2007 and the recommendation from the Tenants' and Leaseholders' Consultative Forum held on 4 March 2004 in relation to the resident consultation on the installation of replacement windows on the Eastcote Lane Estate, as a matter of urgency, for the reasons set out on the second supplemental agenda.

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

<u>Item</u>	<u>Reason</u>
26. Treasury Management Strategy 2004-2005	The report contained exempt information under Paragraph 7 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to the financial business affairs of a particular

- person i.e. company, other than the Council.
27. Key decision - Renewal of Council Insurance Programme 1 April 2004
The report contained exempt information under Paragraph 8 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to the amount of any expenditure proposed to be incurred by the Authority under particular contracts for the supply of services.
28. Key Decision - Domiciliary Care Services Retendering
The report contained exempt information under Paragraphs 7 and 8 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) in that it contained confidential information relating to the financial or business affairs of particular individuals and details of expenditure proposed to be incurred by the Authority under particular contracts.
29. Alexandra LIFT Project
The report contained exempt information under Paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition or disposal of property.
30. Key Decision - Harrow Town Centre Strategy and Master Plan
The report contained exempt information under Paragraph 9 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) in that it contained confidential information relating to the proposed acquisition of property.
31. Key Decision – Arms Length Management Organisation for the Management of the Council’s Housing Stock
The report contained exempt information under Paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
447. **Petitions:**
Councillor C Mote reported that he had received a petition from the residents of Eastern Avenue requesting either a zebra or pelican crossing or traffic islands from the southern side of the Avenue.
- RESOLVED:** (1) That the petition be received;
- (2) that the petition be forwarded to the Traffic and Transportation Department for consideration.
448. **Public Questions:**
RESOLVED: To note the following public questions:
- 1.
- Questioner:** Ms D Alway
- Asked of:** Councillor Phil O’Dell (Portfolio Holder for Environment and Transport)
- Question:** “What does the Council do about excessive noise on building sites which adversely affects night workers who need reasonable sleep during the day?”

2.

- Questioner:** J. M Kerr
- Asked of:** Councillor Phil O'Dell (Portfolio Holder for Environment and Transport)
- Question:** "New Harrow Project North Harrow 2004/5 Commissioning

I would like to ask why North Harrow should not be considered a strategic priority in view of the sudden departure of the national supermarket retailer after some forty years, for the allocation of these funds in 2004/5.

North Harrow is in a highly visible position in the road network, and a rundown area is hardly likely to attract motorists to central Harrow if they see how poor the shopping is just outside the town.

North Harrow is to my knowledge one of the only shopping areas which has no "charity shops" which make no contribution to the national non domestic rate pool. It is obviously to the Council's benefit to maintain this position of no charity shops.

North Harrow is a shopping area in which residents are still interested as demonstrated by the local outcry over the loss of the supermarket and the campaign for "one hour free" parking. I assume there is some transparent priority allocation process for this commissioning and I assume that an area plunged into shopping crisis would receive top priority, if only to demonstrate the Council's intention to prospective retailers/supermarkets to maintain a quality shopping environment."

[Note: Oral answers were provided to the above questions and, under Executive Procedure Rule 15.4, Ms Alway asked one supplementary question which was additionally answered. The Chair indicated that a written response would also be supplied to Ms Alway's initial question and her individual concerns addressed outside of the meeting.]

449. **Forward Plan 1 March - 30 June 2004:**

RESOLVED: To note the contents of the Forward Plan for the period 1 March 2004 – 30 June 2004.

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

RESOLVED: To note that no reports had been received.

451. **Social Services Inspectorate Inspection of Services for Disabled People:**

The Chair welcomed Ann Daniels, Alison Rix and Tim Bishop from the Social Services Inspector (SSI) to the meeting. Alison Rix introduced the SSI report on their Inspection of Social Care Services for Disabled People and gave a brief overview of the background to the inspection. She drew Members' attention to the Physical Disabilities Services Action Plan prepared by officers within the People First Directorate.

Alison Rix outlined the findings of the Inspection and highlighted that there had, at the time of the inspection, appeared to be little evidence that physical disability services were adequate. It was, however, recognised that the new senior managers had begun to address the issues raised during the inspection and some measures put in place. She reported that the Inspectorate's findings were summarised under three headings; promotion of independence, strategic partnership and performance management.

In conclusion, Alison Rix reported that the SSI report detailed twenty five key recommendations and that the Inspectorate would work with the Council to monitor progress. Ann Daniels confirmed that the SSI believed that the Action Plan was robust enough to enable monitoring and that the Inspectorate was satisfied with the Plan. The Inspectors requested that their thanks be conveyed to the staff who had organised the logistics of the inspection.

A Member expressed the view that whilst the Council was spending more on the service than other authorities, a lesser service was being received by clients. In response, the Portfolio Holder for Finance, Human Resources and Performance Management advised that

a new financial management framework would be introduced throughout the Council.

A Member stated that the report had had a detrimental effect on staff morale and that the Inspectors could perhaps have given the staff more credit for their work. Senior Officers now had the task of increasing staff morale.

The Head of Community Care Services introduced the Action Plan, which referred to all the recommendations made by the SSI in their report. The Portfolio Holder for Social Services stated that, whilst it was never easy to receive a critical report, she was encouraged by the progress that had been made since the inspection. She thanked the Inspectors for their report.

In conclusion, the Chair, thanked the Inspectors, on behalf of the Council, for their report.

RESOLVED: That (1) the findings of the SSI Inspection be noted;

(2) that the action plan for the improvement of the services for disabled people in Harrow, attached as an appendix to the report of the Head of Community Care Services, be approved.

Reason for Decision: Services for disabled people were in urgent need of modernisation.

452.

14 - 19 Provision in Harrow:

Councillor N Shah, the Deputy Leader, took the Chair for this item due to the Chair's personal interest. He reported that a question had been received from Mr Russell Sutcliffe, a parent governor representative, in relation to this item. Mr Sutcliffe had been advised that due to the requirements of the Constitution, his question would not be considered by Cabinet but that Councillor N Shah would provide him with a written response.

Councillor N Shah drew Members' attention to a correction to the central consortium grouping in that it did not include Harrow College. Members noted that special schools were a fourth grouping to take the 14 - 19 Agenda forward on a more local basis.

The Director of Learning and Community Development introduced the report which informed Cabinet of the progress of the 14 - 19 Advisory Group, the outcome of the stakeholder survey and the recent DfES announcement for building schools for the future. He highlighted that the date of the 14 - 19 OfSTED Inspection was still awaited and that the announcement in relation to building schools for the future was now expected in the Autumn.

The Portfolio Holder for Education and Lifelong Learning moved an amendment to the recommendations and it was unanimously

RESOLVED: That (1) the progress of the 14 - 19 Advisory Group's work be noted;

(2) the proposals for Harrow, set out in paragraphs 6.7 – 6.11 of the report of the Executive Director (People First) for 14 - 19 provision be approved and recommended to the Learning and Skills Council as part of the Strategic Area Review;

(3) the DfES announcement detailed in paragraph 5.16 of the report of the Executive Director (People First) be noted;

(4) a progress report be considered by Cabinet in the Summer term which includes the 14 - 19 Strategy, StAR process and OfSTED inspection as appropriate;

(5) the post 16 Steering Group and 14 - 19 Advisory Group continue with their current remits until the StAR process Action Plan was published in March 2005;

(6) to review the membership and remit of the Post 16 Steering Group and 14 - 19 Advisory Group and report to Cabinet in the Summer term.

Reason for Decision: To agree a formal recommendation to the London West Learning and Skills Council as part of their strategic area review process.

453.

Harrow's 50th Anniversary:

The Chief Executive introduced the report which contained information about events linked with the 50th Anniversary of the granting of the Borough's Charter of Incorporation. She advised Members that the appendix to her report detailed events approved by the Mayor's Committee.

RESOLVED: That funding of £55,000 to cover costs associated with the 50th Anniversary

celebrations be approved.

Reason for Decision: The proposed funding would enable Harrow to celebrate the 50th Anniversary of the granting of the Charter of Incorporation.

454. **Treasury Management Strategy 2004/5:**
(See also Recommendation I).

The Director of Financial and Business Strategy introduced the report which set out the Council's Treasury Management Strategy for 2004-05 and drew Members' attention to the confidential appendices which had been circulated in Part II of the agenda.

The Director of Financial and Business Strategy reported that the performance of fund managers was to be kept under review and that the debt profile would be reviewed in 2004/5, and outlined the Prudential Indicators.

Cabinet, having recommended the Treasury Management Strategy for 2004/5 and the Prudential Indicators relating to Treasury Management to Council for approval,

RESOLVED: That the Council's Lending List, as set out in Appendix 1 to the report of the Executive Director (Business Connections), be approved;

Reason for Decision: To ensure good practice in the discharge of the Council's treasury management functions and to approve the Council's Treasury Management Strategy for 2004-05 including the relevant prudential indicators.

455. **Medium Term Capital Budget Strategy 2004/05 to 2006/07:**
(See also Recommendation II).

The Interim Director of Strategy (Urban Living) introduced the report, which detailed the Medium Term Capital Budget Strategy for 2004/5 to 2006/7 and sought approval to resource more effective programme delivery for 2004/5 through the project plan and management support set out in the report. He advised that the capital programme was significantly larger than in previous years.

The Chair drew Members' attention to paragraph 6.4 of the report and to the recommendation from the Traffic and Road Safety Advisory Panel which had been circulated on the second supplemental agenda.

In response to a question in relation to the costs of consultants, the Interim Director of Strategy (Urban Living) confirmed that this would be sourced from the Capital Budget.

Cabinet, having recommended the Medium Term Capital Budget Strategy for 2004/5 to 2006/7 to Council,

RESOLVED: That (1) the programme management improvements set out in Paragraph 6.4 of the report of the Executive Directors of Urban Living and Business Connections be confirmed.

(2) tenders be received from Messrs Mouchel & Partners, Scott Wilson and KPMG;

(3) to note that decisions were required on supporting and enabling capital investment programme delivery at the time of agreeing the Capital Programme for 2005/06;

(4) that, subject to the Portfolio Holder for Environment and Transport adopting the priority list detailed in Appendix D to the report of the Interim Director of Environment and Transport considered by the Traffic and Road Safety Advisory Panel on 3 March 2004 as the controlled parking zones programme, agree that £100,000 per year be included in the three year capital programme for 2004/5, 2005/6 and 2006/7.

