

2004 – 2005  
July 2004 Volume 3



**CABINET  
AND  
COUNCIL  
MINUTES**



# CABINET AND COUNCIL MINUTE BOOK

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COUNCIL  
AND  
COUNCIL  
COMMITTEES



OVERVIEW AND  
SCRUTINY  
COMMITTEE





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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 1 JULY 2004**


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Chair: \* Councillor Jean Lammiman

Councillors: \* Nana Asante (2) \* Marie-Louise Nolan  
 \* Blann Osborn  
 \* Gate (1) \* Pinkus  
 \* Ann Groves \* Seymour  
 \* Lavingia (3) \* Versallion

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

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**185. 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 Mitzi Green	Councillor Nana Asante
Councillor Ingram	Councillor Lavingia
Councillor Thammaiah	Councillor Gate

**186. Councillors Mitzi Green and Thammaiah:**

It was noted that Councillors Mitzi Green and Thammaiah were both absent due to ill health. All Members joined in conveying their best wishes for a speedy recovery to Councillor Mitzi Green and Councillor Thammaiah.

**187. Declarations of Interest:**

Councillor Jean Lammiman declared a personal interest in agenda item 10, Question and Answer Session with the Leader and the Chief Executive, by virtue of her membership of the Board of the Harrow Strategic Partnership.

During consideration of agenda item 14, Contract for Management of the Council's Leisure Facilities, Councillor Jean Lammiman also declared a personal interest in that item by virtue of being a Member for the Ward in which Hatch End pool is situated.

**RESOLVED:** To note the declarations of interest made by Councillor Jean Lammiman in respect of agenda items 10 and 14, and that the Member participated in the discussions and decisions on those items.

**188. Arrangement of Agenda:**

It was agreed that agenda item 10, Question and Answer Session with the Leader and the Chief Executive, be taken as the first substantive item of business, followed by agenda item 14, Contract for Management of the Council's Leisure Facilities.

**RESOLVED:** That (1) the above be noted; and

(2) all business be taken with the press and public present, with the exception of the following item for the reason set out below:-

<u>Item</u>	<u>Reason</u>
17. IT Strategic Partnership	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 information about expenditure proposed to be incurred by the Authority under a particular contract.

**189. Minutes:**

**RESOLVED:** That the minutes of the last ordinary meeting held on 27 April 2004, and

of the Special meeting held on 17 May 2004, having been circulated, be taken as read and signed as correct records.

190. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.

191. **Petitions:**

**RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.

192. **Deputations:**

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

193. **Question and Answer Session with the Leader and the Chief Executive:**

The Committee welcomed the Chief Executive to the meeting. (The Leader of the Council, also invited to this meeting, was present from 7.50 pm for the greater part of this item. See also Note below).

A Member began by querying whether there would be costs arising from the implementation of the Middle Management Review through staff leaving the Council, and how these costs would be met. The Chief Executive confirmed that there would be costs, which would have to be offset against any gains accrued, but that it was difficult at this stage to provide a firm estimate of the costs. However, there was £2m set aside in this year's budget for management of the changes, and this would be carefully managed; a similar budget last year had been underspent. In addition, this issue would be monitored by the Licensing and General Purposes Committee, to which all applications for severance were submitted. Members also queried the current level of staff morale. The Chief Executive advised that this varied across the organisation. Low morale in some parts of the organisation was not necessarily due to the organisational changes - a critical SSI report, for example, had had an effect on morale in Social Services - but the impact of the changes on staff morale was acknowledged.

The Committee having taken a keen interest at previous meetings in issues relating to the Council's ICT services, the Chief Executive's current assessment of those services was requested. She felt that ICT services had improved in the last two years, and outlined a number of developments that had taken place, including significant investment in both people and hardware. It was acknowledged, however, that the improvement was relative to the state of ICT services two years ago, and that a great deal more investment was needed in order to deliver the level of further improvement required; for this reason the Council was seeking to procure a strategic partner. Cabinet at its meeting on 15 June 2004 had authorised officers to commence the procurement process, and had also agreed additional investment in the Council's financial system. The Council was aiming to complete the procurement process within 12 months, 6 months earlier than normal. This was welcomed by Members.

Information was sought on the way in which the communications strategy was being implemented. The Chief Executive advised that upon submitting this to Cabinet in 2003, she had considered it to be a fairly short-term document, and she outlined a number of objectives of the strategy which had already been achieved, such as the development in-house and at minimal cost of the new corporate branding, and improvements in the Harrow Update and the intranet. There was also some discussion about Harrow People and area newsletters, and how they could be best used to achieve the aims of the strategy; the Chief Executive advised that officers were looking into this.

The Leader, having arrived and been welcomed to the meeting, also highlighted the importance of the new corporate image, and stated that the Council could have more impact as a corporate entity, not just locally but also nationally.

A Member felt that there were still some issues which required a lot of further work, for example regarding responsibility for the website, and she suggested that the communications strategy be updated to include these. The Chief Executive agreed that the role of the communications unit was changing, and advised that Cabinet would be receiving a report on this in due course which would set out proposals to strengthen communications and also develop services relating to tourism. This was welcomed. The issue of internal signage in the Civic Centre having been raised, the Chief

Executive reported that measures were also being taken to improve this. Another Member commended the improvement of the website, particularly the information now available on Committee meetings, and suggested some other ways in which ICT could be used as a tool for communication with the community.

In response to a query from a Member regarding the Harrow Strategic Partnership (HSP), the Leader stated that the first year of operation of the HSP, which had just ended, had been a year for capacity-building, the production of the community strategy, and taking on board issues raised through work on the Harrow Vitality Profile. A number of issues had been identified to be taken forward over the next two years, and additional funding to undertake that work now needed to be secured. The Chief Executive outlined the way in which priorities had been identified, and highlighted, in particular, the involvement in the HSP of the Chief Executive of the Harrow Association of Voluntary Service (HAVS). There was a need for all partners to sign up to the priorities and to use them to drive the way in which they approached issues such as area work and grant-funding.

A Member expressed concern that there was ignorance, particularly in the voluntary sector, about what the Harrow Strategic Partnership was and what it did. The Leader felt it was understandable that the HSP was not yet as widely recognised as the previous Harrow Partnership, although there were representatives of the voluntary sector on both the Board and the Executive. With regard to the work of the HSP, he reiterated the need to secure funding for projects in order to address identified issues, and stated that a number of potential projects were in the pipeline. The Chief Executive added that some key partners had had issues that they needed to address – the PCT, for example, had been without a permanent Chief Executive – but these were now being overcome, and there was a need for partners to work together to bid for funding.

Members were pleased to note that the HAVS Chief Executive was taking a more proactive role in the HSP, but there was some concern with regard to the compact which had been agreed for partnership working with the voluntary sector. The Chief Executive advised that the use of compacts as a way of managing the interface with the voluntary sector was now commonplace. This was endorsed by a Member, who stated that communication with the voluntary sector was difficult because it was so diverse, and that where they had been introduced, such compacts had been found to be very effective.

Members were concerned about the sustainability of the New Harrow Project (NHP). The Chief Executive agreed that this was an issue given the demands on the different strands of work which made up the NHP as a whole. Further information was provided on progress to date and the next steps in implementing each of the strands of the NHP. In particular, it was highlighted that the Middle Management Review would be completed by the end of the year, and People First was currently preparing to extend the roll out of the community schools pilot. Actions being taken in relation to performance management were outlined. The Leader added that the funding requirement for the implementation of the NHP was built into the Medium Term Budget Strategy. It was acknowledged, however, that there was a need to maintain momentum and ensure that the changes were embedded.

A Member stated that the scrutiny review of the community schools pilot had found that a lot of exciting progress was being made, but there remained issues on the ground, particularly with regard to budgets and line management. The Chief Executive outlined ways in which these issues would be addressed, including the upgrade of the finance system and the completion of the Middle Management Review. Members requested feedback on the observations and recommendations set out in the review report, particularly in relation to the additional costs for delivering the roll-out in this financial year, when this was considered by Cabinet.

The views of the Leader and the Chief Executive were sought on the effectiveness of the communication of the NHP, both internally and externally. The Chief Executive felt that communication within organisations could always be improved, but stated that a lot of effort had been put into communicating with staff via different methods. The Leader felt that recognition of the NHP had increased in the last 18 months, and that the Council was getting its message across. External consultations on the NHP had had a higher than average response. There was a need to review which methods of communication had been most effective. Members were concerned that any gaps in communication should be addressed.

There was concern about the effect of the implementation of single status on staff retention, and the arrangements for informing staff about it were queried. The Chief

Executive pointed out that single status was not an initiative of Harrow but a national agreement. She outlined ways in which staff had been informed about single status, including a letter sent to all staff at their home address, and a number of meetings. She also advised that the result of the ballot of UNISON members was now known, and 60% had accepted the agreement. There was no evidence that the agreement was affecting staff retention, but it had not yet had an effect on staff pay packets, nor had the job evaluation process started.

The Leader added that the administration was very concerned to listen to the anxieties of staff, and to respond sensibly. Cabinet on 24 June had therefore amended the recommendations set out in the report on single status: it had asked officers to explore ways to minimise the impact on those employees who were most adversely affected, and to report back to Cabinet with options for further consideration. A Member was concerned about the extent to which Cabinet's decision had been communicated to staff, and highlighted the importance of ensuring that all staff, including schools and Governing Bodies, were kept informed.

On behalf of the Committee, the Chair thanked the Leader and the Chief Executive for attending.

(Note: At the commencement of this item, the Chief Executive advised that the Leader would not be able to arrive until later and had sent apologies for lateness. It was noted that the Leader was also due to attend the Committee's meeting on 23 November 2004, and it was agreed that a letter be sent to the Leader, requesting that he ensure that this arrangement was in his diary).

(See also Minute 187).

194. **Contract for Management of the Council's Leisure Facilities:**

Members considered a report of the Director of Professional Services (Urban Living) which set out details of the progress and the content of the agreement with Leisure Connection plc for the management of the Council's leisure facilities at Harrow Leisure Centre, Bannister Sports Centre and Hatch End Swimming Pool.

In response to Members' queries, further information was provided on issues around the use of the Harrow Leisure Centre, and the responsibilities of Leisure Connection with regard to Hatch End Pool. Members welcomed the report, and looked forward to the speedy implementation of the agreement with Leisure Connection.

**RESOLVED:** That the report be noted.

(See also Minute 187).

195. **External Audit Plans for 2003-04 (5 months) and 2004-05:**

The Committee received a report of the Director of Financial and Business Strategy, which provided information on the External Audit work programme. The detailed audit plans were attached at Appendices 1 and 2 to the report.

The Chair welcomed Mr Angus Fish of Deloitte to the meeting. Mr Fish introduced the audit plans. Two plans were being submitted together due to a change by the Audit Commission in the audit year.

A Member queried the effectiveness of the relationship management arrangements. The way in which the external auditors and the Relationship Manager liaised with the Council and with each other was explained. There was a feeling overall that relationships had improved as a result of the introduction of the Relationship Manager role, as Authorities had previously found it very difficult to manage relationships with inspectorates such as Ofsted and the SSI.

Discussion focused on the fees for audit and inspection. In response to Members' queries, Mr Fish provided further information on the way in which the scale of audit fees was set by the Audit Commission, and on the factors taken into consideration when calculating the audit fee for Harrow. He confirmed that risk was a factor, and highlighted the challenging programme of change being undertaken by the Council. In addition, there were pieces of audit and inspection work arising from the change programme which had to be done quickly. Audits also took longer where there was a devolved finance function.

Members noted that the overall cost of audit and inspection for 2004/05 was £586,000, and were keen to know whether this would be reduced in future years. Mr Fish stated that he could not account for the whole of that amount as it was calculated by the

Relationship Manager, but that there were two main variable elements within it: the inspection fees, which were £96,000 for 2004/05, and the element of the audit fee relating to performance management work, which constituted £90,000 of the fee for 2004/05. It would not be known whether the latter would increase or decrease in 2005/06 until next year, once the external auditors had carried out their risk assessment and met with the Relationship Manager. Mr Fish anticipated that the level of audit work in 2005/06 would remain about the same as in 2004/05, although there were a number of projects arising from the CPA which would be finishing in 2004/05. The charge for grant claims work should decrease, as the Audit Commission was taking steps to reduce the amount of audit time spent on grant work.

Officers stated that, while they shared Members' concerns, the audit and inspection fees of £0.5m were in the context of an overall budget of £450m. Members requested that officers provide comparative data on the level of audit fees paid by other Authorities. Members also felt that as the external audit team accumulated knowledge about the organisation, they should need to spend less time in future seeking information from Members and officers, with a consequent impact on their fees.

The Director of Organisational Performance reported that the Audit Commission's stated intention was that fees should be proportionate to performance; if performance improved but the fee did not decrease, Members would be right to be concerned.

On behalf of the Committee, the Chair thanked Mr Fish for attending.

**RESOLVED:** That the External Audit Plans for 2003/04 and 2004/05 be noted.

196.

**Establishment of an Audit Committee:**

At its last ordinary meeting on 27 April 2004, the Committee had considered a report which advised of the reasons for establishing an Audit Committee, and set out three options for the structure of the proposed Committee. Members had deferred a decision on the structure of the Committee pending further consideration of various issues. Members now received a report which set out further information on the three options.

At the meeting, clarification was provided with regard to the pool of Members from which the membership of the Audit Committee could be drawn. It was advised that the membership of a Sub-Committee of the Overview and Scrutiny Committee could be drawn from all non-Executive Members of Council, of which there were 44.