Reason for Decision: To enable the Council to deliver a capital programme for 2004/5 and subsequent years and to prioritise and fund the controlled parking zone programme.

456. **Corporate Plan:**
(See Recommendation III).

457. **Key Decision - NHP Public Realm Maintenance - Area Roll out Schedule 2004/5 and division of the Borough into areas:**

The Chair, having further varied the order of business, announced that Harrow Council had been awarded the Best Local Environmental Quality Initiative at the 2004 Annual ENCAMS People and Places Conference and that this was a great accolade and requested Cabinet's congratulations be conveyed to the team.

The Area Director (Urban Living) introduced the report which asked Cabinet to determine the groupings of wards to be used as the basis of the three "Strategic Areas" and the public realm maintenance roll out schedule for 2004/5.

The Area Director (Urban Living) reported that he and the Area Director (People First) wished to recommend option B for adoption as it enabled the borough to be split in an equitable way and was in line with the existing areas 1, 2 and 3. He reported that the four colour maps that had been circulated to Members summarised the report. He added that option B would enable officers to cover as much of the borough as possible and the areas with the greatest need.

Members commented on the options and made suggestions for future rollout, particularly in relation to Harrow Weald, Headstone Lane Estate and the southern part of Brookshill. The Area Director (Urban Living) advised Members of a correction to the report in that North Harrow Shopping Centre would be incorporated in the January 2005 roll out.

An amendment in the name of Councillor Burchell was moved and it was

RESOLVED: (1) unanimously, that area model B be selected as the preferred option noting that the comparison set out in Appendix 1 to the report of the Area Directors of Urban Living and People First suggested Model B had the most advantages;

(2) that the Public Realm Maintenance Roll Out Schedule 2004/5 as illustrated on Map "New Harrow Project – Area Roll Out Proposal 2004/5" be adopted, subject to the detailed designation of the new ward areas;

(3) unanimously, that the initial scope for the market testing exercise be noted.

Reason for Decision: To implement service improvements throughout the Borough thereby securing progress against the Comprehensive Performance Assessment Improvement Plan objectives.

458. **Strategy for People:**

The Executive Director (Organisational Development) introduced the report which proposed the adoption of the draft Human Resources Strategy 'Strategy for People' for the authority. She advised that the development of the strategy was identified as a key action from the IDeA Review and Comprehensive Performance Assessment and had been developed in consultation with both internal and external partners. The Executive Director (Organisational Development) confirmed that the recently appointed Director of Human Resources and Organisational Effectiveness had agreed the Strategy.

The Portfolio Holder for Finance, Human Resources and Performance Management emphasised the importance of the Strategy and requested that his thanks be conveyed to the Unions for their assistance in the document's development.

RESOLVED: That the draft HR Strategy 'Strategy for People' attached as Appendix A to the report of the Executive Director (Organisational Development) be approved.

Reasons for Decision: The Strategy would form the over-arching framework for managing and developing people who work for the Council over the next 5 years and would form the basis for key decision making on resource allocation and policy development on people management issues across the Council.

Development of the Strategy was a priority in the Improvement Plan for IDeA Review and Comprehensive Performance Assessment agreed by Cabinet in March 2003.

459. **Improvement Progress Report and Best Value Performance Indicators Quarterly Monitoring Report:**

The Executive Director (Organisational Development) introduced the report which outlined progress on the action taken to implement the Council's Improvement Plan in response to the Improvement and Development Agency and Comprehensive Performance Assessment reviews of last year. It also presented the quarterly monitoring report of the Best Value Performance Indicators for 2003-4.

In response to a Member's question, the Executive Director (Business Connections) reported that he hoped to submit the review of Financial Regulations to Cabinet on 20 April 2004.

RESOLVED: That (1) the progress report pro forma attached as Appendix A to the report of the Executive Director (Organisational Development) be noted;

(2) that a further report be submitted to the June meeting of Cabinet detailing progress over the year together with an amended Improvement Plan for the coming year;

(3) that the Best Value Performance Indicators monitoring report be noted.

Reason for Decision: To assess progress against the CPA/IDeA Improvement Plan and to enable progress against the Council's performance targets to be assessed and action taken where necessary to improve performance.

460. **Key Decision - Fair Access to Care Services:**

The Head of Community Care Services introduced the report which stated that the Council was formally required under statutory guidance issued by the Department of Health to set a threshold level for determining access to community care services provided by Social Services and which must be set against the criteria established under the Government's Fair Access to Care policy guidance. This level needed to be set before the start of the next financial year.

RESOLVED: That the existing threshold for providing community care services at the current level be maintained for a further year; that is, at a level which would require the Council to provide services to those who were deemed to face "critical" and "substantial" threats to their independence.

Reason for Decision: There was a legal requirement to set a threshold level before the start of the new financial year. Any change to the existing level would have significant budgetary implications which would be out of step with the basis on which current budget proposals had been developed.

461. **North West London Strategic Health Authority Criteria for Continuing Care:**

The Head of Community Care Services introduced the report which updated Members on the arrangements for agreeing and implementing NHS funded continuing care in the area covered by the North West London Strategic Health Authority. He reported that this year the Strategic Health Authority had informed the Primary Care Trust of the requirements rather than giving a choice in relation to the continuing care criteria.

In response to a Member's question, the Head of Community Care Services advised that, in terms of the process for Harrow's residents, their address, not the treatment centre, was the key factor. Residents would still need to be dealt with by the relevant Panel. He also clarified the financial position in relation to the PCT on which he had previously reported to Cabinet in December 2003.

RESOLVED: That (1) the report be noted;

(2) the use of the revised criteria and assessment tool be endorsed.

Reason for Decision: To ensure the effective delivery of health and social care services to Harrow residents.

462. **Key Decision - Domiciliary Care Services Retendering:**

The Head of Community Care Services introduced the report which detailed the results of the tendering exercise that had been undertaken concerning the block contracts, other than the Harrow Care at Home contract, for approximately 60% of the volume of domiciliary care delivered to Harrow residents through care management. He drew Members' attention to the confidential Part II report which contained commercially sensitive information and which had been circulated to Members only.

In response to a question in relation to the continuity of carers to clients, the Head of Community Care Services confirmed that this was a key issue and had been raised with both potential and actual suppliers of services. However, it should be noted that carer holidays and sickness gave rise to problems with the continuity of a carer's service to a particular client.

The Chief Executive introduced the addendum report, circulated on the third supplemental agenda, and which proposed that a scrutiny review of Domiciliary Care Services be carried out.

RESOLVED: (1) That the block contracts be let to the following three agencies:

- Helpful Hands Home Care Ltd, 1,500 hours;
- Graham Homecare Ltd (trading as Carewatch Harrow), 1,500 hours;
- Enara Ltd (trading as Enara Community Care), 1,000 hours.

The balance of care at around 1,000 hours per week would also be commissioned from three agencies on "spot purchase" basis at the block purchase price;

(2) that the Health and Social Care Scrutiny Sub-Committee be requested to undertake a review and agree the terms of reference set out in paragraph 6.5 of the addendum report.

Reason for Decision: (1) These contracts needed to be in place from the beginning of April to ensure service delivery to service users;

(2) to seek improvements to the quality of services provided.

463.

Key Decision - Determination of Admission Arrangements 2005/6:

The Executive Director (People First) reported on the outcome of the consultation process with governing bodies, parents, community groups and neighbouring LEAs on Harrow's schemes of co-ordination for primary and secondary school admissions and on proposed changes to the admission rules. Members noted that the report set out recommendations for the school admission arrangements to be effective from September 2005.

The Executive Director (People First) advised that the recommendations signified a change in some long established practices and which were detailed within his report. He added that the Admissions Forum had considered and endorsed the recommendations before Cabinet.

RESOLVED: That (1) the Co-ordinated Admission Scheme set out in Appendix E to the report of the Executive Director (People First) (subject to any change recommended by the Pan-London Executive and agreed by other London admission authorities) be adopted;

(2) to make the following changes to admission arrangements for Harrow community schools, effective from September 2005

PRIMARY AND HIGH SCHOOL ADMISSION ARRANGEMENTS

- To adopt an equal preference system.
- To use distance measured in a straight-line ("as the crow flies") as the tie breaker.

PRIMARY SCHOOL ADMISSION ARRANGEMENTS

- To replace the priority roads system with distance from home to school.
- To authorise schools involved in a one-year pilot project to admit children to Reception in a single intake in September.
- To allow parents to defer their child's entry to Reception in agreement with the school concerned, subject to consultation on funding arrangements (see 3 below). The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission was sought.

(3) to consult on funding for deferred entry to Reception Class during Autumn 2004 as part of the 2005/2006 financial year formula funding consultation. Any such changes were to be reviewed after the first twelve months of operation;

(4) to request the Harrow Admissions Forum to establish a Working Group in order to

- (i) oversee a pilot project that enabled schools to admit children to Reception class in a single intake in September and allowed parents to defer their child's entry to reception;
- (ii) take account of the Early Years Development and Childcare Partnership recommendations in developing arrangements for single intake and deferred entry;
- (iii) ensure systems are in place to monitor single intake and deferred entry and to assess the impact of such changes on pupils, Harrow nursery class admissions and other pre-school providers;
- (iv) receive and analyse termly updates on single intake and deferred entry and to report to the full Admissions Forum with recommendations as appropriate.

Reason for Decision: There is a statutory obligation to determine admission arrangements for the 2005/6 Academic Year by 15 April 2004.

464. **Harrow Town Centre: Strategy and MasterPlan:**

The Chief Planning Officer introduced the report which updated Members on the progress with the Town Centre Development Strategy and Masterplan for the Harrow on the Hill Station Site and recommended the establishment of a Member Panel to oversee the progression of the key initiatives.

The Chief Planning Officer advised Members of a typographical error at paragraph 6.4 of the report and advised that the bid to fund this work had been included in the report on the Medium Term Capital Budget Strategy, which appeared elsewhere on the Cabinet agenda.

The Chief Planning Officer sought Members views on whether the proposed Panel should be an Executive Committee or Advisory Panel. The Borough Solicitor advised Members that, if they decided that proposed Panel be advisory in nature, it might be necessary for decisions to be taken urgently by the relevant Portfolio Holder, as it might not always be possible to submit a report to Cabinet.

RESOLVED: That a Town Centre Project Advisory Panel be established with the terms of reference set out as an appendix to the report of the Chief Executive and with the following membership:-

<u>Members</u>	<u>Labour</u> 1. O'Dell 2. Burchell 3. N Shah	<u>Conservative</u> 1. Kinnear 2. Osborn	<u>Liberal Democrat</u> 1. Lyne
<u>Reserves</u>	1. Stephenson 2. Dighé 3. Foulds	1. 2.	1. Branch

Reason for Decision: To provide Member level leadership and guidance on the development of Harrow Town Centre.

465. **Confirmation of Article 4(2) Direction - East End Farm Conservation Area:**

Members noted that the report sought confirmation of the Article 4(2) direction, made on 4 December 2003 and covering two properties in the East End Farm Conservation Area, intended to remove permitted development rights relating to hard surfacing and boundary treatments. The remaining properties in the Conservation Area were all listed and already controlled in this respect.

RESOLVED: That the Article 4(2) Direction made on 4 December 2003 covering two dwellinghouses within the East End Farm Conservation Area and removing permitted development rights for development within Class F of Part 2 of Schedule 2 and Class A of Part 2 of Schedule 2 of the General Permitted Development Order 1995, and which would front a highway, waterway or open space be confirmed.

Reason for Decision: To ensure that the Article 4(2) Direction did not expire and remained in effect.

466. **Key Decision - Arms Length Management Organisation for the management of the Council's housing stock:**

The ALMO Project Director introduced the report which sought approval to outstanding matters necessary to progress the Cabinet's decision to create an Arms Length Management Organisation (ALMO) to manage the Council's housing stock. He reported an amendment to the participation figure detailed in his supplementary report in that the participation rate was 31.5%.

An amendment in the name of Councillor Lyne was moved and it was

RESOLVED: That (1) the establishment of Spire Community Homes Ltd as a company limited by guarantee using the Memorandum and Articles for Association appearing in the Cabinet's supporting documents pack be agreed;

(2) that the Executive Director (Urban Living) be authorised to appoint a manager under Section 375 of the Companies Act 1985 as the Council's representative to the ALMO;

(3) that the Executive Director (Urban Living), in conjunction with the Portfolio Holder for Planning, Development and Best Value and nominated members, take all necessary steps

to implement the ALMO so as to be operative by 1 September 2004;

(4) that the taking of a lease of suitable premises, on terms to be approved by the Director of Professional Services (Urban Living), be agreed;

(5) that the organisational structure for the ALMO, including a new post of Managing Director, and estimated associated costs be agreed;

(6) that the Council's monitoring role and associated costs be agreed;

(7) that the financial arrangements for the delivery of services to the ALMO, including the current estimated financial costs and implications be noted;

(8) that the outcome of the tenants' and leaseholders' survey undertaken to establish support for the proposal be noted;

(9) that an application be made to the Office of the Deputy Prime Minister under Section 27 of the Housing Act 1985;

(10) that the power to make urgent decisions in relation to the matters detailed in the report of the Executive Director (Urban Living) be delegated to the Executive Director (Urban Living) in consultation with the Portfolio Holder for Planning, Development, Housing and Best Value and nominated members.

Reason for Decision: To implement the Cabinet's previous decision to set up an Arms Length Management Organisation to manage the Council's housing stock.

467. **Resident consultation on the installation of replacement windows on the Eastcote Lane Estate:**

Members noted the recommendations circulated on the second supplemental agenda from the Tenants' and Leaseholders' Consultative Forum meeting held on 4 March 2004.

RESOLVED: To note that the policy for consulting residents about works proposed within their homes currently being drafted would address the concerns of residents expressed at the meeting of the Tenants' and Leaseholders' Consultative Forum held on 21 January 2004 and set out in recommendations 1, 4 and 5 in Appendix B to the report of the Executive Director (Urban Living) and that the technical concerns raised in recommendations 2 and 3 of Appendix B to the report would be addressed with the adoption of approved Technical Standards.

Reason for Decision: Asset management were addressing resident consultation matters by agreeing policy and have introduced Technical Standards to address the technical issues raised by residents.

468. **Any Other Business:**

Councillor C Mote made reference to statement he would be making to the Press the following day and his possible referral of the Leader of the Council and the Portfolio Holder for Education and Lifelong Learning to the Standards Board for England.

469. **Treasury Management Strategy 2004/05:**

(See Recommendation I).

470. **Key Decision - Renewal of Council Insurance Programme 1 April 2004:**

Members considered a confidential report from the Executive Director (Business Connections) in relation to the renewal of the Council Insurance Programme 1 April 2004.

RESOLVED: (1) That the Council's Insurance Programme for the 2004/5 Financial Year with existing insurers at a total cost £1,080,402 be renewed;

(2) to remove the individual claim deductibles (excesses) on liability risks whilst retaining an annual aggregate cap of £1.1m;

(3) that internal insurance provisions totalling £1.2m to meet anticipated self funded claims for 2004/05 be established.

Reason for Decision: To secure the Council's insurance requirements prior to 31 March 2004 when the current contracts expired.

471. **Key Decision - Domiciliary Care Services Retendering:**
Members considered a confidential report from the Head of Community Care Services in relation to Domiciliary Care Services retendering and which related to an item considered in Part 1 of the agenda.
- RESOLVED:** That the report be noted.
472. **Alexandra LIFT Project:**
Members considered a confidential report from the Executive Director (People First) in relation to the Alexandra LIFT Project.
- A Member requested that information in relation to LIFT be recirculated.
- RESOLVED:** (1) That it be agreed, in principle, to enter into a leaseback arrangement with Lift Co in respect of 422 m² of accommodation in the new Alexandra facility, subject to the Borough Solicitor agreeing the legal terms;
- (2) to delegate the Leader of the Council to agree the executive representative at the Strategic Partnership Board.
- Reason for Decision:** There was a requirement to move this project to the next stage and, in line with the previous Cabinet decisions, to participate in the Strategic Partnership Agreement process.
473. **Key Decision - Harrow Town Centre Strategy and Masterplan:**
Members considered a confidential report from the Chief Executive in relation to the Harrow Town Centre Strategy and Masterplan.
- RESOLVED:** That officers be authorised to negotiate for the acquisition of a site detailed in the report of the Chief Executive.
- Reason for Decision:** To ensure that the Council's objectives for the development of the site and the implementation of the Town Centre Strategy can be delivered successfully and promptly.
474. **Key Decision - Arms Length Management Organisation (ALMO) for the management of the Council's housing stock:**
Members considered a confidential report from the Executive Director (Urban Living) in relation to the Arms Length Management Organisation for the management of the Council's housing stock and which related to an item considered in Part I of the agenda.
- RESOLVED:** That the report be noted.
475. **Termination of Meeting:**
In accordance with the provisions of Executive Procedure Rule 22.2 (Part 4D of the Constitution) it was
- RESOLVED:** (1) At 9.57pm to continue until 10.30 pm;
- (2) at 10.30 pm to continue until 10.35 pm; and
- (3) at 10.35 pm to continue until 10.40 pm.
- (Note: The meeting, having commenced at 7.31 pm, closed at 10.40 pm).

(Signed) COUNCILLOR A T FOULDS
Chair

CABINET
ADVISORY
PANELS

GRANTS ADVISORY PANEL

19 FEBRUARY 2004

Chair: Councillor Harrison

Councillors: * Arnold * Omar (2)
* Marilyn Ashton * Anjana Patel
* Bluston * Mrs R Shah (1)
* Ismail * Thammaiah (Vice Chair in the Chair)
* Mrs Joyce Nickolay

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

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Grants to Voluntary Organisations 2004/2005: Deferred Applications, Revised SLA Funding & Late Applications**

The Panel received a report of the Executive Director, Business Connections which summarised the decisions made by the Panel on 26 November 2003 and provided further information on deferred applications, revised Service Level Agreements (SLA) and late applications.

Harrow in Leaf: The Panel discussed awarding £500 grant but agreed that £1,000 would be a more meaningful amount. Officers advised that they expected this to be a one-off request for a grant. Members agreed to recommend £1,000 of funding from the unallocated funds for 2003/04.

Harrow Somali Women's Action Group: Members commented that a grant of £10,000 for a new organisation seemed a lot, considering new organisations were normally only granted £1,000. Officers advised that it had been previous practice to grant a maximum of £2,500 for classes, which would be reduced each year to encourage classes to become self-funding. Members commented that they were aware that there were several Somali organisations, which would soon come under the umbrella of the Association of Harrow Somali Voluntary Organisations and they were concerned that the funding of women's groups could be neglected.

Members suggested that whilst it was unrealistic to award £10,000 to a new group, it would be derisory to give the Group only £1,000. Officers informed the meeting that the organisation already received funds from elsewhere, and that the grant being sought was just for the operation of the school. The impact of a lower grant would be that the school would be able to run fewer classes.

Members suggested that a grant £5,000 would give the school a good start and that officers report back on how the money was spent. Therefore, the Committee agreed to recommend a grant of £5,000.

Harrow Sports Council: A Member commented that from 1st April 2004, the Harrow Sports Council would be part of the Sports Development Unit, putting Harrow in line with all other London Boroughs. He suggested that the Sports Council may not be subject to an SLA next year, and instead funded directly from the People First budget. The Panel recommended an SLA of £27,381.

Hindu Council: The Panel agreed to recommend funding of £1,000.

Ignite Trust: Officers informed the Panel that the Ignite Trust currently received a grant of £1000. In response to comments from Members, officers confirmed that the organisation could only get casual use of community premises as they would be first time users. The grant was to help the organisation find suitable accommodation, as they were currently meeting at Members' homes.

Members suggested that £1,000 be given to the group, with £7,000 reserved for when accommodation had been found. Officers agreed to assist the group where they could in locating premises. Members also suggested that casual use of community premises might be suitable for the group. Contacting the Community Foundation was also suggested. The Panel agreed to recommend funding of £1,000, with £7,000 reserved for when the group found accommodation.

K.S.I.M: In response to concerns raised by Members, officers gave assurances that the group helped all elderly Muslims, not just Shia Muslims. The founders of the group had been Shia Muslims, but the services had expanded vastly over time. Officers had

visited the group and confirmed that it offered excellent value for money and provided a good service.

In response to a comment from a Member, Officers confirmed that the relationship between grants and SLAs would be considered during the ongoing strategic review of grants.

The Panel agreed to recommend an SLA of £2,387.

London Sath Sangam: The Panel agreed to recommend a grant of £2,500.

Somali Cultural Association: The Panel agreed to recommend a grant of £500.

Bentley Priory Nature Reserve: The Panel agreed to recommend an SLA of £2,000.