It was noted that at the last meeting the majority of Members had favoured the option of a stand-alone Committee of Council; this was not reflected in the officer report. Many of the concerns expressed at the last meeting had related to the membership of the proposed Committee, and in particular the need to avoid placing an additional burden on existing Scrutiny Members; this was reiterated. Members were also concerned that the Audit Committee may need to meet more than the three times a year anticipated by officers, in light of the wide-ranging Terms of Reference proposed for the Committee. However, clarification of the membership issues having now been provided, it was suggested that a decision on this issue should be deferred pending further consultation on memberships within Groups. Members felt it was important that the membership of the Audit Committee include Members with knowledge of audit matters.

It was agreed that a decision on this issue be deferred to the Committee's next meeting. It was highlighted that there were also unresolved issues relating to the Terms of Reference of the proposed Committee, and the impact on the Terms of Reference of the Overview and Scrutiny Committee. A Member felt that it may be more appropriate for the Overview and Scrutiny Committee to retain some of the wider functions in the proposed Audit Committee Terms of Reference, such as monitoring the Council's corporate governance and anti-fraud arrangements. Officers were requested to provide a further report to the next meeting exploring the options for the Terms of Reference of the Audit Committee, and the effects on the Terms of Reference of the Overview and Scrutiny Committee.

**RESOLVED:** That (1) a decision on this matter be deferred pending further consultation on memberships within Groups; and

(2) officers be requested to provide a further report exploring the options for the Terms of Reference of the Audit Committee to the next meeting.

197.

**Extensions of the Meeting:**

At 10.02 pm, during discussion of the above item, and subsequently at 10.28 pm and 10.35 pm, during agenda item 15, Progress Reports on Reviews - Members' Verbal

Updates, and prior to consideration of agenda item 17, IT Strategic Partnership, 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 10.30 pm, 10.35 pm and 10.45 pm respectively.

198. **CPA 2004 and 2005:**

The Director of Organisational Performance introduced a report which assessed the Council's potential score in the Comprehensive Performance Assessments (CPAs) for both 2004 and 2005, highlighted the key changes to the methodology for CPA 2005, and advised of the actions being put in place to positively influence the outcome of the 2004 and 2005 CPAs.

There was concern at the decrease in public satisfaction with the overall service provided by Council. In response, it was advised that MORI had done some analysis of the different influences on public satisfaction, and their view was that it had been affected by national issues such as the speed of public service improvement and above-inflation increases in Council Tax. There had been a decrease in public satisfaction with Councils generally, and with outer London boroughs specifically.

**RESOLVED:** That the report be noted.

199. **CPA/IDeA Improvement Plan Progress Report:**

The Committee received 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. The report also provided information on the Improvement Plan for 2004/05, which was currently being finalised.

At the meeting, it was advised that work was still on-going in relation to some of the tasks in the Improvement Plan which were marked with a tick as completed. The HR strategy, for example, had been developed but work was still on-going to implement it; this would be included in the Improvement Plan for 2004/05.

With regard to the tasks relating to the role of elected Members, a Member felt it was unclear what progress had been made with realigning the Portfolio Holders' responsibilities with the new management structure. She suggested that the format of the progress report proforma be amended to include another column setting out the next steps to be taken. She also felt it would be helpful if the proforma set out more information on the progress being made with implementing the Communications Strategy. Another Member suggested that the proforma make reference to where that information could be found in another document. Officers undertook to take Members' comments into account when considering future reporting processes. There was also some discussion about the audience for whom the proforma was intended.

**RESOLVED:** That (1) the progress report proforma at Appendix A to the officer report be noted;

(2) a further report be made to the Committee with an amended Improvement Plan for the coming year.

200. **Progress Reports on Reviews - Members' Verbal Updates:**

(i) **Review of Budget Processes:**

In the absence of the two Lead Members, the Chair gave a verbal update on this review.

Some changes to the membership of the Budget Processes Review Group were reported: Councillors Currie, Choudhury and Myra Michael were no longer serving on the review, but Councillors Arnold and Mary John had joined the Review Group.

(ii) **Review of the New Harrow Project:**

The Chair, who was the Lead Member for this review, gave a verbal update on the main review and also on the review of the community schools pilot.

The final report of the main review was scheduled to be submitted to the Committee in October. However, it was intended to make the draft report available to appropriate officers in order that it could feed into the work which would be starting in the autumn on the CPA self-assessment.

With regard to the review of the community schools pilot, the Review Group owed its thanks to the people who had hosted the visits to the pilots. A Member suggested that a letter of thanks be sent to the pilot co-ordinators and headteachers; this was agreed. The report of this review was currently being drafted and it was intended to submit the report to the July Cabinet meeting for consideration alongside an officer report on the extension of the pilot. However, in order for the report to be submitted to Cabinet it needed first to be endorsed by the Overview and Scrutiny Committee: the draft report therefore would be circulated to all Members of the Committee for comment, before being signed off by the Chair and Vice Chair under the Urgent Action procedure.

Councillor Blann, the Lead Member for the review of the public realm maintenance roll-out, gave a verbal update on some of the issues emerging from that review.

The Chair added that the much of the work on the review overall would be used to inform a future review of the Council's consultation strategy.

Some changes to the memberships of the NHP Review Groups were reported. Councillor Marie-Louise Nolan had joined the Review Group carrying out the main review. Councillors Mrs Bath, Jean Lammiman and Marie-Louise Nolan had served on the review of the community schools pilot, and four co-optees had also been appointed to this Review Group: Julie Brown of Kids Can Achieve, Jean Headley and Tricia Kelly, both Health Visitors, and Trevor McCarthy, a school governor. Councillors Ann Groves and Vina Mithani had joined the Review Group on the public realm maintenance roll-out, and three co-optees had also been appointed to this Review Group: Paul Kehoe of Bridgen Enterprises, and Bernard Archer and Pam Gershon, residents of Wealdstone and Kenton respectively.

**RESOLVED:** That (1) the changes in the memberships of the review groups, including the appointment of the co-optees, be noted;

(2) the procedure for the approval of the report of the review of the community schools pilot be noted; and

(3) the verbal updates be noted.

201. **Submission of Scrutiny Review Reports to Cabinet:**

Further to the Chair having raised this as an item of Any Other Business, it was noted that, at its meeting on 28 June, the Lifelong Learning Scrutiny Sub-Committee had agreed to make a request that the Constitution be amended in order that all reports of substantive scrutiny reviews be automatically referred to Cabinet for consideration.

**RESOLVED:** That the Lifelong Learning Scrutiny Sub-Committee's request to amend the Constitution be supported and endorsed.

202. **Staffing in the Scrutiny Unit - Update:**

This having been raised by the Chair as an item of any other business, the Director of Organisational Performance gave an update on the staffing of the Scrutiny Unit.

Members were reminded that the officer who had previously headed up the Unit was now part-time and focusing on project work. The role profile for the new Service Manager of the Scrutiny Unit had been drawn up, and the post had been advertised. A number of temporary appointments had also been made to supplement the two existing permanent staff.

**RESOLVED:** That the update be noted.

203. **IT Strategic Partnership:**

The Committee considered a confidential report of the Executive Director (Business Connections) relating to the IT strategic partnership.

It was advised that a Member briefing session on this would be held before the summer recess, but Members' views on any other ways in which they would like to be kept informed were sought.

Members requested that the Committee receive further updates on progress at appropriate intervals.

**RESOLVED:** That (1) the Committee receive further updates on the progress of the procurement at appropriate intervals; and

(2) the report be noted.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.45 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chair



SCRUTINY  
SUB-COMMITTEES



**STRENGTHENING COMMUNITIES SCRUTINY  
SUB-COMMITTEE****13 JULY 2004**

Chair: \* Councillor Thammaiah

Councillors: \* Janet Cowan \* Omar  
\* Gate \* Anjana Patel (3)  
\* Lavingia (1) \* Seymour\* Denotes Member present  
(1) and (3) Denote category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**106. **Appointment of Chair:****RESOLVED:** That the appointment at the Special meeting of the Overview and Scrutiny Committee on 17 May 2004, under the provisions of Overview and Scrutiny Procedure Rule 11.2, of Councillor Thammaiah as Chair of the Sub-Committee for the Municipal Year 2004/2005, be noted.107. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-Ordinary MemberCouncillor Dharmarajah  
Councillor Vina MithaniReserve MemberCouncillor Lavingia  
Councillor Anjana Patel108. **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.109. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.110. **Appointment of Vice-Chair:****RESOLVED:** That Councillor Seymour be appointed Vice-Chair of the Sub-Committee for the 2004/2005 Municipal Year.111. **Minutes:****RESOLVED:** That the minutes of the meetings held on 2 February and 30 March 2004, having been circulated, be taken as read and signed as correct records.112. **Public Questions, Petitions and Deputations:****RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Overview and Scrutiny Procedure Rules 8, 9 and 10 respectively.113. **Community Cohesion:**

The Sub-Committee received a report of the Executive Director (Organisational Development).

Members were updated by an officer from the Partnership Unit on the progress on Community Cohesion throughout West London including Harrow. It was explained that following troubles in 2001 in parts of the North, a Government initiative had been established to bring communities together. It was recognised that the riots had been exacerbated by the lack of understanding amongst communities who felt isolated and polarised. The media, public sector and the police had been criticised in the report that followed. The Government-funded Pathfinder programme had been established to set up various community cohesion projects with the aims of moving forward with the Race

Relations (Amendment) Act and promoting good community relations. The officer explained that it was also important to target young people particularly those in disadvantaged areas such as Council estates where some youths may feel isolated.

As part of the Pathfinder programme, Members were invited to participate in a seminar being held on 1 September 2004 at the Civic Centre. The aim was to allow joint working between Members and officers on community cohesion with a particular focus on local Community Strategy objectives.

**RESOLVED:** That (1) the progress in the Pathfinder Programme be noted; and

(2) the current and planned work in Harrow to ensure that principles of Community Cohesion are being implemented locally, be noted.

114. **Strategic Review of Grants:**

A report of the Director of Financial and Business Strategy was presented to the Scrutiny Sub-Committee on the Strategic Review of Grants.

An officer updated Members on the progress of the ongoing Grants review, the consultation phase of which had been conducted by MORI. The consultation had been in 2 stages. The initial consultation involved responses from the 12 umbrella organisations, and the 2<sup>nd</sup> stage was extended to over 400 community groups who were in receipt of some form of support from the Council. Areas being addressed were:-

- Concessionary lettings
- Payments direct from departmental budgets
- Free/discounted use of premises
- Discretionary rate relief

Members were informed that there had been a 20% response rate, which was seen as a reasonable return. It was anticipated that the findings would be available towards the latter end of the week following the meeting, and that they would be reported to the Grants Advisory Panel in July and Cabinet in September 2004.

Members agreed that more emphasis should be given to monitoring the performance of the groups against targets set in order to qualify for funding. In addition, it was felt that the Council should offer more support for those who no longer qualified for local authority funding under the new criteria. It was felt that at least community representatives would be able to obtain advice on where funding can be obtained outside the Authority. The Chair requested that the MORI findings be brought to the next meeting of the Strengthening Communities Scrutiny Sub-Committee in September.

**RESOLVED:** That the officer feedback the comments made by Members of the Sub-Committee to the Grants Advisory Panel, for consideration at the Panel's meeting on 27<sup>th</sup> July 2004.

115. **Consultation by Post Office Ltd on Proposed Closures in Harrow:**

The Sub-Committee received a report of the Executive Director (Organisational Development) outlining proposals for the way forward with regard to the proposed closure of Post Offices in Harrow following consultation by Post Offices Ltd.

An officer outlined the scrutiny review group's findings. Members were presented with three options on how to proceed. The officer suggested that there was sufficient interest to warrant a public consultation, and that the Authority should act upon this during the formal consultation period and incorporate the findings in a written response to Post Office Ltd.

The Sub-Committee agreed with the view that the community should be consulted and their comments incorporated into a response. Members' views were that the Authority should be seen to be acting as a conduit and should exercise community leadership rather than miss the opportunity to contribute to the process. In addition, it was unanimously agreed that the officer should notify all Ward Councillors of the proposed Post Office closures within their Wards, and provide them with relevant information such as maps in advance of the forthcoming 6 week consultation by Post Office Limited.

**RESOLVED:** That (1) the interim report of the scrutiny review group, including the proposals for the formal consultation by POL in September/October 2004, be adopted; and

(2) the Sub-Committee's findings be forwarded to Cabinet.

116. **Work Programme for the Strengthening Communities Scrutiny Sub-Committee 2004/05:**

The Sub-Committee considered its current work programme for 2004/05.

A Member suggested the Deputy Leader (Partnership and Property Portfolio Holder) should be asked to reserve two of the scheduled dates for meetings of this Sub-Committee in his diary.

The following topics were put forward for the forthcoming meeting on 28 September 2004, and agreed by Members for inclusion in the Sub-Committee's Work Programme for 2004/05.