Racial Harassment Committee: Officers reported that the application had included several incorrect statements and suggested that a review was required in relation to the roles and functions of the committee in relation to the Multi-Agency Forum on Racial Harassment (MAF) and the Crime Reduction Team. Officers reported that previously, the Metropolitan Police Authority (MPA) had provided half of the funds. However, this funding was no longer available and the committee was looking for alternative funding streams. Officers added that if there were any doubts about the value for money provided by the Committee, it should be reviewed. Members requested a review be carried out to consider the implications of removing the current grant.

The Panel agreed to recommend no funding for this group.

Somali Disabled Association: In response to comments from Members, Officers confirmed that they had held several meetings with the group, and felt the group was not yet ready to expand.

The Panel agreed to recommend a grant of £1,000.

Resolved to RECOMMEND: (To the Portfolio Holder)

(1) That the Grants Advisory Panel's in principle decisions on the outstanding grant applications be agreed, as outlined in appendix 1;

(2) that the Grants Advisory Panel's in principle decisions on the revised SLA funding for Bentley Priory Nature Reserve and the late applications from the Racial Harassment Committee and Iwanaaji Somali Disabled Association be agreed, as outlined in appendix 1.

REASON: To conclude the allocation of grants to voluntary organisations for 2004/05.

RECOMMENDATION 2 - Community Premises Applications 2004/2005

The Panel received a report of the Executive Director, Business Connections which presented applications for accommodation at the community premises.

Officers informed the meeting that poor attendance at User Group meetings and failure to return monitoring had become an increasing problem, hence the request for warning letters to be issued to Groups who failed to comply. In response to comments from Members, officers stated that the monitoring form was simple to complete. The User Group meetings were well publicised and gave users the opportunity to improve Council facilities.

In response to a Member's proposal that the Harrow Islamic Society that receive a final warning as opposed to being refused use of the community premises, an officer commented that there was a strict criteria set by the Panel for use of community premises, with no option for valued judgements. Officers reminded the Panel that they had compromised to allow quarterly monitoring as opposed to monthly monitoring, which had been carried out previously.

Harrow Agenda 21 Environmental Forum: Members commented that they felt that the community premises were not suitable for this organisation, as they did not appear to need regular premises use. They had previously had a desk in the Civic Centre until they were asked to leave. Members agreed that it was a worthwhile organisation, but felt that the community premises were not appropriate for them.

Harrow Bilingual Association: Officers informed the meeting that the organisation had not used the community premises in December or January and that the organisation

used the premises as an administrative base. It was an umbrella organisation for several 'mother tongue' groups and covered a wide variety of languages. Officers commented that the group had not met the required usage to qualify for casual use of the premises, so officers were unable to recommend allocating any accommodation. Officers stated that the needs of groups such as this would be investigated as part of the strategic review.

Harrow Youth & Community Project: Officers explained that December and January had seen an increased use of the premises by the Project. The premises was used by the Management Committee, who were in the process of preparing an extensive work programme.

Resolved to RECOMMEND: (To the Portfolio Holder)

(1) That the accommodation at the Community Premises in 2003/04 be allocated as follows:

1	East African Welfare & Development Concern	Designated Desk
1	Harrow Somali Women's Action Group	Designated Desk
2	Angolan Civic Communities Alliance	Individual Office
3	Harrow Iranian Community Association	Individual Office
4A	Harrow Refugee Forum	Individual Office
4B	Russian Immigrants Association	Individual Office
5	HACAS	Designated Desk
5	Iwanaaji Somali Disabled Association	Designated Desk
6	Harrow Anti-Racist Alliance	Individual Office
7	London Borough of Harrow Office	
8	Harrow Bengalee Association	Designated Desk
8	Hindu Council Harrow	Designated Desk
8	Indian Association Harrow	Designated Desk
8	Islamic & Cultural Society of Harrow	Designated Desk
8	Pakistan Society of Harrow	Designated Desk
9	Resource Room	
10	Association of Senior Muslim Citizens	Casual Use
10	Harrow Youth & Community Project	Casual Use
10	Horn Response Project	Casual Use
10	Somali Cultural Association	Casual Use*
10	Tamil Community Centre	Casual Use*

* Subject to a six-month probation period

(2) that officers be instructed to issue warning letters to groups that have failed to attend all the User Group meetings, or have failed to return all their quarterly monitoring forms.

REASON: To enable eligible organisations to use the Community Premises in 2004/05.

RECOMMENDATION 3 - Street Collection Applications 2004

The Panel received a report of the Executive Director, Business Connections which outlined applications received from charities wishing to be sponsored for a street collection permit in 2004.

Resolved to RECOMMEND: (To the Portfolio Holder)

(1) That the applications received from Friends of Michael Sobell House and Harrow MENCAP for a street collection permit for 2004 be sponsored;

(2) that the request from Barts and London Students' Association hold a collection in Harrow on 27th April 2004, which falls within their London "Rag Week", be sponsored.

REASON: To enable the organisations to consider the applications received from charities wishing to be sponsored for a street collection permit in 2004.

RECOMMENDATION 4 - Harrow in Europe Association

The Panel received a report of the Executive Director Business Connections which presented recently submitted information from Harrow in Europe and requested the Panel to consider Harrow in Europe's funding in relation to this.

An officer informed the Panel that Harrow in Europe had requested that the £2,500 reserve grant for 2003/04 be reinstated and that next year's grant be increased from £2,500 to £5,000, as originally requested by the organisation. Officers commented that the organisation currently had a balance of in excess of £7,814. The additional £2,500 funding for next year was earmarked for the recruitment of users from underprivileged groups, evidence of which was illustrated in the supporting information.

A Member commented that they could not ascertain why the organisation required £2,500 for 2003/04, considering their current level of balances and the proximity of the end of the financial year. He added that he was not minded to increase next year's grant to £5,000, considering the organisations current resources.

In response to a question from a Member, an officer informed the meeting that the information supplied had been expected in August. However, he added that the information supplied had been good, including a programme of activities for next year. In response to comments from Members, officers confirmed that the organisation's balance was high compared to others. A Member also commented that the organisation also held fundraising activities.

Resolved to RECOMMEND: (To the Portfolio Holder)

(1) That, following consideration of the information provided by Harrow in Europe, the Panel recommend that the reserved grant of £2,500 from the 2003/04 grants, not be reinstated;

(2) that the funding of Harrow in Europe in 2004/05 not be increased from £2,500 to £5,000.

REASON: Harrow in Europe had provided information which Members may wish to consider.

(Note: Councillors Arnold, Marilyn Ashton, Mrs Joyce Nickolay and Anjana Patel wished to be recorded as having voted against the second resolution).

PART II - MINUTES93. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

The following Members declared personal interests in the business transacted at the meeting arising from their involvement with the organisations listed. Accordingly, they remained and took part in the discussion and voting on the relevant items.

<u>Member</u>	<u>Organisations</u>
Councillor Bluston	Harrow in Business Harrow Sports Council
Councillor Mrs Joyce Nickolay	Harrow In Europe
Councillor Arnold	Citizens Advice Bureau Harrow In Europe
Councillor Anjana Patel	MENCAP
Councillor Omar	Harrow Pakistan Society

94. **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 N Shah	Councillor Mrs R Shah
Councillor Harrison	Councillor Omar

95. **Arrangement of Agenda:**
RESOLVED: That all items be considered with the press and public present.
96. **Minutes:**
RESOLVED: That the minutes of the meeting held on 26 November, having been circulated, be taken as read and signed as a correct record.
97. **Public Questions:**
RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
98. **Petitions:**
RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).
99. **Deputations:**
RESOLVED: To note that there were no deputations to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).
100. **Grants to Voluntary Organisations 2004/2005: Deferred Applications, Revised SLA Funding & Late Applications:**
(See Recommendation 1).
101. **Community Premises Applications 2004/2005:**
(See Recommendation 2).
102. **Street Collections Applications 2004:**
(See Recommendation 3).
103. **Draft Timetable for the Strategic Grants Review:**
The Panel received the report of the Executive Director, Business Connections which updated the Grants Panel on the proposed timetable for the Review of Support to Voluntary Organisations across Harrow.

Officers explained that the Council wanted to take a strategic look at all the support the Council offered to community groups. In response to comments from Members, Officers confirmed that the issue of concessionary lettings would be considered within the review. Members stated that there had been a lot of confusion regarding policy on concessionary lettings and it was important that revisions to the scheme was widely publicised. It was also suggested that more information could be provided to voluntary groups on alternative grant providers.

Officers commented that while the timetable was ambitious, they felt the targets set were achievable.

RESOLVED: That the Panel noted the proposed timetable and that further updates on progress with the review be made at subsequent meetings.
104. **Proposed Grant to Harrow Citizens Advice Bureau:**
RESOLVED: That the letter from Harrow Citizens' Advice Bureau be noted.
105. **Harrow In Europe Association:**
(See Recommendation 4).

(Note: The meeting having commenced at 7.30 pm, closed at 9.33 pm)

(Signed) COUNCILLOR KEEKIRA THAMMAIAH
Vice Chair (in the Chair)

APPENDIX 1**Deferred Grant Applications, Revised SLA Funding and Late Grant Applications**

Harrow In Leaf	-	£1,000
Harrow Somali Women's Action Group	-	£5,000
Harrow Sports Council	-	£27,381
Hindu Council (Harrow)	-	£1,000
Ignite Trust	-	£1,000 (£7,000 reserved)
K.S.I.M	-	£2,387
London Sath Sangam	-	£2,500
Somali Cultural Association	-	£500
Bentley Priory Nature Reserve	-	£2,000
Racial Harassment Committee	-	nil
Iwanaaji Somali Disabled Association	-	£1,000

GRANTS ADVISORY PANEL

8 MARCH 2004

Chair: * Councillor Harrison

Councillors: * Arnold * Mrs Joyce Nickolay
 * Marilyn Ashton * Anjana Patel
 * Bluston * N Shah
 * Ismail * Thammaiah

* Denotes Member present

PART I - RECOMMENDATIONS

RECOMMENDATION 1 - Grants to Voluntary Organisations 2004/05 - Appeals Against the Panel's Decisions of 26 November 2003

The Panel received a report of the Executive Director (Business Connections) which outlined appeals received against the decisions made at the Panel's meeting on 26 November 2003.

Harrow Council for Racial Equality: The Panel had received a request to increase the funding allocated to this organisation by £7,500 to cover the additional rent costs of moving to a new premises. The Panel agreed that they should assist the organisation with their rent for their new premises, but should not contribute to the organisations remaining office accommodation at The Lodge.

Girlguiding North West Middlesex: The Panel had received a request from the organisation for a one-off grant to assist with wood treatment for the exterior of the building. Officers reminded the Panel that they had granted £1,500 three years ago for roofing.

In response to questions, officers informed the meeting that although the organisation was based in Hillingdon, about 50% of users came from Harrow. Following discussion, Members agreed that the organisation had a high level of reserves.

Pakistan Society of Harrow: During discussion, Members agreed that this was a well-run organisation, who had put the funds they already receive to good use. A Member commented that he felt that £5,000 was a lot of additional money to award and suggested giving the organisation an additional £2,500 instead. A Member noted that a grant of £5,000 was not consistent with previous Panel policy.

Resolved to RECOMMEND: (To the Portfolio Holder)

That the Portfolio Holder agree the additional funds for organisations listed below, and agree the responses to the appeals heard;

Harrow Council for Racial Equality	–	£6,220 for accommodation costs
Girlguiding of North West Middlesex	–	No Additional Funding
Kurdish Association	–	No Additional Funding
Pakistan Society of Harrow	–	£5,000 additional funding

REASON: To enable the four Groups to finalise their budget for 2004/05.

RECOMMENDATION 2 - Harrow In Europe Association

The Panel received a request from Harrow In Europe Association to reconsider their grant allocation. Officers informed the meeting that the report submitted to the last meeting had been attached to the agenda for information.

A Member commented that he felt that the programme of events had not been comprehensively costed, and was disinclined to award the additional funds. He added that he supported the association in principle, but felt the information they submitted was not sufficient to receive additional funding.

In response, a Member stated that she was confident that the association would use the additional funds wisely, and that the organisation provided a value for money way of fulfilling the Council's twinning responsibilities. Officers reminded the Panel that the

organisation would have to illustrate that they were attempting to engage hard to reach sections of the community to be eligible for additional funding.

A Member commented that he was concerned that the failure to grant additional funding would impact on the range of events that the Association had planned for the upcoming year. In response, a Member stated that he was not certain of this, as no costs had been included for any events, and added that the association had adequate reserves. He proposed that the additional requested funds be reserved until the Association provided further information.

The Chair commented that he had been a Member of Harrow in Europe since its inception and had visited Douai on several occasions. He noted that there had historically been problems communicating with Harrow in Europe and agreed that it was important to keep them on a short reign.

Resolved to RECOMMEND: (To the Portfolio Holder)

That the Portfolio Holder agree that the funding for Harrow in Europe be increased by £2,500, but this sum be released in September after the receipt of the specific information requested by the Council.

REASON: Harrow in Europe has additional information that they wish the Panel to consider.

PART II - MINUTES

106. **Attendance by Reserve Members:**

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

107. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

The following Members declared personal interests in the business transacted at the meeting arising from their involvement with the organisations listed. Accordingly, they remained and took part in the discussion and voting on the relevant items.

<u>Agenda Item</u>	<u>Member</u>
Item 11 – Harrow in Europe Association	Councillor Mrs Joyce Nickolay
Item 11 – Harrow in Europe Association	Councillor Arnold
Item 11 – Harrow in Europe Association	Councillor Harrison
Item 8 – Grants to Voluntary Organisations	Councillor Ismail

108. **Arrangement of Agenda:**

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

109. **Minutes:**

RESOLVED: That the minutes of the meeting held on 19 February 2004 be deferred until printed in the next Council Bound Minute Volume.

110. **Public Questions:**

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

111. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

112. **Deputations:**

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

113. **Grants to Voluntary Organisations 2004/05 - Appeals Against the Panel's Decisions of 26 November 2003:**

(See Recommendation 1).

114. **Grants to Voluntary Organisations - Strategic Review:**

(This item was withdrawn from the agenda).

115. **Harrow In Europe Association:**

(See Recommendation 2).

(Note: The meeting having commenced at 7.30 pm, closed at 8.14 pm)

(Signed) COUNCILLOR CYRIL HARRISON
Chair

TRAFFIC AND ROAD SAFETY ADVISORY PANEL

3 MARCH 2004

Chair:	* Councillor Miles	
Councillors:	* Burchell	* John Nickolay
	* Choudhury	* Anjana Patel (2)
	* Ismail	* Ray (1)
	* Kara	* Seymour (4)

* Denotes Member present
(1), (2), (4) Denote category of Reserve Member

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Edgware Controlled Parking Zone Review - Consultation Results**

Your Panel received a report of the Interim Head of Environment and Transportation which considered the results of consultation reviewing the Edgware Controlled Parking Zone (CPZ) and made appropriate recommendations.

Prior to discussing the report, the Panel received deputations from local residents. Dr Driscoll was unable to attend the meeting, and a statement from him was circulated and read out by the Chair. The statement was in support of the existing restrictions in Montgomery Rd and requested that no changes were made to the current operational hours of the CPZ.

The second deputation was from a resident of Gresham Road supporting the proposed revisions to the operational hours of the CPZ. The depute stated that he had been asked to address the Panel by several local residents who felt that although the area clearly needed a CPZ, not all roads required the same operational hours which were in force at the present time. He stated that the operational hours of the CPZ should be reduced in Gresham Road, Churchill Road and Montgomery Road. He refuted the points made in the previous depute's statement, and suggested that displaced parking would not be an issue in Gresham Road, Churchill Road and Montgomery Road. He noted that there were split zones over the borough boundary in Barnet, put the parking problems these roads faced were different to those faced in Edgware. The operational hours of the CPZ was causing problems to some residents who required regular visits from carers and family members. He stated that support for the current operational hours of the CPZ was based on unsupported claims and, excluding commuters, there was little demand for parking in Gresham Road, Churchill Road and Montgomery Road.

In response to a question from a Member, the depute stated that a one hour operational time discouraged commuters sufficiently, but still allowed residents to continue a normal life. He suggested that different operational hours were suitable for Mead Road and Handel way as they faced a different problem.

The Chair reminded the meeting that the Panel had agreed to recommend to the Portfolio Holder the implementation of the Edgware CPZ in June 2002. As part of the decision, a six to twelve months timetable for the review of the CPZ after implementation had been agreed, which begun in October 2003 and was now reported to the Panel.

In response to a question from a Member, an officer explained that the roads in the area had different problems, requiring different solutions. However, he did not think having two different zones would cause excessive confusion, as the zones would operate in two different sets of roads. Following further questions, officers stated that there were strict regulations covering the signing of zones, although they undertook to make the signage as clear as possible while maintaining consistency with other zones.

The Chair stated that the review of the Edgware CPZ had been difficult and complex. Response to the consultation had been high, and the proposed changes corresponded with the requests of individual roads. A Member paid tribute to the residents who had contributed to the debate from both sides of the argument.

Resolved to RECOMMEND: (To the Portfolio Holder)

That (1) the existing Edgware Controlled Parking Zone be divided into different zones: Meade Road and Handel Way operating 8.30 am to 8.30 pm, Monday to Saturday and Montgomery Road, Gresham Road and Churchill Road operating 11.00 am to 12.00

noon, Monday to Friday, as shown at appendix G;

(2) the Edgware Controlled Parking Zone be extended to cover the area shown at Appendix N, the operational hours to be 11.00am to 12.00 noon, Monday to Friday;

(3) double yellow line waiting restrictions be introduced in Canons Drive, Stonegrove and at junctions in Buckingham Road, Chandos Crescent, Overbrook Walk, Methuen Road, Methuen Close, Milford Gardens and Camrose Avenue as shown at Appendix L and Appendix O;

(4) The existing yellow line waiting restrictions in Whitchurch Lane operating from 8.00 am to 6.30 pm, Monday to Friday, at the junction with Winton Gardens be extended into Winton Gardens on the west side as shown at Appendix K;

(5) 15 shared use "pay and display"/business spaces be introduced in High Street Edgware as shown at Appendix O, operating from 8.00 am to 6.30 pm, Monday to Saturday, the tariff to be 30p for 20 minutes, 60p for 40 minutes, £1 for one hour and £2 for up to 4 hours, with maximum stay of 4 hours, no return for 2 hours;

(6) 19 shared use "pay and display"/residents spaces be introduced in Canons Drive and Rye Way as shown at Appendix O, operating from 8.00 am to 6.30 pm, Monday to Friday, the tariff to be the same as the "pay and display" spaces in the existing CPZ: 30p for half hour or part half hour, maximum stay 2 hours, no return for 2 hours;

(7) the existing "pay and display" spaces in Mead Road, Handel Way and Montgomery Road be amended to shared use, "pay and display"/residents' permit holders/business permit holders operating from 8.00 am to 6.30 pm, Monday to Friday in Montgomery Road and operating zone time in Mead Road and Handel Way;

(8) officers be authorised to take all necessary steps under Sections 6, 45, 46 and 49 of the Road Traffic Regulation Act 1984 to advertise the traffic orders, the details of which be delegated to officers and implement the scheme subject to consideration of objections and funding;

(9) the statement of reasons to be "The Traffic Management Order is considered necessary because the results of the public consultation show that there is a majority of respondents in favour of these proposals which conform with the Council's corporate objectives 'to improve residential amenity, enhance the environment and promote the use of sustainable transport'."; and;

(10) inform the head petitioners accordingly.

REASON: To Control Parking.

RECOMMENDATION 2 - Harrow on the Hill Local Safety Scheme - Request for Review of Yellow Line Waiting Restrictions and 20 mph Zone

Your Panel received the report of the Interim Head of Environment and Transport which outlined a review of the yellow line waiting restrictions in High Street and the proposed 20 mph zone for the Hill. The Chair commented that the report proposed the extension of the yellow line on West Street and that the implementation of the 20 mph zone be brought forward.

An Officer informed the meeting that the proposed extension to the yellow line outside 38-40 High Street arose from a request from a Ward Councillor. Officers were careful not to remove too much parking away from traders' clients or to reduce parking to such an extent that it encouraged the speed of cars to increase. He added that the scheme had the support of the Harrow on the Hill Forum.

There had been requests for implementation of the proposed 20 mph zone to be brought forward from 2007 to 2005-06. Officers were concerned that the physical measures required for the implementation of a 20 mph zone would not be accepted by local residents, although the Harrow on the Hill Forum were keen advocates of the scheme.