- Strategic Grant Review – Consultation Response
- Community Cohesion

**RESOLVED:** That (1) the Deputy Leader (Partnership and Property Portfolio Holder) be invited to attend the meetings of the Sub-Committee on 28 September 2004 and 13 April 2005; and

(2) the Sub-Committee's Work Programme, as amended to include the items outlined above, be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 8.21 pm)

(Signed) COUNCILLOR KEEKIRA THAMMAIAH  
Chair



LICENSING  
AND GENERAL  
PURPOSES  
COMMITTEE





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**REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE (SPECIAL)**


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**MEETING HELD ON 5 JULY 2004**


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Chair: \* Councillor Bluston

Councillors: \* Mrs Bath  
\* Billson (1)  
\* Branch  
\* Janet Cowan  
\* Gate (4)

\* Ann Groves  
\* Idaikkadar (3)  
\* Knowles  
\* John Nickolay  
\* O'Dell

\* Denotes Member present  
(1), (3) and (4) Denote category of Reserve Member

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**28. 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 Blann	Councillor Idaikkadar
Councillor Dharmarajah	Councillor Gate
Councillor Vina Mithani	Councillor Billson

**29. 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.

**30. Arrangement of Agenda:**

**RESOLVED:** That in accordance with the provisions of the Local Government (Access to Information) Act 1985,

(1) the following additional item be admitted to the agenda, with the press and public present by reason of the special circumstances and grounds for urgency set out below:

<u>Item</u>	<u>Special Circumstances</u>
Early Retirement Sub-Committee	The Early Retirement Sub-Committee was agreed in principle at the last meeting of the Licensing and General Purposes Committee held on 16 June 2004, to make urgent decisions on early retirement cases. The Members of the Early Retirement Sub-Committee were not then appointed and their appointment could not now await the next scheduled meeting of the Licensing and General Purposes Committee on 20 September 2004. There would be a necessity to call upon the Early Retirement Sub-Committee to make urgent decisions on early retirement cases.

Urgency

To enable the work of the Early Retirement Sub-Committee to commence at the earliest opportunity.

(2) the following item listed within Part II of the agenda be considered with the press and public excluded for the reason set out below:

<u>Item</u>	<u>Reason</u>
4. Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended)	This item was considered to contain exempt information as defined in paragraph 1 of Part 1 of Schedule 12A in that it related to an employee.

31. **Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended):**

The Chief Executive reported an application for early retirement under Regulation 26 of the Local Government Pension Scheme Regulations 1997 (as amended). The report detailed grounds for the Authority to exercise discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended). It was mentioned that Pensions regulations would be changing in April 2005, and the Government was offering protection for those over the age of 50.

At its previous meeting on 16 June 2004 the Committee had received a report concerning this matter and had resolved (Minute 27) that the discretionary award of added years should not be made. The Chief Executive reported again on the full exercise of the Discretion in the context of additional, relevant information. Upon consideration and following a vote, it was,

**RESOLVED:** That Minute 27 (16 June 2004) be now varied to provide for the following determination of the particular application under Regulation 8:-

(1) it be agreed that this was a suitable case for consideration under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended);

(2) having determined that the application met the criteria for early retirement, discretion be exercised under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended) and the early retirement of PO with credited years of 6 years and 243 days be agreed.

(Note: Councillors Mrs Bath, Knowles and John Nickolay wished to be recorded as having voted against the decision to vary Minute 27).

32. **Early Retirement Sub-Committee:**

Having agreed that this oral matter be admitted to the business for this Special Meeting (see Minute 30(1) above) and further to the previous approval in principle to establish an Early Retirement Sub-Committee (Minute 15: 16 June 2004), it was

**RESOLVED:** That (1) the Early Retirement Sub-Committee membership be established as set out below:

**EARLY RETIREMENT SUB-COMMITTEE (3) (Non-proportional)**

(1) (1) (1)

<b>I. Members</b>	<b>Bluston</b>	<b>Knowles</b>	<b>Branch</b>
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(2) an update report be made to a future meeting as to the Sub-Committee Members' availability, and the number of meetings then held by the Sub-Committee with a view to reviewing any requirement to appoint Reserve Members, after a period of 6 months.

(Note: The meeting, having commenced at 7.45 pm, closed at 8.30 pm).

(Signed) COUNCILLOR HOWARD BLUSTON  
Chair

LICENSING AND  
GENERAL PURPOSES  
PANELS



## CHIEF OFFICER APPOINTMENTS PANEL

1 JULY 2004

Chair: \* Councillor Margaret Davine (2) (See Minute 1)

Councillors: \* Knowles (1) \* Myra Michael (3)  
\* Miss Lyne \* Marie-Louise Nolan (4)

\* Denotes Member present  
(1), (2), (3) and (4) Denote Nominee substitutes (see Minute 3 below).

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

1. **Chair of the Panel/Chair for the Meeting:**  
The appointed Chair for the Municipal Year 2004/05, Councillor Foulds, having appointed a nominee substitute to attend this meeting in his place, it was necessary to agree a Chair for the meeting.  
  
Councillor Margaret Davine having been duly nominated and seconded, it was  
**RESOLVED:** That Councillor Margaret Davine be appointed Chair of the Panel for the purposes of this meeting.
2. **Arrangement of Agenda:**  
**RESOLVED:** That the item appearing in Part II of the agenda (Minute 6 refers) be considered with the press and public excluded on the grounds that it contained confidential information which was exempt under the provisions of paragraph 1 of Part I to Schedule 12A of the Local Government Act 1972, in that it related to an applicant to become an office holder with the Authority.
3. **Membership:**  
**RESOLVED:** That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-
 

<u>Original Member</u>	<u>Nominee Member Attending</u>
Councillor D Ashton	Councillor Knowles
Councillor Foulds	Councillor Margaret Davine
Councillor C Mote	Councillor Myra Michael
Councillor N Shah	Councillor Marie-Louise Nolan
4. **Declarations of Interest:**  
**RESOLVED:** That it be noted that there were no declarations of interest by Members in relation to the business on the agenda for this Panel meeting.
5. **Minutes:**  
**RESOLVED:** That the minutes of the previous meetings of the Panel held on 13 November and 15 December 2003, 23 February, 27 February and 27 April 2004 be deferred until the next meeting.
6. **Appointment of Director of Community Care (People First):**  
The Panel having interviewed one short-listed external candidate for the post of Director of Community Care Services, it was  
**RESOLVED:** That (1) no appointment be made at this time to the post of Director of Community Care Services;  
  
(2) the Executive Director (Organisational Development) be requested to explore the possibility of securing further candidates through the use of Search Consultants;  
  
(3) if (2) above were not successful, the Executive Director be authorised to retain the services of a Search and Selection Consultant, with a view to re-advertising the post by September;  
  
(4) the People First Directorate be requested to consider covering the vacancy by an appropriate interim managerial appointment.

(Note: The meeting having commenced at 9.30 am, closed at 12.30 pm)

(Signed) COUNCILLOR MARGARET DAVINE  
Chair



## CHIEF OFFICER APPOINTMENTS PANEL

16 JULY 2004

Chair: \* Councillor Foulds

Councillors: \* Dighé (3) \* Knowles (2)  
\* Harriss (1) \* Miss Lyne

\* Denotes Member present

(1), (2) and (3) Denote Nominee substitutes (see Minute 8 below).

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**7. **Arrangement of Agenda:**

**RESOLVED:** That the item appearing in Part II of the agenda (Minute 11 refers) be considered with the press and public excluded on the grounds that it contained confidential information which was exempt under the provisions of paragraph 1 of Part I to Schedule 12A of the Local Government Act 1972, in that it related to an applicant to become an office holder with the Authority.

8. **Membership:**

**RESOLVED:** That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-

<u>Original Member</u>	<u>Nominee Member Attending</u>
Councillor D Ashton	Councillor Harriss
Councillor C Mote	Councillor Knowles
Councillor N Shah	Councillor Dighé

9. **Declarations of Interest:**

**RESOLVED:** That it be noted that there had been no declarations of interest by Members in relation to the business on the agenda for this Panel meeting.

10. **Minutes:**

**RESOLVED:** (1) That the minutes of the previous Chief Officer Appointments Panel meetings held on 13 November and 15 December 2003, 23 February, 27 February and 27 April 2004, having been printed into the Council Minute Volume 1 (2004/05), be signed as correct records;

(2) that the minutes of the Chief Officer Appointments Panel meeting held on 1 July 2004 be deferred until printed into the Council Minute Volume.

11. **Appointment of Director of Strategic Planning (Chief Executive's Directorate):**

The Panel having interviewed one short-listed internal candidate for the post of Director of Strategic Planning, it was

**RESOLVED:** That (1) Graham Jones, Chief Planning Officer, London Borough of Harrow, be appointed to the post of Director of Strategic Planning (Chief Executive's Directorate) at the London Borough of Harrow with effect from a date to be determined and in accordance with the terms and conditions governing Chief Officer posts (subject to (2) and (3) below);

(2) the Chief Executive be authorised to arrange an appropriate transition for the new appointee from his current post of Chief Planning Officer, inclusive of the specific commencement date as Director of Strategic Planning;

(3) negotiation of the salary and other terms and conditions relevant to this appointment be delegated to the Chief Executive, on the basis that these would be advised to the Leaders of the political groups before conclusion of the final contract.

(Note: The meeting having commenced at 10.00 am, closed at 12.30 pm)

(Signed) COUNCILLOR ARCHIE FOULDS  
Chair





## CHIEF OFFICER APPOINTMENTS PANEL

23 JULY 2004

Chair: \* Councillor Dighé (3) (see Minute 12)

Councillors: \* Burchell (2) \* Miss Lyne  
\* Knowles (1) \* C Mote

Adviser: \* Mrs Jo Price

\* Denotes Member present  
(1), (2) and (3) Denote Nominee substitutes (see Minute 14 below).

[Note: The Adviser is a member of the Spire Community Homes (Shadow) Board (the ALMO) in attendance for the purposes of shortlisting candidates for the office referred to at Minute 17 below].

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

12. **Chair of the Panel/Chair for the Meeting:**  
The appointed Chair for the Municipal Year 2004/05, Councillor Foulds, having appointed a nominee substitute to attend this meeting in his place, it was necessary to agree a Chair for the meeting.  
  
Councillor Dighé having been duly nominated and seconded, it was  
  
**RESOLVED:** That Councillor Dighé be appointed Chair of the Panel for the purposes of this meeting.
13. **Arrangement of Agenda:**  
  
**RESOLVED:** That the item appearing in Part II of the agenda (Minute 17 refers) be considered with the press and public excluded on the grounds that it contained confidential information which was exempt under the provisions of paragraph 1 of Part I to Schedule 12A of the Local Government Act 1972, in that it related to applicants to become an office holder with the Authority.
14. **Membership:**  
  
**RESOLVED:** That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-
- | <u>Original Member</u> | <u>Nominee Member Attending</u> |
|------------------------|---------------------------------|
| Councillor D Ashton    | Councillor Knowles              |
| Councillor Foulds      | Councillor Burchell             |
| Councillor N Shah      | Councillor Dighé                |
15. **Declarations of Interest:**  
The following declarations of interest were made:-
- (i) Councillor Burchell advised that he had been a work colleague of two of the long-listed candidates some 30 years previously but had had no connection to them since;
  - (ii) Councillors Knowles and Miss Lyne each declared an interest by virtue of their membership of the ALMO Shadow Board, which was not prejudicial by virtue of their appointment to that body as representatives of the Authority and the dispensation provided in paragraph 12.2(c) of the Code of Conduct for Councillors.
- RESOLVED:** That the declarations of interest be noted.
16. **Minutes:**  
  
**RESOLVED:** That the minutes of the Chief Officer Appointments Panel meetings held on 1 July and 16 July 2004 be deferred until they are printed into the Council Minute Volume.

17. **Appointment of ALMO Managing Director:**

The meeting received a report from KPMG Management Consultants on sixteen applications submitted by external candidates for the post of ALMO Managing Director. The Consultants had interviewed ten of those candidates, consequent on which they were recommending six for short-listing and one further candidate worthy of consideration. An assessment of each of the ten candidates interviewed was provided.

Having discussed the merits of the candidates, the preferred short-listing for final interview by the Panel and the appropriate arrangements for a date on which to hold the interviews, it was

**RESOLVED:** That (1) the three candidates identified be invited for final interview by the Panel for the post of ALMO Managing Director;

(2) the one further candidate as agreed be held in reserve, should any of the primary candidates withdraw prior to interview;

(3) the interviews be held through Tuesday 17 August 2004, with the Panel meeting commencing at 9.00 am (the timing of the interviews to be as indicated in outline);

(4) further to (3) above, the previously arranged Panel meeting date of Tuesday 27 July 2004 be hereby cancelled and the agenda issued for that meeting be considered duly withdrawn in consequence.

(Note: The meeting having commenced at 10.00 am, closed at 11.08 am)

(Signed) COUNCILLOR SANJAY DIGHÉ  
Chair

[Note: Further to Minute 17(3) above, the date of 17 August was subsequently revised to 20 August 2004 following further consultation on the availability of all the required participants].

## PENSION FUND INVESTMENTS PANEL

22 JULY 2004

Chair: \* Councillor Bluston

Councillors: \* Harriss (3)  
\* Idaikkadar

Romain

\* Denotes Member present  
(3) Denotes category of Reserve Member[Note: Other Attendance: Mr R Thornton attended in an observer role, as the representative of Harrow UNISON].**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**1. **Appointment of Chair:****RESOLVED:** That the appointment of Councillor Bluston as Chair of the Panel for the Municipal Year 2004/05 by the Licensing and General Purposes Committee (Special) meeting on 17 May 2004 (Minute 7), under the provisions of Committee Procedure Rule 7.2, be noted.2. **Attendance by Reserve Members:****RESOLVED:** To note the attendance of the following duly appointed Reserve Member:-Ordinary MemberReserve Member

Councillor D Ashton

Councillor Harriss

3. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business to be transacted at this meeting.4. **Appointment of Vice-Chair:**

Councillor D Ashton having been nominated and seconded to the office of Vice-Chair, it was

**RESOLVED:** That Councillor D Ashton be appointed Vice-Chair of the Pension Fund Investments Panel for the Municipal Year 2004/05.5. **Arrangement of Agenda:****RESOLVED:** (1) That in accordance with the requirements of the Local Government (Access to Information) Act 1985, it be agreed to admit a late report to the business to be considered at this meeting by reasons of the special circumstances and urgency now advised:-ItemReason

14. Additional Voluntary Contributions

An original intention to provide an information paper was, at the request of Members, submitted as a formal report to provide an update on the current position.

The report proposed consideration of matters at the following meeting which needed on 22 July an approval to proceed.

(2) that the items listed in Part II of the agenda be considered with the press and public excluded under relevant provisions of the Local Government (Access to Information) Act 1985, and Schedule 12A to the Local Government Act 1972, as set out hereunder:-

<u>Item</u>	<u>Reason</u>
11. Introduction to the Fund Managers' Presentations and Briefing by the Director of Financial and Business Strategy	The report relating to this item and the presentations arising give rise to exempt information under Paragraph 7 of Part I to Schedule 12A in that they contain information relating to the financial or business affairs of particular persons i.e. companies other than the Council.
12. Pension Fund Investment Performance	The report relating to this item contains exempt information under Paragraph 7 of Part I to Schedule 12A in that it contains information relating to the financial or business affairs of particular persons i.e. companies other than the Council.
14. Additional Voluntary Contributions	The report relating to this item contains exempt information under Paragraph 7 of Part I to Schedule 12A in that it contains information relating to the financial or business affairs of particular persons i.e. companies other than the Council.

6. **Minutes:**

**RESOLVED:** That the minutes of the Panel meeting held on 1 April 2004, having been circulated, be taken as read and signed as a correct record.

7. **Public Questions:**

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

8. **Petitions:**

**RESOLVED:** To note that there were no petitions presented at this meeting under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution).

9. **Deputations:**

**RESOLVED:** To note that there were no deputations made to this meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

10. **Latest Position on Pension Fund:**

Further to the request at Minute 68(3) (1.4.04) for a report regarding measures being taken by this Authority and other local authorities to address Pension Fund deficits, the Director of Financial and Business Strategy reported on the latest position in respect of the funding in light of the valuation of the Pension Fund under Accounting Standard FRS 17.

A comparison between the last triennial Actuarial Valuation as at 31 March 2001 and the subsequent valuations under Accounting Standard FRS 17 as at 31 March 2003 and 31 March 2004 was provided. The overall deficit of the Council for pension liabilities, as at 31 March 2004, had been assessed at £95m, of which £58m related to the Pension Fund. This Pension Fund element compared to a small surplus at the actuarial valuation at 31 March 2001. The Panel noted that different assumptions would be made by the Actuary in determining the actuarial valuation at 31 March 2004. It was therefore difficult to assess from this the impact on the Employer's Contribution Rate which would then arise at the triennial Actuarial Valuation, applicable from 1 April 2005. Further up to date funding would be provided at a subsequent meeting of the Panel.

Steps had been taken to minimise the Fund's deficit by adopting a bespoke benchmark with the asset allocation based on an Asset Liability Study. This had also been the practice of many other authorities.

**RESOLVED:** That the latest position on the Pension Fund as identified in the FRS 17 report be noted.

11. **Pensions Investment Workshop:**

Under 'Any Other Business' the Chair referred to the information provided to Members

by the Director of Financial and Business Strategy concerning the arrangement of a Pensions Workshop in the Autumn.

It was noted that Panel Members had been invited to offer their comments on the arrangements and on a draft Workshop content.

**RESOLVED:** That (1) Members advise the Director of any comments they may have on the Pensions Investment Workshop proposal;

(2) the option be included for the Workshop to be held in the evening;

(3) the invitation to attend be extended to other Members of the Council (to be agreed by the Chair in consultation with the Director of Financial and Business Strategy) and to appropriate officers.

12. **Presentation by Fund Managers:**

Representatives from Merrill Lynch Investments Managers, Baillie Gifford and UBS Global Asset Management made formal presentations to the Panel detailing the philosophies and management approaches that underlay their respective strategies and performance since the last Fund Manager reports.

Supporting documentation made available by the Fund Managers variously addressed their own management arrangements and a series of common themes which framed the content of the presentations.

Members of the Panel asked questions of the Fund Managers and entered into detailed discussion on issues arising.

Upon conclusion of each of the presentations the Fund Managers were thanked for their attendance.

**RESOLVED:** That the Fund Manager presentations be received and noted.

13. **Extension to the Termination Time of the Meeting:**

In accordance with the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution), at 9.58 pm, at the conclusion of the Fund Manager presentations it was

**RESOLVED:** That the meeting be continued beyond the guillotine at 10.00 pm until completion of the remaining business on the agenda.

14. **Pension Fund Investment Performance:**

The Panel received a confidential report from the Director of Financial and Business Strategy on the performance of the Fund Managers. The performance was analysed against movements in the market in the various sectors and the bespoke benchmark, based on the long term preset asset allocations and the index return in the various markets.

**RESOLVED:** That the performance of the three Fund Managers in 2003-04 be noted.

15. **Additional Voluntary Contributions:**

The meeting received a report from the Executive Director (Organisational Development) to update the Panel on the in-house Additional Voluntary Contributions (AVC) arrangements. The Pensions Manager advised within the report on the requirement for the AVC members of the Harrow Pension Fund to be provided with Statutory Money Purchase Illustrations by 31 March 2005. Two of the current AVC providers had issued SMPs for 2004/05 but the third institution had confirmed that it did not fall under the "provider status" prescribed in the legislation. By statute the responsibility for issuing SMPs to the Fund members contributing to an AVC via that institution by default fell to the Council as the Pension Fund administering authority.

The Panel noted the number and status of the Harrow Pension Fund members contributing to AVCs across the three provider institutions.

**RESOLVED:** That (1) the content of the report be noted and the Pensions Manager be instructed to present an annual update to the Panel;

(2) the Pensions Manager requested to report to the next scheduled Panel meeting, in November 2004, on the implications of the one AVC providing institution not being willing to issue a Statutory Money Purchase Illustration to members of the Fund;

(3) as the previous formal review of AVC providers had been undertaken in November 2001, the Pensions Manager be requested to submit a further review to the November

2004 meeting, to include consideration of additional or alternative available AVC providers having regard to their comparative costs, investment returns and spread.

(Note: The meeting having commenced at 6.00 pm, closed at 10.15 pm)

(Signed) COUNCILLOR HOWARD BLUSTON  
Chair

SCHOOL ORGANISATION  
COMMITTEE





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**REPORT OF SCHOOL ORGANISATION COMMITTEE**


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**MEETING HELD ON 5 JULY 2004**


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Chair:	Councillor Gate (See Minute 45)	
Councillors:	* Miss Bednell * Margaret Davine (3) * Jean Lammiman * Anjana Patel	* Ray * Stephenson (in the Chair) (See Minute 46) * 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	
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  
(3) Denotes category of Reserve Member

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

45. **Appointment of Chair:**  
Nominations having been sought to the office of Chair, it was  
**RESOLVED:** That Councillor Gate, a member of the Local Education Authority group, be appointed Chair of the Committee for 2004/2005 Municipal Year.
46. **Appointment of Chair for the Meeting:**  
In the absence of the Chair, Councillor Gate, it was  
**RESOLVED:** That Councillor Stephenson be appointed Chair for this meeting.
47. **Attendance by Reserve Members:**  
**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-
- |                        |                            |
|------------------------|----------------------------|
| <u>Ordinary Member</u> | <u>Reserve Member</u>      |
| Councillor Gate        | Councillor Margaret Davine |
48. **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.

49. **Arrangement of Agenda:**

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

50. **Appointment of Vice-Chair:**

**RESOLVED:** That Mrs C Millard, a member of the Schools group, be appointed Vice-Chair of the Committee for the 2004/2005 Municipal Year.

51. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 22 March 2004, having been circulated, be taken as read and signed as a correct record.

52. **Public Questions:**

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

53. **Petitions:**

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

54. **Deputations:**

**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Paragraph 15 of the Committee's Constitution.

55. **Shaping Schools for the Future:**

The Committee received a report of the Executive Director (People First) which outlined the strategy agreed by Cabinet for shaping schools for the future.

An Officer informed the meeting that Cabinet had established a Working Group consisting of Members, Headteachers, Officers and other Stakeholders, to develop options and proposals for the Shaping Schools for the Future programme. Officers explained that the purpose of the Working Group was to develop options to match school place provision with pupil demand and increase opportunities to provide local community services and resources through schools. There were currently Extended School pilot projects under way in the South Harrow, Harrow High and Canons clusters.

Cabinet had also agreed that the Working Group would finalise the draft Amalgamation Policy, which sought to achieve the Council's preferred model of school organisation by creating 'all through' schools. At their first meeting, the Working Group had emphasised the importance of the policy being clear, and wanted to ensure that sufficient resources were made available to keep stakeholders informed. The Working Group had also agreed to extend the consultation period on the Shaping Schools for the Future document. Officers confirmed that the Terms of Reference of the Working Group were available with the Cabinet papers.

In response to a question from a Member, officers explained that the Working Group had been selected from a variety of representative Groups and included cross-party Member representatives, Headteachers, Governors and Union/Professional association representatives. Special schools were not specifically represented on the Working Group, but members had extensive experience of SEN within mainstream schools.

Following further questions from members, officers explained that the Community Schools pilot would be carefully monitored in extended schools to ensure there was not an over-provision of services. Officers added that the activities provided by extended schools would form part of Area working in the People First Directorate. Officers recognised the expertise of the voluntary sector and explained that they would be key to providing extended skills.

**RESOLVED:** That (1) the membership and the Terms of Reference of the Working Group be noted;

(2) the Committee's comments on the circumstances when amalgamation is considered by Governing Bodies and the financial support for the first year be noted;

(3) the Committee's comments on the development of the support packages for schools through the process of the amalgamation policy be noted; and

(4) officers refer the Committee's comments to the Working Group.

**REASON:** To enable the Council to establish a range of Extended Schools, bring forward proposals for school reorganisation that will enable a change in the age of transfer to high school and manage the supply of school places.

56. **Updated School Roll Projections:**

The Committee received a report of the Executive Director (People First) which provided updated school roll projections.

Officers reminded the meeting that they had seen the framework of the projections previously. The roll projections were the first to be based on the new Wards, and the Planning Areas had been adjusted slightly to fit the new Ward Boundaries. Officers explained that turbulence in the figures following the 2001 Census was beginning to settle down and that the fertility ratios had now been factored in.

Officers referred the meeting to an analysis of previous projections outlined in the officer report which showed that, for each individual year group, the majority of projections were within 5% of the actual roll.

The number of four to ten year olds was predicted to decline until 2007 but to increase thereafter. Officers explained that they intended to wait for the following year's projections to confirm the trend. High School numbers were projected to decline over future years.

Members welcomed the use of new Ward boundaries in the production of the projections. Officers confirmed that birth information from Northwick Park Hospital was used to inform local projections and that this data did not include births to families living outside Harrow. Following comments from Members, officers informed the meeting that the population projections underlying the school roll projections were the same as those used for the Harrow Vitality profiles.

In response to questions from a Members, officers confirmed that they were able to provide a gender breakdown on some statistics.

**RESOLVED:** To note the content of the report.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.15 pm).

(Signed) COUNCILLOR BILL STEPHENSON  
Chair for the Meeting



DEVELOPMENT  
CONTROL  
COMMITTEE



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**REPORT OF DEVELOPMENT CONTROL COMMITTEE**


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**MEETING HELD ON 7 JULY 2004**


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Chair: \* Councillor Anne Whitehead

Councillors: \* Marilyn Ashton \* Ismail (1)  
 \* Mrs Bath \* Knowles  
 \* Billson (1) \* Miles  
 \* Choudhury \* Mrs Joyce Nickolay  
 \* Idaikkadar \* Thornton

\* Denotes Member present  
 (1) Denotes category of Reserve Member

[Note: Councillor John Nickolay also attended this meeting to speak on the item indicated at Minute 652 below].

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

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Bluston	Councillor Ismail
Councillor Janet Cowan	Councillor Billson

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

**RESOLVED:** That, in accordance with Committee Procedure Rule 4.1, Councillor John Nickolay, who is not a Member of the Committee, be allowed to speak on Item 2/10 on the list of Planning Applications Received.

**653. Declarations of Interest:**

**RESOLVED:** To note the following declarations of interest made by Members present relating to the business to be transacted at this meeting: -

- (i) Planning Application 2/10 – 7 Westbury Lodge Close, Pinner  
Councillor Anne Whitehead declared a prejudicial interest in the above application and accordingly left the room and took no part in the discussion or decision-making on this item.
- (ii) Planning Application 5/02 – Footpath adjacent to 1 Hathaway Close, Stanmore  
Councillors Marilyn Ashton and Mrs Bath both declared a prejudicial interest in the above application and accordingly left the room and took no part in the discussion or decision-making on this item.
- (iii) Main Agenda Item 11 – 102, 104, 106 High Street, Harrow on the Hill  
Councillors Marilyn Ashton, Mrs Bath, Billson, Knowles and Mrs Joyce Nickolay declared a prejudicial interest in the above item and advised of their intention to leave the room and take no part on the discussion or decision-making on this item. However, the Committee subsequently agreed to defer consideration of this item for consultation with Ward Councillors. (See Minute 664).

**654. Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the provisions of the Local Government (Access to Information) Act 1985, the following item/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.

and;

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

655. **Minutes:**

**RESOLVED:** That it be agreed that, having been circulated, the Chair be given authority to sign the minutes of the meeting held on 15 June 2004 as a correct record of that meeting once they have been printed in the Council Bound Minute Volume, subject to the following correction:

On the Schedule of Decisions re Planning Applications Received attached to the minutes, delete reference to Councillor Mrs Joyce Nickolay in note (3) under both 2/15 and 2/17 and replace with 'Councillor Billson'.