A Ward Councillor, present to speak on this item, commented that 20 mph zone was of great importance for the safety and conservation of the Hill. Too much traffic was already using the Hill, especially along High Street, West Street and Middle Road. He suggested that Government policy was to introduce 20 mph zones near schools, and considering the number of school children using the Hill, the Hill was a perfect location.

A Member commented that he had witnessed buses struggling to negotiate the Hill on several occasions and suggested that consultation should begin now to ensure the scheme is ready for implementation by 2007. He added that there appeared to be a gulf between the physical works the Harrow on the Hill Forum felt was required for a 20 mph zone and what officers thought was required. A Member suggested that attempts could be made to create a 'slow atmosphere' on the Hill.

The Harrow Public Transport Users' Group representative commented that he had been in contact with the bus company that operated the 258 and they informed him that although they had faced some problems in the area, it was no worse than the rest of the borough. He added that buses had a very important role to play on the Hill, especially for the pupils of St Dominic's.

In response to a question from a Member, officers commented that 20 mph zones needed to be self-enforcing, and therefore consist of physical measures. They commented that it would be a very challenging design issue to keep speeds down to 20 mph while ensuring residents were happy.

During discussion of the 20 mph scheme, officers agreed that the scheme would take at least two years to complete, due to the need for comprehensive consultation and thorough planning. An officer suggested that starting this scheme earlier would delay other 20 mph schemes. Instead, he suggested that the Panel wait until the scheme is fully resourced and then can be fully launched into by officers. The Chair reminded the meeting of the expected disruption which would be caused by the implementation of the scheme. Members agreed that officers would liaise with the Forum, particularly regarding the implications of implementing a 20mph zone.

Resolved to RECOMMEND: (To the Portfolio Holder)

That (1) officers be authorised to take all necessary steps under Section 6 of the Road Traffic Regulations Act 1984 to advertise the necessary traffic orders associated with the proposed changes to yellow line waiting restrictions and parking spaces as shown at Appendix A for order making purposes and implement the scheme subject to consideration and to allow an appropriate assessment of objections;

(2) the proposed 20 mph zone for Harrow on the Hill remains on the 2006/07 programme for implementation subject to funding

REASON: To control parking and to improve safety and traffic flow and to allow an appropriate assessment of the effectiveness of the existing road safety scheme to be made as normal.

RECOMMENDATION 3 - Controlled Parking Zones/Resident Parking Schemes - Annual Review and Related Petitions

Your Panel received the report of the Interim Head of Environment and Transportation which presented the annual review of Controlled Parking Zones/Resident Parking Schemes and related petitions. It included assessments of the existing zones, requests for new zones including petitions received in the last 12 months and a reference from the Wealdstone Regeneration Advisory Panel.

Prior to discussing the report, the Panel received a deputation from Gareth Thomas MP, Member of Parliament for Harrow West, on parking in North Harrow. The depute stated that he was speaking on behalf of a variety of constituents and paid tribute to the work of Headstone Residents' Association. He noted the negative impact the closure of Safeways had on the area, suggesting that improved parking facilities could help the area. He also suggested that North Harrow should be the next area for the New Harrow Project. He stated that the businesses on Pinner Road were not benefiting from the parking bays as the cost was prohibitive.

He urged the Panel to reconsider its decision not to recommend the installation of parking bays on Station Road. Traders and residents were keen for their installation to help revive North Harrow in the wake of the closure of Safeways. He also informed the Panel that residents of Southfield Park were concerned over the speed of traffic using their road. Residents of West Harrow had also expressed their concerns over parking, especially in the area surrounding West Harrow Station. In response to a question from a Member, the depute agreed that discussions over North Harrow with Transport for London (TfL) were necessary.

Following comments from a Member, the depute stated that the installation of a cycle lane helped fund parking bays in Pinner Road. However there were issues regarding

the cycle lane in Station Road which needed to be looked at in the context of the Safeways closure. He reiterated that he felt the 'Clean and Green' aspect of the New Harrow Project would benefit the area greatly. A Member stated that he had recently walked round North Harrow and had sympathy with the residents. He suggested that parking bays might be financed through a Section 106 agreement with a future developer of the Safeways site. Officers were requested to compile a report on the cost of installation of parking bays on Station Road.

The Harrow Public Transport Users' Group representative commented that facilities for buses needed improvement in North Harrow and suggested that solving North Harrow's problems required joined up thinking. Officers undertook, in conjunction with TfL, to investigate the cycle lane in North Harrow.

The Chair commented that the report had changed little since the Panel had considered it last year. He noted that the report stated that the Harrow town centre CPZ would not be extended to Sundays. In response to comments from a Member, Officers confirmed that the Stanmore College area was included in the review of the Stanmore CPZ.

Commenting on the petition received from Holwell Place, officers stated that residents had asked for the provision of parking lay bys as residents were currently parking on the verges.

The Harrow Public Transport Users' Group representative commented that he had seen a fire engine delayed for three minutes due to parked cars on both sides of the road in High Street, Pinner due to parked cars.

In response to comments from a Member, officers confirmed that consultation had indicated that there was not sufficient support from residents in North Harrow for a CPZ. North Harrow had subsequently been taken off the review list, which would be reconsidered next year. In discussion of Argyle Road, officers agreed that there was a parking problem on the road, but consultation results had not indicated that residents of North Harrow as a whole were in support of a scheme. It was suggested that residents be encouraged to present a petition if they felt the road needed a yellow lines.

A Member commented that residents often became frustrated waiting for minor adjustment to parking schemes, and suggested that there should be a simpler method to adjust and implement small schemes. Officers commented that efficiency was a priority due to the limited resources available. CPZs were an efficient use of resources which comprehensively dealt with a parking problem across an area. Schemes designed as a 'quick fix' often did not solve problems effectively and often stored problems for the future.

Resolved to RECOMMEND: ((1) To the Portfolio Holder and (2) to Cabinet)

That (1) the Portfolio Holder for Environment and Transport, subject to funding, adopt the priority list as shown at Appendix D as the controlled parking zones programme, to include it in the Borough Spending Plan submission to Transport for London and advise the Wealdstone Regeneration Advisory Panel accordingly; and

(2) Subject to (1) above, approve £100,000 per year be included in the three year Capital Programme for 2004-05, 05-06 and 06-07.

REASON: To prioritise and fund the Controlled Parking Zone programme.

PART II - MINUTES

32. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Anne Whitehead
Councillor Arnold
Councillor Mrs Kinnear

Reserve Member

Councillor Ray
Councillor Seymour
Councillor Anjana Patel

33. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
Item 10(b)	Councillor Ray	The Member indicated that he had a prejudicial interest as he was a resident of the road to be discussed. The member left the room and took no part in the debate on this item.
Item 9(a)	Councillor Harriss (Present to speak on item 9(a))	The Member declared a personal interest in as a resident of the area. He remained present and took part in the debate.

34. **Arrangement of Agenda:**

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

35. **Minutes:**

RESOLVED: That the minutes of the meeting held on 3 December 2003, having been circulated, be taken as read and signed as a correct record.

36. **Public Questions:**

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

37. **Petitions:**

RESOLVED: To note the receipt of the following petition:

- Re: Objections Regarding Parking Restrictions in Greenford Road, Cavendish Avenue, Rosebank and Fernbank. - From businesses in the local area.

38. **Deputations:**

RESOLVED: To note the receipt of the following deputations:

- (1) Re – Edgware Controlled Parking Review – Consultation Results: From a local resident
(See Recommendation 1)
- (2) Re – Edgware Controlled Parking Review – Consultation Results: From a local resident
(See Recommendation 1)
- (3) Re – Edgware Controlled Parking Review – Consultation Results: From a local resident
(This deputation was withdrawn at the meeting)
- (4) Re – Controlled Parking Zones/Resident Parking Schemes - Annual Review and Related Petitions: From Gareth Thomas M.P.
(See Recommendation 3)

39. **Reference from Development Control Committee Meeting of 14 January 2004:**

Your Panel received a reference from the Development Control Committee asking the Panel to consider the proposed relocation of a bus stop as part of development works at Edgware Hospital. Officers commented that the road was wide enough to allow parking and two way traffic. In response to comments from a Member, officers confirmed that Barnet had liaised with bus operators.

40. **Reference from Development Control Committee Meeting of 11 February 2004:**

Your Panel received a reference from the Development Control Committee which requested the Panel consider poor visibility for drivers when approaching the roundabout on Uxbridge Road. Officers commented that the roundabout had a good

safety record, but there had been several reports of damage only accidents. Consultants were currently compiling a report on the area, which would be ready in a few weeks.

A Ward Member, present to speak on this item, commented that a short-term solution was needed at the roundabout to prevent further accidents. He commented that the fence on Uxbridge Road had been knocked down several times by vehicles. He suggested that potentially a flyover was the long-term solution, but in the short-term, revisions needed to be made to the roundabout island to promote road safety in the area.

A Member commented that traffic from the east usually approached the roundabout slowly and from the west traffic usually approached the roundabout at speed. Officers confirmed that the comments of the Panel would be considered within the consultant's study.

41. **Reference from Wealdstone Regeneration Advisory Panel Meeting of 15 January 2004:**

This was considered under Recommendation 3.

42. **Edgware Controlled Parking Zone Review - Consultation Results:**

(See Recommendation 1).

43. **Harrow on the Hill Local Safety Scheme - Request for Review of Yellow Line Waiting Restrictions and 20 mph Zone:**

(See Recommendation 2).

44. **Controlled Parking Zones/Resident Parking Schemes - Annual Review and Related Petitions:**

(See Recommendation 3).

45. **Items Placed on the Agenda at the Request of a Member of the Panel::**

(i) **Traffic Control on Kenton Park Avenue and Kenton Park Road, and the possibility of a filter traffic light to turn right from Kenton Road on to Kenton Lane**

The Chair reminded the meeting that the banned right turn was an experimental traffic order and noted that the scheme had many knock on effects.

A Ward Councillor, present to speak on this item, commented that many residents are unhappy with the increased traffic flow on residential roads. Residents were being disturbed at night by vehicles traversing speed bumps and buses were also having problems. A Ward Councillor, who was also a Panel Member, commented that he had received a lot of complaints from residents related to the Kenton Road/Kenton Lane junction. He noted that the banned right turn had improved east-west traffic flow, although some of the other consequences were unwanted. He suggested that two lanes and a right filter phase could be introduced at the junction.

A Member voiced his sympathy for residents and commented that there was under capacity in the roads leading to the junction. He suggested that officers needed to collaborate with Brent officers to find an appropriate solution to the problems at this junction.