656. **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).

657. **Petitions:**

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

658. **Deputations:**

**RESOLVED:** To note that there were no deputations to be received at this meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

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

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

660. **Representations on Planning Applications:**

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), a representation be received in respect of item 2/10 on the list of planning applications.

661. **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.

662. **Appointment of a Chair for the Duration of the Consideration of Item 2/10 on the List of Planning Applications:**

The Chair having declared an interest and left the room, and in the absence of the Vice-Chair, Councillor Marilyn Ashton was nominated and seconded to be Chair for the duration of the consideration of item 2/10 on the list of planning applications. This was agreed by general consensus.

**RESOLVED:** That Councillor Marilyn Ashton be appointed as Chair for the duration of the consideration of item 2/10 on the list of planning applications.

(Note: At the conclusion of the consideration of the above item, Councillor Anne Whitehead resumed the Chair).

663. **Matters Arising from the Consideration of Planning Applications:**

**Concerns re access to/egress from Uxbridge Road from Westfield Park**

Arising out of the discussion on Item 1/04 on the list of planning applications, which application related to Westfield House and Hillsdale, Westfield Park, Pinner, a Member pointed out that, although an increasing number of flats had been built in this area, there remained only one point of access and egress onto Uxbridge Road, and, as many cars parked near the junction, visibility at the junction was poor, both of which factors contributed to traffic congestion at this location. The Member requested that the matter be referred to the Traffic and Road Safety Advisory Panel with the request that a



parking study be carried out.

Following a vote it was

**RESOLVED:** That the above concerns regarding access to/egress from Uxbridge Road from Westfield Park be referred to the Traffic and Road Safety Advisory Panel with the request that a parking study be carried out.

664. **102, 104, 106 High Street, Harrow on the Hill:**

The Chief Planning Officer advised that consultation with Ward Councillors regarding this matter had not, in fact, yet taken place and he requested that consideration of the item be deferred to allow that consultation to take place.

**RESOLVED:** That consideration of this matter be deferred to allow consultation with Ward Councillors.

(See also Minute 653: Declarations of Interest).

665. **11-17 Hindes Road, Harrow (Tesco car park extension): Request for extension of time to complete Legal Agreement:**

The Committee gave consideration to a joint report of the Borough Solicitor and of the Chief Planning Officer which requested an extension to the time limit of one year which had been authorised for the completion of the Section 106 Agreement relating to the above site.

**RESOLVED:** That the time allowed for the completion of the legal agreement in respect of 11-17 Hindes Road, Harrow be extended to 30 September 2004.

666. **Tree Preservation Order (TPO)735, Westbury Lodge Close (No. 1), Pinner South:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 90 and 92 West End Lane, 8 Sweetmans Avenue, 1-5 Mansard Close, Westbury Lodge Cottage and Westbury Lodge Close, Pinner South.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 735 Westbury Lodge Close (No. 1), Pinner South, 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 34, Westbury Lodge and Sweetman's Hall, Chapel Lane on confirmation of the above.

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

667. **Tree Preservation Order (TPO)734, Aran Drive (No. 1), Canons:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising Dingle Court, Kenmare Court and Brompton Court, Aran Drive, and Oak Lodge Close, Canons.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 734, Aran Drive (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 TPO 99, London Road (No. 1) Stanmore on confirmation of the above.

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

668. **Tree Preservation Order (TPO)733, Tallack Close (No. 1), Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising Tallack Close and 138 College Hill Road, Harrow Weald.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 733 Tallack Close (No. 1), Pinner South, 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 81, College Hill Road (No. 1), Harrow Weald on confirmation of the above.

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

669. **Tree Preservation Order (TPO)732, Chigwell Hurst Court (No. 1), Pinner:**  
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for Chigwell Hurst Court, Pinner.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 732 Chigwell Hurst Court (No. 1), 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 12 on confirmation of the above.

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

670. **Tree Preservation Order (TPO)731, Barrow Point Lane (No. 3), Pinner:**  
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising Burhill Grove and 'Ashwood', Barrow Point Lane, Pinner.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 731 Barrow Point 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 54, Barrow Point Lane, Pinner on confirmation of the above.

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

671. **Tree Preservation Order (TPO)737, Stonegrove (No. 5), Canons:**  
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising Leamington House and Windemere Hall, Stonegrove, Canons.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 737 Stonegrove (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 63, Stonegrove (No. 1) Edgware, on confirmation of the above.

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

672. **Tree Preservation Order (TPO)736, Stonegrove (No. 4), Canons:**  
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 1B, 1C and Zero Court Drove, 1-9 Canons Corner, 1-48 Regents Court and 1-30 London House, Canons.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 736 Stonegrove (No. 4), 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 14, Stonegrove, Canons Corner, Stanmore on confirmation of the above.

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

673. **Regent House, 21 Church Road, Stanmore - 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 four air conditioning units and associated pipes/cabling on the rear wall of a Grade II Listed Building at the above address. 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:
- (a) Issue a Listed Building Enforcement Notice pursuant to Section 38 of the Planning (Listed Buildings and Conservation Areas) Act, 1990 requiring:
- (i) the permanent removal of the four air conditioning units and associated pipes/cabling from the building;
- (ii) compliance with (a) (i) within a period of 3 months from the date on which the Listed Building Enforcement notice takes effect;
- (b) Issue Notices under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976 as necessary in relation to the above alleged breach of planning control; and
- (c) 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 16 of the Local Government (Miscellaneous Provisions) Act 1976 and/or
- (ii) comply with the Listed Building Enforcement Notice.
- [REASON: As outlined at paragraph 8 of the officer report].
674. **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.
675. **Enforcement Notices Awaiting Compliance:**  
The Committee received a report of the Chief Planning Officer which listed those enforcement notices awaiting compliance. It was requested that officers update the Committee on progress with enforcement action against 4 Elm Park at the next meeting.
- RESOLVED:** That the report and the above request be noted.
676. **Telecommunications Developments:**  
Consultation on the following telecommunications application was reported on the addendum:
- Location: Elstree Hill South, Elstree (P/1860/04/CNA)
- Proposal: Installation of 3 antennas and 1 microwave dish on existing pylon and associated equipment cabin, with compound enclosed by 1.8m close boarded fence
- It was
- RESOLVED:** That the Council raises no objection to the above development.
677. **Determination of Demolition Applications:**
- RESOLVED:** To note that there were no demolition applications which required consideration.

678. **Action Taken Under the Urgent Non-Executive Decision Procedure:**  
The Committee received a report of the Borough Solicitor outlining action taken by the Chief Planning Officer following consultation with the Chair and Nominated Members of the Development Control Committee, since the meeting of the Committee held on 18 May 2004, under the Urgent Non-Executive Action Procedure.
- RESOLVED:** To note the following action, taken under the Urgent Non-Executive Action Procedure:
- Subject: Telecommunications Development, 3G Base Station, Outside Homebase, High Road, Harrow Weald ( P/1077/04/CDT)
- Action Proposed: That
- Approval of siting and appearance details be required; and
- Approval of siting and appearance details be REFUSED for the following reason:
- “The proposed development, by reason of its proximity to existing similar telecommunications equipment and street furniture, would give rise to a proliferation of such apparatus to the detriment of the visual amenities and appearance of the area”.
- Reason for Urgency: A determination was required by 14<sup>th</sup> June 2004 and the next possible meeting of the Development Control to which the item could have been submitted was not until 15th June 2004.
- Decision: Officer Recommendation agreed.

679. **Any Other Business:**
- Protection of Locally Listed Buildings
- A Member referred to the discussion regarding Locally Listed Buildings at the Committee's previous meeting and noted that the Chief Planning Officer had agreed to submit a report on this matter to this meeting. As the report had not appeared on the agenda, the Member queried whether or not there had been any progress on this matter.
- The Chief Planning Officer apologised for the delay in submitting the report. He confirmed that it would be submitted to the Committee's next meeting. He also informed the Committee that letters regarding this matter had recently been sent on behalf of the Council to the Deputy Prime Minister and the Secretary of State for Culture, Media and Sport.
- RESOLVED:** That the above information be noted.
- (Note: The meeting, having commenced at 7.30 pm, closed at 9.58 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD  
Chair

**SECTION 1 – MAJOR APPLICATIONS**

**LIST NO:** 1/01                      **APPLICATION NO:** P/1332/04/CDP  
**LOCATION:** Land at and R/O 101 & 103 Roxeth Green Avenue, South Harrow  
**APPLICANT:** Gillett Macleod Partnership for Clearview Homes Ltd  
**PROPOSAL:** Details Pursuant to Conditions 2, 4, 7, 9, 11, 13-15, 18-19 of Planning Permission P/70/04/COU Permitting the Construction of 22 Flats in 3 Blocks Dated 22 March 2004.  
**DECISION:** APPROVED details pursuant to Conditions 2(a), (b) and (c), 4, 5, 6, 7, 9, 11, 15, 18 and 19 of outline planning permission P/70/04/COU, subject to the informative(s) reported.

**LIST NO:** 1/02                      **APPLICATION NO:** P/1169/04/CFU  
**LOCATION:** Green Man Public House, 730 Honeypot Lane, Stanmore  
**APPLICANT:** Linden Homes (Chiltern) Ltd  
**PROPOSAL:** Redevelopment: Detached Two Storey Building with Rooms in the Roofspace to Provide 15 Flats with Access and Parking (Revised)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

**LIST NO:** 1/03                      **APPLICATION NO:** P/1106/04/CFU  
**LOCATION:** The Timber Carriage Public House, 19 Northolt Road, South Harrow  
**APPLICANT:** Graham Seabrook Partnership for Clan-Worthy Holdings Ltd  
**PROPOSAL:** Redevelopment: Detached 4 Storey Building with Basement Parking to Provide 23 Flats (7 as Affordable Housing)  
**DECISION:** WITHDRAWN by applicant.

**LIST NO:** 1/04                      **APPLICATION NO:** P/1421/04/CFU  
**LOCATION:** Westfield House & Hillsdale, Westfield Park, Pinner  
**APPLICANT:** Robin Bretherick Associates for Cosway Land & New Homes Ltd  
**PROPOSAL:** Redevelopment: Detached 3 Storey Building to Provide 11 Flats with Basement Parking and Bin Store at Front.  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.  
  
(See also Minute 663: Matters Arising from the Consideration of Planning Applications).

**SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT**

**LIST NO:** 2/01                      **APPLICATION NO:** P/1238/04/CVA  
**LOCATION:** Existing Powerhouse Unit, Northolt Road Adjacent to Waitrose, South Harrow  
**APPLICANT:** Gemma David, CGMS for La Salle Investment Management

**PROPOSAL:** Variation of Condition 20 of Planning Permission WEST/407/98/FUL of Sports Goods, Clothing and Footwear.

**DECISION:** GRANTED variation in accordance with the development described in the application and submitted plans as set out in the officer report and subject to the informative(s) reported.

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**LIST NO:** 2/02                      **APPLICATION NO:** P/1150/04/CFU

**LOCATION:** 33 Station Road, North Harrow

**APPLICANT:** Roberts & Baker for R Rodrigues

**PROPOSAL:** Change of Use: Class A2 (Building Society) to Class A3 (Restaurant) on Ground Floor, with New Shopfront

**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported, and the following additional condition agreed by the Committee:

7. Standard Condition - Restrict Type of A3 Use (c)

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**LIST NO:** 2/03                      **APPLICATION NO:** P/1029/04/DFU

**LOCATION:** Curry Mahal Restaurant, 372 Northolt Road, South Harrow

**APPLICANT:** David Kann Services Ltd for Mr T Islam

**PROPOSAL:** Single Storey Front Extension to Restaurant and Enclosure of Seating Area at Front

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

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**LIST NO:** 2/04                      **APPLICATION NO:** P/1369/04/CFU

**LOCATION:** Scanmoor House, 56-60 Northolt Road, South Harrow

**APPLICANT:** JPB Architects for Scanmoor Ltd

**PROPOSAL:** Additional Floor Within Mansard Roof to Provide 2 Flats with Residential Access on Ground Floor

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

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**LIST NO:** 2/05                      **APPLICATION NO:** P/1262/04/CFU

**LOCATION:** 54 St Brides Avenue, Edgware

**APPLICANT:** Gillett Macleod Partnership for Clearview Homes Ltd

**PROPOSAL:** Pair of Two Storey Semi Detached Houses with Access and Attached Garages

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

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**LIST NO:** 2/06                      **APPLICATION NO:** P/1200/04/CFU  
**LOCATION:** 15, 17, 19 The Bridge, Wealdstone  
**APPLICANT:** Peter James  
**PROPOSAL:** Change of Use: A1 to A3 (Retail to Food and Drink)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

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**LIST NO:** 2/07                      **APPLICATION NO:** P/131/04/CFU  
**LOCATION:** Chestnut Cottage, 4 Church Lane, Pinner  
**APPLICANT:** N J Reeve  
**PROPOSAL:** Provision of New Roof to Garage to Provide Additional Storage Space  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

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**LIST NO:** 2/08                      **APPLICATION NO:** P/1320/04/CFU  
**LOCATION:** Beechbank, 2 Mount Park Avenue, Harrow  
**APPLICANT:** Mr & Mrs Kerrison  
**PROPOSAL:** Provision of 2M High Railings on Boundary Fronting Mount Park Avenue  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

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**LIST NO:** 2/09                      **APPLICATION NO:** P/795/04/CFU  
**LOCATION:** 20 Wellington Terrace, Harrow  
**APPLICANT:** Top Flight Loft Conversions for Mr & Mrs Leedham  
**PROPOSAL:** Provision of Rear Dormer and Rooflight  
**DECISION:** DEFERRED for further negotiations with the applicant regarding the size and design of the proposed rear dormer window.

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**LIST NO:** 2/10                      **APPLICATION NO:** P/1061/04/DFU  
**LOCATION:** 7 Westbury Lodge Close, Pinner  
**APPLICANT:** James Rush  
**PROPOSAL:** Conversion of Dwelling-House to Three Self-Contained 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 41 – UDP Policies and Proposals (E6, E30, E45, E51, H10, T13) (S1 SD1, EP25, D4, D5, D9, H10, T13):

1. The proposal represents an overintensification of the property, giving rise to noise and disturbance to neighbouring properties.
2. The increase in activity generated by three separate dwellings, as opposed to 1, would affect the amenity of neighbours, resulting in on-street parking pressure.

3. The lack of amenity space and access to the rear garden by the upper flats is not acceptable in this location and is out of character in a road where every dwelling has access to its own garden.

(Notes: (1) Prior to discussing the above application, the Committee received a representation from an objector.

The objector, who lived in a neighbouring property and who advised that she shared a party wall with the application property, expressed concern that the proposal would give rise to increased noise, disturbance and pollution and would therefore have a detrimental impact on neighbouring residents. She also considered that the application would result in increased pressure on on-street parking and an increased fire risk. She felt that the proposal was not of a high quality and would be prohibitively expensive to key workers.

There was no indication given that the applicant was present and wished to respond.

(2) Councillors Marilyn Ashton, Mrs Bath, Billson, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted in favour of the decision to refuse the above application;

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

(See also Minute 652: Right of Members to Speak; Minute 653: Declarations of Interest, and Minute 662: Appointment of a Chair for the Duration of the Consideration of Item 2/10 on the list of Planning Applications)

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<b>LIST NO:</b>	2/11	<b>APPLICATION NO:</b>	P/1264/04/CFU
<b>LOCATION:</b>	Bankhead, 5 South Wiew Road, Pinner		
<b>APPLICANT:</b>	Bradshaw Rowse Harker for B Byrne & F M Sweeney		
<b>PROPOSAL:</b>	Provision of Boundary Gates		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

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<b>LIST NO:</b>	2/12	<b>APPLICATION NO:</b>	P/2993/03/CFU
<b>LOCATION:</b>	40 Elms Road, Harrow		
<b>APPLICANT:</b>	BB Partnership Ltd for Mr & Mrs A Saffrin		
<b>PROPOSAL:</b>	Two Storey Side Extension		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

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<b>LIST NO:</b>	2/13	<b>APPLICATION NO:</b>	P/2994/03/CLB
<b>LOCATION:</b>	40 Elms Road, Harrow		
<b>APPLICANT:</b>	BB Partnership Ltd for Mr & Mrs A Saffrin		
<b>PROPOSAL:</b>	Listed Building Consent: Demolition of Single Storey Extension, Replacement Two Storey Side Extension		
<b>DECISION:</b>	GRANTED Listed Building Consent in accordance with the works described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

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**LIST NO:** 2/14                      **APPLICATION NO:** P/579/04/CFU

**LOCATION:** Cherry Tree Cottage, New Tree Cottage, The Beeches, Old Church Lane, Stanmore

**APPLICANT:** CgMs Consulting for Laing Homes Ltd

**PROPOSAL:** Redevelopment to Provide 7 Flats in Two Linked 2 Storey Blocks with Accommodation in Roofspace with Access and Parking

**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 Policies and Proposals (E6,E38,E45,T13) (SD1,D4,D5,D16,D17,T13):

1. The proposal represents a loss of visual amenity, to the detriment of Old Church Lane Conservation Area
2. The demolition of the three detached houses and their replacement by flats would be detrimental to the character and harmony of the street scene and would not preserve or enhance the character of the Conservation Area.

(Note: The Chief Planning Officer had recommended that the above application be granted).

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**LIST NO:** 2/15                      **APPLICATION NO:** P/850/04/CFU

**LOCATION:** 1, 2, 3 Spinney Cottages, Football Lane, Harrow

**APPLICANT:** Kenneth W Reed Associates for Keepers/Governors – Harrow School

**PROPOSAL:** Detached Three Storey Building to Provide Teaching Accommodation

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

(Note: Councillor Thornton wished to be recorded as having voted against and Councillor Mrs Bath wished to be recorded as having abstained from voting on the decision reached on applications 2/15 and 2/16).

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**LIST NO:** 2/16                      **APPLICATION NO:** P/899/04/CCA

**LOCATION:** 1, 2, 3 Spinney Cottages, Football Lane, Harrow

**APPLICANT:** Kenneth W Reed Associates for Keepers/Governors – Harrow School

**PROPOSAL:** Demolition of 3 Residential Properties

**DECISION:** GRANTED Conservation Area Consent in accordance with works described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

(See Note under application 2/15 above).

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**LIST NO:** 2/17                      **APPLICATION NO:** P/627/04/CFU

**LOCATION:** Burwood, 11 Church Lane, Pinner

**APPLICANT:** Thomas Smith

**PROPOSAL:** Front and Rear Dormer Windows

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

(Notes: (1) During the discussion on the above application it was moved and seconded that the application be refused on the grounds that the proposed alterations to the rear of the property by reason of their unsatisfactory design and appearance would detract from the appearance of the property. Upon being put to a vote, this was not carried;

(2) Councillor Mrs Bath wished to be recorded as having voted against the decision reached on this application).

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<b>LIST NO:</b>	2/18	<b>APPLICATION NO:</b>	P/1367/04/CFU
<b>LOCATION:</b>	Dublin Court, Roxeth Hill, Harrow		
<b>APPLICANT:</b>	Christopher Wickham Associates for A A Fisher (Properties) Ltd		
<b>PROPOSAL:</b>	Change of Use: Offices to Residential (Class B1 to C3) on First Floor to Provide 5 Flats, and Alterations to Windows		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

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### **SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL**

<b>LIST NO:</b>	3/01	<b>APPLICATION NO:</b>	P/1290/04/CCO
<b>LOCATION:</b>	Land Either Side of Lady Aylesford Avenue, Stanmore		
<b>APPLICANT:</b>	Mrs I F Harris		
<b>PROPOSAL:</b>	Retention and Provision of Amended Car Parking Areas		
<b>DECISION:</b>	REFUSED permission for the development described in the application and submitted plans for the reason(s) reported, subject to the deletion of the 3 <sup>rd</sup> reason, and subject to the informative(s) reported.		

(Note: Councillors Marilyn Ashton and Knowles wished to be recorded as having abstained from voting on the decision on the above application).

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<b>LIST NO:</b>	3/02	<b>APPLICATION NO:</b>	P/2920/03/CFU
<b>LOCATION:</b>	274-278 Northolt Road, South Harrow		
<b>APPLICANT:</b>	Richard Unwin for Roger Ruparella		
<b>PROPOSAL:</b>	Use of First Floor as Banqueting Suite (Class D2)		
<b>DECISION:</b>	REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.		

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### **SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES**

<b>LIST NO:</b>	4/01	<b>APPLICATION NO:</b>	P/621/04/CNA
<b>LOCATION:</b>	Land Between Stadium Station Railway Lines & South Way Including Red House, Wembley High Road, Including 326-342 & Harrow Road and Wembley Hill Road to the West, Including 1-19 Wembley Hill Road to the West.		
<b>APPLICANT:</b>	Brent Council		
<b>PROPOSAL:</b>	Consultation: Outline: Redevelopment for Business and Employment; Retail; Food and Drink; Residential; Community; Cultural and Leisure Facilities; New Facilities at Wembley Stadium Station; Car Parking; Landscaping; and Other Supporting Works and New Bridge		

**DECISION:** RAISED NO OBJECTIONS to the development set out in the application.

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**SECTION 5 – PRIOR APPROVAL APPLICATIONS**

**LIST NO:** 5/01                      **APPLICATION NO:** P/1482/04/CDT  
**LOCATION:** Footpath Adjacent to 1 Ash Close, Stanmore  
**APPLICANT:** LCC UK  
**PROPOSAL:** Determination: Provision of 8M Imitation Telegraph Pole Telecommunications Mast with 3 Panel Antenna and Equipment Cabin  
**DECISION:** That (1) prior approval of appearance and siting BE REQUIRED; and (2) approval of details of siting/appearance be REFUSED for the reason(s) reported, and subject to the informative(s) reported.  
  
(Note: The Committee wished it to be recorded that they were unanimous in reaching the above decision).

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**LIST NO:** 5/02                      **APPLICATION NO:** P/1527/04/CDT  
**LOCATION:** Footpath Adjacent to 1 Hathaway Close, Stanmore  
**APPLICANT:** LCC LTD  
**PROPOSAL:** Determination: Provision of 8M High Imitation Telegraph Pole Telecommunications Mast with 3 Panel Antennae and Equipment Cabinet  
**DECISION:** That (1) prior approval of appearance and siting BE REQUIRED; and (2) approval of details of siting/appearance be REFUSED for the following reason(s):  
  
The proposed development would be detrimental to the visual and residential amenity of the area and neighbouring occupiers.  
  
(Notes: (1) Councillors Ismail, Miles, and Anne Whitehead wished to be recorded as having abstained from voting on the decision reached on the above application;  
  
(2) The Chief Planning Officer had recommended that prior approval of siting and appearance be not required and approval of details of siting/appearance be granted).  
  
(See also Minute 653: Declarations of Interest)

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**REPORT OF DEVELOPMENT CONTROL COMMITTEE**


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**MEETING HELD ON 28 JULY 2004**


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Chair: Councillor Anne Whitehead

<p>Councillors: * Marilyn Ashton * Billson (1) * Blann (2) * Bluston (Vice-Chair in the Chair) * Janet Cowan * Idaikkadar</p>	<p>* Knowles * Miles * Mrs Joyce Nickolay * Thammaiah (3) * Thornton</p>
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\* Denotes Member present  
(1), (2) and (3) Denote category of Reserve Member

[Note: Councillors Ann Groves, Seymour, N Shah, Silver and Stephenson also attended this meeting to speak on the items indicated at Minute 681 below].

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

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Mrs Bath	Councillor Billson
Councillor Choudhury	Councillor Thammaiah
Councillor Anne Whitehead	Councillor Blann

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

**RESOLVED:** That, in accordance with Committee Procedure Rule 4.1, the following Councillors, who are not Members of the Committee, be allowed to speak on the agenda items indicated:

Councillor Ann Groves	Planning application 2/04
Councillor Mrs Kinnear	Planning Application 2/05
Councillor Seymour	Planning application 1/01
Councillor N Shah	Planning application 2/06
Councillor Silver	Planning applications 1/01 and 2/09
Councillor Stephenson	Planning applications 1/01 and 2/17

**682. Declarations of Interest:**

**RESOLVED:** To note the following declarations of Interest by Members present relating to the business to be transacted at this meeting: -

- (i) Planning Application 1/06 – The Princess Alexandra Home, 40 Common Road, Stanmore  
Councillor Marilyn Ashton declared a prejudicial interest in the above application and accordingly left the room and took no part in the discussion or decision-making on this item.
- Councillor Bluston also declared a personal interest and Councillor Blann declared a personal interest arising from his membership of the Management Committee of Bentley Priory. Accordingly, both Members remained and took part in the discussion and decision-making on this item.
- (ii) Planning Applications 2/02 & 2/03 – 91 High Street, Edgware  
Councillor Janet Cowan declared a prejudicial interest in the above applications and accordingly left the room and took no part in the discussion or decision-

making on these items.

- (iii) Planning Application 4/02 – 26 & 28 Eastbury Avenue, Northwood  
Councillor Marilyn Ashton declared a prejudicial interest in the above application on the basis that she was related to the applicants. Accordingly she left the room and took no part in the discussion or decision-making on this item
- (iv) Main Agenda Item 26 – Heathfield School, Beaulieu Drive, Pinner  
Councillor Knowles declared a personal interest in the above item arising from the fact that his late sister had attended the school. Accordingly, he remained and took part in the discussion and decision-making on this item.

683. **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 26 – Heathfield School, Beaulieu Drive, Pinner.	This item is admitted to the agenda to allow consideration of extension and variation to the terms of the one year time-limited Deed of Variation to the original legal agreement in respect of this site.
Agenda Item 27 - Youth Centre, Library, Car Parks, Grant Road/George Gange Way, Wealdstone - Request for variation to the heads of term of the proposed legal agreement	This item is admitted to the agenda to allow consideration of variation to the heads of term of a legal agreement which would facilitate the earliest possible delivery of the affordable housing.

(2) main agenda item 18 (102, 104, 106 High Street, Harrow on the Hill) be withdrawn from the agenda at the request of officers to allow further consideration of legal issues;

(3) planning applications 1/03 and 2/15 be withdrawn from the agenda; and

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

684. **Minutes:**

**RESOLVED:** That it be agreed that, having been circulated, the Chair be given authority to sign the minutes of the meeting held on 7 July 2004 as a correct record of that meeting once they have been printed in the Council Bound Minute Volume.

685. **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).

686. **Petitions:**

**RESOLVED:** To note the receipt of the following petition, which was considered with planning application 1/01:

- Petition objecting to the Closure of Harrow Bowl  
Prior to addressing the Committee in relation to planning application 1/01 under the provisions of the representations procedure, a local resident presented a petition signed by approximately 1000 local residents which objected to the closure of Harrow Bowl.