Officers informed the meeting that the experimental traffic order expired on 26 April, so officers needed to consider options before then. Officers added that they had funding for traffic calming on Kenton Park Road and Kenton Gardens.

(ii) **One Way Traffic at 'The Close'**

Officers informed the meeting that they had received a request for one-way traffic at 'The Close'. Instead, it was proposed to install a 'No Entry' point which was intended to have a similar effect to a one way system, but would reduce costs and would have minimum impact on the environment.

(Note: The meeting having commenced at 7.30 pm, closed at 10.20 pm)

(Signed) COUNCILLOR JERRY MILES
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
16 MARCH 2004

Chair: * Councillor Toms

Councillors: * Choudhury * Janet Cowan

Advisers: † Mr D A Jones
(Vacancy)

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS
RECOMMENDATION 1: Admission to County Schools

On 16 March 2004 there were 2 children for whom the admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school where no place existed in the relevant year group.

Resolved to RECOMMEND:

That an offer of admission to a school be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H82	10	Whitmore
P4	5	Pinner Wood

PART II - MINUTES
188. Attendance by Reserve Members:

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

189. 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.

190. Arrangement of Agenda:

RESOLVED: That the item appearing in Part II of the agenda be considered with the Press and Public excluded on the grounds indicated below:

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part I to Schedule 12A to the Local Government (Access to Information) Act 1985 in that it contains information relating to any particular applicant for, or recipient of, any service provided by the Authority.

191. Minutes:

RESOLVED: That (1) the minutes of the meeting held on 6 January 2004, having been circulated, be taken as read and signed as a correct record; and

(2) the signing of the minutes of the meetings held on 20 January and 3 February 2004 be deferred until printed in the next Council Bound Minute Volume.

192. Public Questions:

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

193. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

194. **Deputations:**

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

195. **Admission to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.30 pm, closed at 5.40 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

PUBLICATIONS ADVISORY PANEL (SPECIAL)

16 MARCH 2004

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Knowles
* Burchell (2) * Jean Lammiman
* Harrison

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

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**120. **Attendance by Reserve Members:**

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

Ordinary Member
Councillor Stephenson

Reserve Member
Councillor Burchell

121. **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.

122. **Arrangement of Agenda:**

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

123. **Minutes:**

RESOLVED: That the minutes of the meeting held on 12 February 2004, having been circulated, be taken as read and signed as a correct record when published in the Bound Minute Volume.

124. **Public Questions:**

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

125. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

126. **Deputations:**

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

127. **Spring Edition of Harrow People:**

The Panel, having received a draft copy of the Spring Edition of the Harrow People by mail, received various tabled supplemental texts at the meeting. The Communications and Publications Manager informed the Panel that this was the first draft and that there were still a number of articles and pictures to be included together with an improvement of the colouring of the magazine. Consideration was given to each page of the magazine. A number of drafting proposals and issues of clarification were discussed, as follows.

Front Cover: This was to feature the Queen. The Communications and Publications Manager explained to the Members of the Panel that the Queen's visit to Harrow would be further highlighted through a 12 page supplement mainly consisting of pictures to appear at the beginning of the magazine. A Member of the Panel asked that the 50th and 25th anniversary logos be displayed on the front cover as well. The Member also suggested that the supplement be set out in the middle of the magazine so it could easily be saved as a souvenir by the reader.

Page 5

Expansion of brown bin scheme: Members requested a clarification on the bidding for extra funding and asked the Communications and Publications Manager to check to which phase in the bidding the article referred.

Page 6

Scrutiny update: It was noted that the Health and Social Care Scrutiny Sub-Committee had completed the report on delayed transfers of care and that the visit to the Royal National Orthopaedic Hospital had taken place.

Interpreter for deaf at Harrow Council: The Panel asked for a minicom phone number to be included.

Action stations: A Member queried whether it was appropriate to display pictures of children in the magazine and whether permission from the parents had been sought

Page 11

Harrow 50 years, Celebrate with us: The Communications and Publications Manager informed the Panel that all the dates of the events would be reconfirmed prior to publishing. A Member of the Panel suggested that the 1 May should be excluded from the list since the events were not open to the public. The Member also informed the meeting that the Harrow in Europe 25th anniversary celebration of international friendship was to take place on 2 May and the May Day celebrations on 3 May. Another Member suggested that an explanation of Charter Day be provided and that the name of the months be displayed only once. It was also suggested that an interfaith event in October should be added to the list of events.

Page 12

In brief: An inclusion of the Sai School's performance on 2 May was suggested

Page 22

Community safety survey: The Publications and Communications Manager informed the meeting that the survey was an extract from the Annual Crime Survey and might not be subjected to changes. However, the Members of the Panel noted the following amendments to the survey be put forward:-

- To include garden vandalised in the list of crimes in question 1
- To ensure consistency between question and answer alternatives in question 12
- To add sexuality and disability to question 14
- Consistent use of the category don't know throughout the survey
- The relevance of including cinema as a media source was questioned
- To state that the data submitted was protected.

Page 28

Career choices: Members noted that the persons interviewed were all working in the public sector and mainly within Harrow Council and it was suggested that this should be made clearer.

Page 32

Living in Harrow: It was suggested that this could be a cut out section for the reader to keep. It was also requested that the Publications and Communications Manager check whether the dog warden was still in post.

News to Come: Members identified additional items:-

- the Tidy Business Scheme
- report from an event regarding children teaching parents.

Supplementary articles tabled at the meeting

Tidy Britain award for New Harrow Project: It was suggested that ENCAMS' former name Keep Britain Tidy should be added.

International Friendship in 25th year: It was suggested that it should be mentioned that the event was supported by Kodak.

Elections: Members expressed their satisfaction that a form for postal voting would be included in the magazine in relation to this article.

Leader's Column: A Member of the Panel suggested that the second sentence in paragraph 1 could be amended as follows: 'This administration had made every effort to achieve a council tax at inflation or below by 2006'.

RESOLVED: That (1) the survey be follow up with an article about the achieved results;

(2) the draft copy of the magazine, as amended, be noted.

128. **Any Other Business:**

Homing In: A Member noted that it was still unclear who had produced the publication and that there was no Council logo on the cover. It was also requested that Members of the Panel be sent a draft copy prior to its publication.

Tenants' and Leaseholders' Handbook: The Chair expressed concern that this was a Council publication which had not been forwarded to the Panel. The Development, Housing and Best Value Portfolio Holder informed the meeting that the recently distributed copy was not a new publication but an updated version of an already existing handbook that had been reprinted.

Apostrophes: A Member of the Panel noted the existence of the incorrect use of apostrophes in a number of Council publications and especially in the committee agendas and minutes. The Member stressed the importance of correct grammar in official documents and suggested that staff might be provided with additional training in these matters.

RESOLVED: That (1) the use of the Harrow crest be an item on the agenda of the next meeting;

(2) the printing schedules of Harrow People, Area Newsletters and Homing In be circulated to Members and included as an item on the agenda of the next meeting.

(Note: The meeting having commenced at 6.10 pm, closed at 7.25 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

CONSULTATIVE
FORUMS

**TENANTS' AND LEASEHOLDERS'
CONSULTATIVE FORUM****4 MARCH 2004**

Chair: * Councillor Currie

Councillors: * Billson * Knowles
* Burchell

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Resident Consultation on the Installation of Replacement Windows on the Eastcote Lane Estate**

(Note: Councillor Currie declared a personal and prejudicial interest in this item, and therefore stood down from the chair and left the room. The Vice Chair, Councillor Knowles, took the chair).

The Forum received a report of the ALMO Project Director which summarised the action taken since the special meeting of the Tenants' and Leaseholders' Consultative Forum held on 21 January and commented on the recommendations arising from that meeting.

An officer explained that the report commented on the outcomes of the special meeting held to discuss resident consultation and the technical specification for replacement windows on the Eastcote Lane Estate. The report detailed officer's responses to the recommendations to Cabinet arising from the meeting. A Working Party including Members, residents and representatives had been set up to work with Housing Services staff to develop a policy for consultation with residents on major works to be undertaken in residents' homes. The policy developed would encompass the three recommendations relating to consultation arising from the Special meeting, listed at 6.2, 6.4 and 6.5 in the officer report.

Officers commented that there would be some difficulties in complying with the recommendations related to the technical specifications of windows. Restrictors were not intended as a security device and had to allow the use of windows as an egress point in emergencies to comply with legislation. Officers confirmed that they would send letters to all tenants to explain the use of the restrictors to avoid further confusion. The report explained the difficulties of detailing areas of a contract that exceeded the legal minima, and proposed the use of the recently agreed technical standards to ensure a consistent approach across the Borough.

In response to a question from a representative of Eastcote Lane Tenants and Residents Association (ELTRA) regarding a meeting discussing windows for a sheltered accommodation block, officers commented that the meeting was held in the afternoon, as this was the time most suitable for residents of the accommodation. Officers confirmed that the recommendation from the special meeting would form part of a new protocol on consultation, which would ensure that local Tenants and Residents Associations were involved in the process. The ELTRA representative commented that it was important that tenants and residents associations should be involved in the early stages of any consultation.

A resident of Brookside Close commented that he was having difficulty using the window in his kitchen. Officers commented that there had been two windows on Brookside Close incorrectly fitted and undertook to investigate the resident's problems.

Resolved to RECOMMEND: (To Cabinet)

(1) That Cabinet agrees the recommendations relating to consultation, detailed at resolutions One, Four and Five arising from the Special meeting of the Tenants' and Leaseholders' Consultative Forum held on 21 January 2004;

(2) that Cabinet does not agree the recommendations relating to technical specification, detailed at resolutions Two and Three arising from the Special meeting of the Tenants' and Leaseholders' Consultative Forum held on 21 January 2004.

REASON: To pass on the views of the Tenants' and Leaseholders' Consultative Forum to Cabinet for consideration alongside the recommendations from the Special meeting of the Tenants' and Leaseholders' Consultative Forum held on 21 January 2004.

(See also Minutes 132 and 143).

PART II - MINUTES131. **Attendance by Reserve Members:**

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

132. **Declarations of Interest:**

RESOLVED: To note the following declarations of interest:

- Councillors Currie and Knowles declared an interest in the ALMO shadow board in their capacity as Council representatives, but in accordance with Paragraph 12.2 of the Council's Code of Conduct for Councillors they remained and took part in discussions on the agenda item in question.
- Councillor Currie declared a personal interest in the Matters Raised by the Eastcote Lane Tenants and Residents Association by virtue of his role as Acting Chair of the Association and remained and took part in the discussions and voting on the agenda item in question.
- Councillor Currie declared a personal and prejudicial interest in Item 7, Resident Consultation on the Installation of Replacement Windows on the Eastcote Lane Estate. Accordingly, he stood down from the chair and left the room during discussion of the item.

133. **Arrangement of Agenda:**

RESOLVED: That (1) all items be considered with the press and public present;

(2) item 10 – Resident Consultation on the Installation of Replacement Windows on the Eastcote Lane Estate be moved to the last item on the agenda.

134. **Minutes:**

RESOLVED: That (1) the minutes of the Ordinary meeting held on 8 January 2004, having been circulated, be taken as read and signed as a correct record;

(2) the signing of the minutes of the Special meeting held on 21 January 2004 be deferred until printed in the Council Minute Volume.

135. **Matters Arising from the Last Meeting:**

The Forum received the report of the ALMO Project Director which updated the meeting on issues raised at the Tenants' and Leaseholders' Consultative Forum on 8 January 2004.

In response to a question from a tenant, the Portfolio Holder for Planning, Development, Best value and Housing informed the meeting that the void property discussed at the last meeting had been let after three years unoccupied.

The ALMO Project Director updated the meeting on the progress of the ALMO. He informed the meeting that a survey had been sent to all tenants to ascertain their views on the ALMP proposals. A report was due to go to Cabinet in March finalising the constitutional and organisational structure of the ALMO, and the ALMO was due to 'go live' in September.

A resident requested that he received a report from the fire officer explaining why certain door types were not available to residents. He also noted that tenants were subject to more stringent regulations than leaseholders. The Chair requested that the Fire Officer's report be circulated to all Members.

In discussion of the absent tenant in Brookside Close, officers commented that they were unable to go into too much detail regarding the case, although they confirmed that the property had not been abandoned. Officers noted that the nuisance had been reduced and the situation would be kept under review.

The Portfolio Holder undertook to investigate problems regarding lorries parked in Anthonys Close, raised by a tenant.

RESOLVED: That the report be noted.

136. **Public Questions:**

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

137. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

138. **Deputations:**

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

139. **Capital Programme for 2004/05:**

The Forum received a report of the ALMO Project Director which summarised the progress in delivering the current stock reinvestment programme and detailed the proposed programme for 2004/5, 2005/6 and 2006/7.

Officers informed the meeting that the information gathered in the stock condition survey, carried out in 2003 covering 100% of properties externally and 20% of properties internally, had been the basis for the formulation of the programmes. The proposed programmes had been presented to a meeting of the tenants' and residents' associations in February. In response to comments, officers noted that an evening meeting was offered for residents unable to attend the daytime meeting.

Officers informed the meeting that the rewiring programme had been significantly delayed by a health and safety incident in August 2003. They could not comment any further on the incident as it was subject to an inquest in April. A Member commented that he was slightly concerned that estates built as recently as 1978 required rewiring. Officers commented that they had changed their approach recently and were concerned with the condition of stock rather than age. Officers also added that it was recommended that a property be rewired every 25 years. Miscellaneous properties would be inspected as the programme continued, and any properties that required rewiring would be completed.

During discussion of Wesley Estate, Officers commented that a lot of work had been done on this estate ten years ago. However, environmental improvements had been identified as needed in this area, and were planned for the future.

The stock condition survey had been planned as a high level survey that would be used as a base point. Knowledge of the condition of stock would be built up slowly and local knowledge would play an important part in this process. The stock condition survey would be used to flag up issues for further investigation.

Officers informed the meeting that the Stock Condition survey was a starting point for further investigation and undertook to note the comments made by residents present with regard to the condition of housing stock. The Portfolio Holder for Planning, Development, Housing and Best Value commented that changes to the programme could be made as research and investigation uncovered further information.

In response to further comments from residents, officers commented that Ward Councillors often played an important role for estates that did not have effective tenant representations.

In response to comments from a resident, officers informed the meeting that external decoration was included in a separate budget and undertook to circulate the programme related to this budget.

RESOLVED: That (1) the comments of the Tenants' and Leaseholders' Consultative Forum be noted and considered in the report to Cabinet;

(2) the programme be re-examined if necessary.

140. **Housing Inspection Report:**

The Forum received a report of the ALMO Project Director which updated the meeting on the Audit Commission's report of the Housing Services inspection.

Officers reminded the meeting that the inspectors had conducted a two week visit in November 2003, following a review of the Housing Service under the Council's Best Value programme. The Housing Service had been awarded a 2 Star (good) rating, with promising prospects for improvement. A summary of the inspection had been included with the report, while the full inspection report was available on the Audit Commission website. The inspection had covered the whole of the Housing Service and it was not possible to isolate Landlord Services in the review. Officers reminded the Forum that once established, the ALMO would require a 2 Star rating from inspectors to receive funding for improvements to housing stock. The result of this inspection was a positive step toward achieving this and it was important to build on this success with the improvement plan.

The inspection had highlighted rent collection and turn around time for properties as areas in which the service had been successful. However, the inspection highlighted leaseholder services as a weakness and while it recognised the increased effort put into resident involvement, it noted that further achievement was required.

Officers informed the meeting that Cabinet would consider the Improvement Plan next and a further report back would be made to a future meeting of the Tenants' and Leaseholders' Consultative Forum.

In response to a question from a resident, Officers confirmed that there were no residents in bed and breakfast accommodation.

In response to questions from residents, officers confirmed that tenancy checks would be introduced before the April 2004 deadline. As a result of the inspection, a scheme of decorating vouchers would be introduced. Decorating vouchers would replace the current scheme under which residents were refunded for any work carried out retrospectively. Arrangements had been made with several local DIY outlets and the scheme was planned to be in operation during April. Also, in line with the recommendations of the report, emergency contact details had been re-publicised.

RESOLVED: That the outcome of the inspection together with the summary of the inspection report be noted.

141. **Rent Arrears:**

The Forum received the report of the ALMO Project Director which provided information on the collection of rent arrears, as requested at the last meeting.

Officers informed the meeting that maximising rent income was one of the points raised in the Best Value improvement plan. A key to maximising rent income was to reduce rent arrears through the introduction of a new rent management system. Rent arrears had stood at £865,000 for 2002/2003 while the current level was now £738,000. The target for the end of the current financial year was £735,000, which officers expected to surpass.

Officers commented that the target for recovering former tenants' arrears would not be met, although a reduction had been achieved. Officers noted that the introduction of a new software package had altered how former tenants' arrears were calculated, leading to an additional £62,969 being added to the total sum. A new software system had been introduced to trace those with rent arrears and an officer was now working full time on the recovery of former tenant arrears. The debt had been closely analysed to identify where efforts for recovery should be concentrated to bring maximum return. Overall, officers felt they would make considerable progress in the future in reducing tenant arrears. A Member commented that those accruing arrears had a negative impact on all tenants who paid on time and suggested that statements of arrears should be submitted to the Forum as an information item on a regular basis.

Officers explained that high rent arrears meant reduced funds for service provision. Tenants who did not pay their rent would eventually be evicted, although all tenants were given the opportunity to pay. Officers commented that they were looking for methods to increase publicity surrounding rent payment and collection.

In response to comments from residents, officers noted that they were aware of problems with Housing Benefit backlogs, but they did not have any figures to hand on the current position.

A Member explained that former tenants arrears was a fluid figure which was liable to change. After each tenant was evicted, the sum they owed was added to the former tenant arrears. In addition, when a resident passed away, the Council had to wait for any outstanding rent to be recovered from the deceased's estate.

Residents suggested that officers should make personal contact with residents as soon as a tenant began to fall behind with rent. He added that letters alone were not an effective method of contacting those in rent arrears. Officers confirmed that the process followed included both written and personal contact.

The ALMO Project Director reminded the Forum that the annual rent roll was in excess of £20 million per year and that the level of arrears should always be judged in this context.

RESOLVED: That the report be noted.

142. **Questions from Tenants/Leaseholders:**

Eastcote Lane Tenants and Residents Association

Officers informed the meeting that discussions would be held with the surveyor to ascertain the position of the estate inspection work. A report back would be made at the next meeting.

Harrow Miscellaneous Properties Association

Officers informed the meeting that work on 150 Kenmore Avenue was continuing and completion was expected in July 2004. Although the commencement of work had been delayed, officers had been in regular contact with the tenants.

Other Questions

In response to a question submitted by a resident, officers commented that they were aware of the situation with trees in Antoney's Close, and that structural engineers were currently investigating them.

In response to points raised by residents, the Chair agreed to refer reported problems with parking and traffic from Rayners Lane station to Village Way to the Traffic and Road Safety Advisory Panel.

A resident informed the meeting that a development converting an office block into social housing on Northolt Road was being carried out with excessive noise and without proper consultation. The Portfolio Holder for Planning, Development, Best Value and Housing noted the resident's concerns and informed the meeting that the Chief Planning Officer was investigating the situation. Residents noted that they had been informed that no drilling would take place prior to midday, which was not being adhered to.

A leaseholder commented that he was disappointed with the services he received for his service charge. He noted that little work was carried out inside the buildings, leaves had not been cleaned from the car-park and flowers were not properly trimmed. Officers noted that the existing arrangements for grounds maintenance were not ideal and the intention was to have a separate contract specifically for grounds maintenance. Members suggested that some cleaning work should be co-ordinated with the New Harrow Project. Officers informed the meeting that Estate Liaison Officers worked closely with tenants to monitor the cleaning service provided.

Officers informed the meeting that if leaseholders felt their bill was incorrect, the Service Manager would investigate the complaint. Officers noted that there had been some recruitment problems related to leaseholder services, although inspectors generally found estates in good condition.

RESOLVED: That (1) problems with parking and traffic from Rayners Lane station to Village Way be referred to the Traffic and Road Safety Advisory Panel;

(2) the enforcement of development work at Templar House, Northolt Road, be referred to the Development Control Committee.

143. **Resident Consultation on the Installation of Replacement Windows on the Eastcote Lane Estate:**

Further to Recommendation 1 above, it was

RESOLVED: To note the progress made in achieving the recommendations put forward by the Special meeting of the Tenants' and Leaseholders' Consultative Forum held on 21 January 2004.

(See also Minute 132).

(Note: The meeting having commenced at 7.30 pm, closed at 11.10 pm)

(Signed) COUNCILLOR BOB CURRIE
Chair