687. **Deputations:**

**RESOLVED:** To note that there were no deputations to be received at this meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

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

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

689. **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 items 1/01, 1/07, 2/05, 2/09 and 2/17 on the list of planning applications;

(2) it be noted that two requests to make representations on item 1/01 on the list of planning applications had originally been received, but the first request had now been withdrawn; and

(3) it be agreed to hear late representation requests in respect of items 1/04 and 2/17 on the list of planning applications.

690. **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.

691. **29-33 Pinner Road, Harrow (P/1558/04/CFU):**

The Committee received an application for the redevelopment of the above site to provide 34 flats in a three and four storey building with basement car parking.

It was

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

- a) the submission and approval by the Local Planning Authority of an affordable housing scheme to provide 12 units spread throughout the building as shared ownership/key worker housing. The scheme shall include a nomination agreement with the Council
- b) ensures that the affordable housing units are available for occupation in accordance with a building and occupation programme to be submitted to and approved by the Local Planning Authority prior to the commencement of work on the site.

All affordable housing units shall be provided in accordance with the definition of affordable housing set out in the deposit version of the replacement Harrow UDP.

(2) a Formal Decision Notice granting permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informatives reported, will be issued only upon the completion by the developer of the aforementioned legal agreement.

692. **14-20 High Street, Wealdstone (P/1578/04/CFU):**

The Committee received an application for the redevelopment of the above site to provide 61 flats, two live/work units, and one retail unit in two five storey buildings, with parking and access from Palmerston Road.

Prior to discussing this application the Committee heard representations from an objector who spoke on behalf of a local community organisation, Wealdstone Active Community. The objector considered that the proposed colour scheme was not sympathetic to the surrounding Victorian architecture and that a brick façade would be preferable, that the proposed development was out of character with the area as it would be higher than the surrounding buildings, would not provide enough parking, and would increase the strain on the Borough's facilities, such as doctors and dentists. She also expressed concern that the retail unit should remain in A1 usage and indicated that she would prefer the live/work units to face onto Palmerston Rd.

In response, a representative of the applicant stressed that the site had now been vacant for five years and that this proposal would regenerate the area and meet the demand for housing. He pointed out that the materials for the development could be made subject to condition, and confirmed that the retail unit would be for A1 use. He

indicated that the live/work units could be accommodated as suggested. He considered that the proposed development complied with all relevant local policies.

During the discussion which followed, it was moved and seconded that the application be refused on the following grounds:

- 1) The proposal represents an overdevelopment of the site by reason of scale, unattractive design, mass and excessively high density giving rise to an overintensification of the site to the detriment of the area.
- 2) The proposal conflicts with the UDP retail and employment policy EM7 and gives rise to a net loss of retail floor space and rear warehousing.
- 3) The proposed development is severely under provisioned for parking giving rise to overspill parking to the detriment of the surrounding area.

Upon being put to a vote, this was not carried and, following a further vote, it was

**RESOLVED:** That the applicant be informed that (1) the proposal is acceptable subject to the completion of a legal agreement within 6 months (or such period as the Council may determine) of the date of the Committee decision on this application relating to:

- (a) submission and approval by the Local Planning Authority of an affordable housing scheme to provide 19 units as shared ownership/key worker housing. The scheme shall include a nomination agreement with the Council.
- (b) ensures that the affordable housing units are available for occupation in accordance with a building and occupation programme to be submitted to and approved by the Local Planning Authority prior to the commencement of work on the site.

All affordable housing units shall be provided in accordance with the definition of affordable housing set out in the deposit version of the replacement Harrow UDP.

(2) a formal decision notice, granting permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, will be issued only upon completion of the aforementioned legal agreement.

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

693. **The Princess Alexandra Home, 40 Common Road, Stanmore (P/2979/03/COU):**  
The Committee received an outline application which sought to redevelop the above site to provide a replacement nursing and care home with a day care centre.

It was

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

- (i) the offer to the Council of a lease to enable the provision of public access over that part of the site which is bounded by Bentley Priory Open Space, to include a timescale and specification of works to be carried out to the land and a sum to be donated to the Council for subsequent maintenance.
- (ii) the provision of an Action Plan in respect of the transfer during the construction period of residents to alternative facilities of their choice consistent with the wishes and needs of their family carers. The Plan shall include timescales for the transfer of residents and shall be approved by the Council prior to its implementation and commencement of the development hereby permitted; and

(2) a formal Decision Notice, granting permission in accordance with the application and submitted plans subject to the conditions and informatives reported, will be issued only upon the completion by the developer of the aforementioned legal agreement.



[Note: The Committee wished it to be recorded that they were unanimous in supporting the decision set out above, with the exception of Councillor Marilyn Ashton who, as set out Minute 682: Declarations of Interest, did not take part in the decision-making on this item]

694. **4 Elm Park, Stanmore - Breach of Planning Control:**

Having refused permission for the retention of, alterations to, and use of an outbuilding located at the above address as a separate dwelling, and for the provision of associated parking spaces, the Committee now gave consideration to the report of the Chief Planning Officer regarding enforcement action to address the above breach of planning control.

It was agreed that it was now expedient for enforcement action to be taken for the reasons set out in the officer report and the Committee

**RESOLVED:** That the Borough Solicitor be authorised to (1) issue an Enforcement Notice pursuant to Section 172 of the Town & Country Planning Act 1990 requiring:

- (i) the cessation of 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 all internal fixtures and fittings, and the return of the use of the building to car parking as shown on plan 2572/10 of planning permission EAST/1213/01/FUL.

(i) and (ii) should 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 event of failure to:

- (i) supply the information required by the Borough Solicitor to the Council through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) comply with the Enforcement Notice.

695. **Copse Farm, 2 Brookshill Cottages, Dairy Cottage, Brookshill Drive, Harrow - Enforcement Action:**

Having refused permission for the retention of galvanised security fencing at the above site, the Committee requested that officers submit a report to the next meeting regarding enforcement action in respect of the fencing.

**RESOLVED:** That officers be requested to submit a report to the next meeting regarding enforcement action in respect of the galvanised security fencing located at the above site.

(See also Minute 711: Any Other Business).

696. **Tree Preservation Order (TPO)738 Temple Mead Close (No. 4), Stanmore Park:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 38 Gordon Avenue and 7-44 Temple Mead Close, Stanmore Park.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 738 Temple Mead Close (No. 4), Stanmore Park, 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 84, Gordon Avenue (No. 2), Stanmore on confirmation of the above.

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

697. **Tree Preservation Order (TPO)739 Gayton Road (No. 3) Greenhill:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for 9 Gayton Road.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 739 Gayton Road (No. 3), Greenhill, 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 94 Gayton Road (no. 1) Harrow on confirmation of the above.

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

698. **Tree Preservation Order (TPO) TPO 740 Gayton Road (No. 4), Greenhill:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising Cymbeline Court, Knowles Court, Charville Court, Lime Court and Petherton Court, Gayton Road, Greenhill.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 740 Gayton Road (No. 4), Greenhill, 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 153 Gayton Road (No. 2) Harrow on confirmation of the above.

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

699. **Tree Preservation Order (TPO) 741 Ben Hale Close (No. 2) Stanmore Park:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 2-9 Ben Hale Close and 31 and 33 Green Lane, Stanmore Park.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 741 Ben Hale Close (No. 2), Stanmore Park, 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 4 Ben Hale, Green Lane, Stanmore on confirmation of the above.

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

700. **Tree Preservation Order (TPO) 742 Cannon Lane (No. 4) Pinner South:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 20, 22, 22a and 22b Cannon Lane, Pinner South.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 742 Cannon Lane (No. 4), Pinner South, 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 135, Cannon Lane (No. 1), Pinner on confirmation of the above.

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

701. **Tree Preservation Order (TPO) 743 Elms Road (No. 13) Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for 40 Elms Road, Harrow Weald.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 743 Elms Road (No. 13), Harrow Weald, 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 129 Elms Road (No.5), Harrow Weald on confirmation of the above.

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

702. **Tree Preservation Order (TPO)744 The Chase (No. 3) Stanmore Park:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 1-19 Caroline Court, Stanmore Park.

**RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 744 The Chase (No. 3), Stanmore Park, 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 136 The Chase (No. 1), Stanmore on confirmation of the above.

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

703. **102, 104, 106 High Street, Harrow on the Hill:**

This item was withdrawn from the agenda (see Minute 683: Arrangement of the Agenda).

704. **Locally Listed Buildings:**

The Committee received a report of the Chief Planning Officer which outlined actions taken further to the Council's resolution on 29 April 2004 to promote changes in legislation to strengthen the rules governing Locally Listed Buildings.

**RESOLVED:** That the Council continue to lobby to promote changes in legislation to strengthen the rules governing Locally Listed buildings.

705. **Heathfield School, Beaulieu Drive, Pinner:**

The Committee received a joint report of the Borough Solicitor and of the Chief Planning Officer which considered a request by the Girls Day School Trust to extend and vary the heads of terms of the one year time-limited Deed of Variation to the original Section 106 agreement relating to the use of the School.

The report outlined the details of the request and recommended that the request be agreed in part. A Member suggested that, if a request was submitted the following year to extend the use for a further period of time, Members might conduct a site visit to corroborate the information gathered during the year regarding the impact of the request.

During the discussion of this item, the Committee requested that officers write to the School strongly urging that visitors and users of the School pool park their vehicles within the school site in the identified parking areas and not on the public highway in Beaulieu Drive and adjacent roads.

**RESOLVED:** That (1) the continued use of the school facilities by third parties outside school hours between the hours of 16.30 and 21.00 on weekdays during term time, 09.00 and 21.00 weekdays during school holidays, and between 09.00 and 18.00 on Saturdays be agreed for a further one year period;

(2) the request to continue the use (set out in (1) above) for a period of three years be refused;

(3) the request for use of the facilities by third parties on Sundays be refused;

(4) the request to vary the maximum number of users from 40 to 60 be refused; and

(5) officers be requested to write to the school, as set out above.

(See also Minute 682: Declarations of Interest).

706. **Youth Centre, Library, Car Parks, Grant Road/George Gange Way, Wealdstone - Request for Variation to the Heads of Term of the Proposed Legal Agreement:**

The Committee received a report regarding the request for a variation to the heads of terms of the legal agreement in respect of the above site.

During the discussion on this item which followed, Members requested that further

information regarding the reasoning behind this request be provided following the meeting, and the action proposed be agreed by Nominated Members via the Urgent Non-Executive Action procedure.

**RESOLVED:** That Nominated Members be provided with further information regarding the reasoning behind the request for a variation to the heads of terms of the legal agreement in respect of the above site, and the action proposed be agreed via the Urgent Non-Executive Action procedure.

707. **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.

708. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Chief Planning Officer which listed those enforcement notices awaiting compliance.

**RESOLVED:** That the report be noted.

709. **Telecommunications Developments:**

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

710. **Determination of Demolition Applications:**

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

711. **Any Other Business:**

• **Arrangements for Member Site Visits**

Following discussion, it was agreed that the Member site visits to 11 Brickfields, Harrow (item 2/05 on the schedule of decisions attached to these minutes), 25 Hawthorn Drive, Harrow (item 2/09 on the schedule of decisions) and 5 Georgian Way, Harrow (item 2/14 on the schedule of decisions) would take place on Saturday 4<sup>th</sup> September 2004. It was also agreed that the Committee would conduct a visit to Copse Farm, Harrow on this date as it was anticipated that a number of planning applications in respect of this site would be submitted in the near future.

It was agreed that a mini-bus to transport Members to the sites would depart from the Civic Centre at 10.00 am, but that the exact timing of the visits would be confirmed to Members in writing following the meeting.

712. **Extensions to 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 11.00 pm; and

(2) 11.00 pm to continue until 11.30 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 11.30 pm).

(Signed) COUNCILLOR HOWARD BLUSTON  
Vice-Chair (in the Chair)



(See also Minute 681: Right of Members to Speak and Minute 686: Petitions).

<b>LIST NO:</b>	1/02	<b>APPLICATION NO:</b>	P/1558/04/CFU
<b>LOCATION:</b>	29 – 33 Pinner Road, Harrow		
<b>APPLICANT:</b>	Kenneth W Reed & Associates for Window Homes Ltd		
<b>PROPOSAL:</b>	Redevelopment: 34 Flats in 3/4 Storey Building with Basement Car Parking (Resident Permit Restricted)		
<b>DECISION:</b>	See Minute 691.		
<b>LIST NO:</b>	1/03	<b>APPLICATION NO:</b>	P/1423/04/CFU
<b>LOCATION:</b>	Land R/O 2-24 Walton Road, Harrow		
<b>APPLICANT:</b>	Warren Smith Architects Ltd for Masterson Holdings		
<b>PROPOSAL:</b>	Redevelopment to Provide 12 Flats in Detached Two Storey Terrace with Access and Parking		
<b>DECISION:</b>	Withdrawn by Applicant.		
<b>LIST NO:</b>	1/04	<b>APPLICATION NO:</b>	P/1578/04/CFU
<b>LOCATION:</b>	14-20 High Street, Wealdstone		
<b>APPLICANT:</b>	Adrian Salt & Pang Ltd for Prindles Investments Ltd		
<b>PROPOSAL:</b>	Redevelopment: 61 Flats, 2 Live/Work Units, 1 Retail Unit in 5 Storey Buildings, Parking and Access Off Palmerston Road (Resident Permit Restricted)		
<b>DECISION:</b>	See Minute 692.		
<b>LIST NO:</b>	1/05	<b>APPLICATION NO:</b>	P/939/04/CFU
<b>LOCATION:</b>	Chandos Parade, Buckingham Road, Edgware		
<b>APPLICANT:</b>	Glen Robinson Associates		
<b>PROPOSAL:</b>	Redevelopment for a Part 2, Part 3 Storey Building to Provide 10 Flats With Access and Parking		
<b>DECISION:</b>	<p>REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and the following additional reasons reported on the addendum and agreed by the Committee, and subject to the informative(s) reported:</p> <ol style="list-style-type: none"> <li>2. The proposed parking area, by reason of size and siting would give rise to levels of activity which would have a detrimental impact on the amenity of neighbours.</li> <li>3. Notwithstanding the details indicated on the submitted drawings, the proposal could give rise to problems of the overlooking of the rear gardens of nos.80 and 82 Buckingham Road particularly at such times as the proposed planting areas are being maintained.</li> </ol>		
<b>LIST NO:</b>	1/06	<b>APPLICATION NO:</b>	P/2979/03/COU
<b>LOCATION:</b>	The Princess Alexandra Home, 40 Common Road, Stanmore		
<b>APPLICANT:</b>	Kenneth W Reed & Associates for Jewish Care		
<b>PROPOSAL:</b>	Outline: Redevelopment to Provide Replacement Nursing and Care Home with Day Care Centre		

**DECISION:** See Minute 693.

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**LIST NO:** 1/07                      **APPLICATION NO:** P/1357/04/CFU  
**LOCATION:** 9 – 17 Manor Road, Harrow  
**APPLICANT:** Gillett Macleod Partnership for Preston Bennet Developments  
**PROPOSAL:** Redevelopment: Two Part 2/Part 3 Storey Blocks of Flats to Provide 22 Flats, Access and Parking

**DECISION:** REFUSED permission for the development described in the application and submitted plans for the following reason and subject to Standard Informative 41 – UDP Policies and Proposals:

The proposal would represent an overdevelopment of the site and one which would, as a consequence, be out of character with the area.

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

The objector, who was the Chair of the Greenhill Manor Residents' Association, expressed concern that the proposed development would be out of character with the area, was too high in density, would give rise to overlooking of adjoining residents and to additional noise, activity and pollution. She also voiced concern that there would be inadequate parking provision and this would give rise to overspill on-street parking and traffic congestion. For all these reasons she considered that the proposed development would have a negative impact on the amenity of nearby residents.

In response, the representative of the applicant argued that the proposed development was consistent with all relevant planning policies and would reflect the character of road, which, he pointed out, was characterised by a mixture of detached and semi-detached house and flats. He explained that the development would be set back from the road and would therefore maintain the harmony of the streetscene, and would comply with the Council's normal standards in relation to the 45 degree code. He further pointed out that the proposal would consolidate the existing three accesses to the site into one and this would bring associated benefits in highways terms. He considered that the scheme was in accordance with PPG13 in that it would encourage sustainable forms of transport such as walking and cycling.

Following the receipt of the above representations, the Committee asked a number of questions of the objector and the representative of the applicant.

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

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### **SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT**

**LIST NO:** 2/01                      **APPLICATION NO:** P/1191/04/DFU  
**LOCATION:** 79 Hindes Road, Harrow  
**APPLICANT:** A P Laight for Mr S Bignell  
**PROPOSAL:** Conversion of Dwellinghouse to Five Self Contained Flats (Resident Permit Restricted)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

[Notes: (1) Having temporarily left the room during the discussion on this item, Councillor Miles did not take part on the vote in respect of this item;

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(2) During the voting on the above decision, the Chair exercised his extra and casting vote].

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**LIST NO:** 2/02                      **APPLICATION NO:** P/141/04/CFU  
**LOCATION:** 91 High Street, Edgware  
**APPLICANT:** MSK Design Associates for H Wyatt  
**PROPOSAL:** First Floor Rear Extension to Provide Offices (B1) (Revised)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.  
(See also Minute 682: Declarations of Interest).

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**LIST NO:** 2/03                      **APPLICATION NO:** P/941/04/CLB  
**LOCATION:** 91 High Street Edgware  
**APPLICANT:** MSK Design Associates for Triumph Press – H Wyatt  
**PROPOSAL:** Listed Building Consent: First Floor Extension/Alteration to Rear  
**DECISION:** GRANTED Listed Building Consent in accordance with the works described in the application and submitted plans, subject to the condition(s) and informative(s) reported.  
(See also Minute 682: Declarations of Interest).

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**LIST NO:** 2/04                      **APPLICATION NO:** P/824/04/DFU  
**LOCATION:** 27 Nibthwaite Road, Harrow  
**APPLICANT:** Iftikhar Hussain  
**PROPOSAL:** Rear Dormer  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

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**LIST NO:** 2/05                      **APPLICATION NO:** P/1606/04/CFU  
**LOCATION:** Land at 11 Brickfields, R/O Byron House, Harrow  
**APPLICANT:** Robin Bretherick Associates for C Foster  
**PROPOSAL:** Construction of Two Storey Detached House and Garage  
**DECISION:** DEFERRED for a Member Site Visit.

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

The objector drew the Committee's attention to the additional replies to the notification in respect of this application which were outlined on the addendum, and pointed out that this brought the total responses to 94. She explained that this was a complex application for a very sensitive site. She noted that the principle of a detached house being located on the lower part of the site had been accepted by the inspector at a previous appeal but felt that this was not an appropriate form for the site. She argued that it did not accord with English Heritage's criteria for such locations in that its size, bulk and inappropriate design would detract from the Conservation Area and the adjacent listed building, it was not clearly residential in nature, and vehicles accessing the site would represent a safety hazard to children walking to



and from the nearby school. She also referred to the loss of trees which the scheme would give rise to. She urged the Committee to undertake a site visit to assess the impact for themselves.

The representative of the Applicant argued that, following the overturning of refusals on appeal, the only significant issue left to explore was the submission of a modern design which would address the previous reasons for refusal and would respect the location. He pointed out that the CAAC and the Council's transport engineers and conservation officer supported the scheme and highway engineers had raised no concerns regarding access.

(2) Councillor Mrs Kinnear, who was not a Member of the Committee, had sought the Committee's permission to speak on this item. However, as consideration of it was subsequently deferred pending a site visit, it was agreed that her comments would be heard when the application returned to the Committee at its next meeting].

(See also Minute 711: Any Other Business).

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<b>LIST NO:</b>	2/06	<b>APPLICATION NO:</b>	P/494/03/CFU
<b>LOCATION:</b>	Swaminarayan Temple, 107 Westfield Lane, Harrow		
<b>APPLICANT:</b>	Draper Neal Associates for SKSS Temple		
<b>PROPOSAL:</b>	Provision of Additional Floor to Accommodate Community Activity Area with Stair/lift Access		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		
	(Note: The Committee wished it to be recorded that it was unanimous in agreeing to grant the above application).		

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<b>LIST NO:</b>	2/07	<b>APPLICATION NO:</b>	P/1555/04/CCO
<b>LOCATION:</b>	Copse Farm, 2 Brookshill Cottages, Dairy Cottage, Brookshill Drive, Harrow		
<b>APPLICANT:</b>	Kenneth W Reed & Associates for Copse Farm Ltd		
<b>PROPOSAL:</b>	Retention of 2m High Galvanised Security Fencing		
<b>DECISION:</b>	REFUSED permission for the development described in the application and submitted plans for the following reasons and subject to Standard Informative 41 – UDP Policies and Proposals:		
	The retention of the security fencing, by reason of size, siting and appearance, would be inappropriate, obtrusive and give rise to a loss of outlook, to the detriment of the visual amenities, appearance and character of the Green Belt, Brookshill Drive Conservation Area, the Harrow Weald Ridge Area of Special Character, the setting of the listed and locally listed buildings and neighbouring residential amenities.		
	(Note: The Committee wished it to be recorded that it was unanimous in agreeing to refuse the above application)		
	(See also Minute 695: Enforcement Action and Minute 711: Any Other Business)		

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<b>LIST NO:</b>	2/08	<b>APPLICATION NO:</b>	P/871/04/CFU
<b>LOCATION:</b>	Green Trees, 21 Briants Close, Pinner		
<b>APPLICANT:</b>	Kenneth W Reed & Associates for Mr & Mrs T Gallagher		
<b>PROPOSAL:</b>	Redevelopment to Provide 3 x 2 Storey Detached Houses With Garages		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the		



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**LIST NO:** 2/12                      **APPLICATION NO:** P/716/04/CFU  
**LOCATION:** 60 Moss Lane, Pinner  
**APPLICANT:** Mr Thomas O'Brien for Mr & Mrs P Arnold-Baker  
**PROPOSAL:** First Floor Side Extension, Alterations to Roof Including Provision of Rear Dormer and Rooflights at the Front, and Single Storey Rear Extension  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

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**LIST NO:** 2/13                      **APPLICATION NO:** P/1136/04/CCO  
**LOCATION:** Chalgrove, 30 Peterborough Road, Harrow  
**APPLICANT:** Complete Planning for Mr J McGinley  
**PROPOSAL:** Retention and Completion of Paved Area/Steps at Front, Paved Patio & Wall at Rear, Provision of Replacement Boundary Fence & Timber Gate  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported, and the following additional informative agreed by the Committee:  
  
4. The applicant is advised that the Committee wish to see the sensitive repair of existing cracks, but no other alterations, to the retained brick wall on the site boundary with Peterborough Road and Tyburn Lane.

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**LIST NO:** 2/14                      **APPLICATION NO:** P/1249/04/DFU  
**LOCATION:** 5 Georgian Way, Harrow  
**APPLICANT:** Wastell & Porter Architects for Casio Holdings  
**PROPOSAL:** Replacement Detached House of Two and Three Storeys  
**DECISION:** DEFERRED for Member Site Visit.  
(See also Minute 711: Any Other Business).

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**LIST NO:** 2/15                      **APPLICATION NO:** P/1649/04/CFU  
**LOCATION:** 166 Stanmore Hill, Stanmore  
**APPLICANT:** Wyndham & Clarke for Mr Hoddy  
**PROPOSAL:** Single Storey Side Extension  
**DECISION:** DEFERRED at Officers' Request – still awaiting revised drawings.

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**LIST NO:** 2/16                      **APPLICATION NO:** P/1620/04/CFU  
**LOCATION:** The Barn, 27 Warren Lane, Stanmore  
**APPLICANT:** Mr Ashok Channa  
**PROPOSAL:** Single Storey Front and Side Extensions, Roof Extensions Including Dormer Windows to Side  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

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<b>LIST NO:</b>	2/17	<b>APPLICATION NO:</b>	P/946/04/DFU
<b>LOCATION:</b>	Site of Garages Fronting, Cross Rd – R/O 40 Cunningham Park, Harrow		
<b>APPLICANT:</b>	Kieran Maidment		
<b>PROPOSAL:</b>	Single Storey Building for Storage of Domestic Vehicles		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		
	[Notes: (1) Prior to debating the above application, the Committee received a representation from an objector, who spoke on behalf of a number of local residents.		
	The objector explained that Cunningham Park was characterised by Edwardian family houses and expressed concern that the above garages might be used not just for storage purposes but to also carry out work on cars, and would therefore give rise to noise and disturbance which would impact on neighbouring residents. The objector was also concerned that the applicant might require access from other properties' gardens.		
	There was no indication given that the applicant was present and wished to respond.		
	(2) The Committee wished it to be recorded that they were unanimous in agreeing to grant the above application].		

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**SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL**

<b>LIST NO:</b>	3/01	<b>APPLICATION NO:</b>	P/1288/04/CCO
<b>LOCATION:</b>	4 Elm Park, Stanmore		
<b>APPLICANT:</b>	Bryan Layman		
<b>PROPOSAL:</b>	Retention of Alterations to and Use of Outbuilding as Separate Dwelling and Car Parking Spaces		
<b>DECISION:</b>	REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.		
	(See also Minute 694: Breach of Planning Control)		

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<b>LIST NO:</b>	3/02	<b>APPLICATION NO:</b>	P/1295/04/CFU
<b>LOCATION:</b>	86 Headstone Lane, Harrow Weald		
<b>APPLICANT:</b>	R Perin for Dr Ravikumar		
<b>PROPOSAL:</b>	Change of Use: Residential to Doctor's Surgery (Class C3 to D1) & Single Storey Side/Rear Infill Extension With Parking at Front and Rear		
<b>DECISION:</b>	REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.		

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**SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES**

**LIST NO:** 4/01                      **APPLICATION NO:** P/1456/04/CNA  
**LOCATION:** Halls of Residence, University of Westminster, Watford Road, Harrow  
**APPLICANT:** Brent Council  
**PROPOSAL:** Consultation: 5 Storey Linked Buildings to Provide Student Accommodation in Form of 102 Single and 48 Double Rooms  
**DECISION:** RAISED NO OBJECTIONS to the development set out in the application.

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**LIST NO:** 4/02                      **APPLICATION NO:** P/1557/04/CNA  
**LOCATION:** 26 & 28 Eastbury Avenue, Northwood, Herts  
**APPLICANT:** Three Rivers District Council  
**PROPOSAL:** Consultation: Redevelopment to Provide 2 Blocks, Each of 12 Flats and Parking  
**DECISION:** RAISED NO OBJECTIONS to the development set out in the application, subject to the informative reported.  
  
(See also Minute 682: Declarations of Interest)

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AUDIT  
COMMITTEE





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## REPORT OF AUDIT COMMITTEE

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### MEETING HELD ON 29 JULY 2004

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Chair: \* Councillor Idaikkadar

Councillors: \* Branch \* Ingram  
\* John Cowan \* Romain

\* Denotes Member present

#### **PART I - RECOMMENDATIONS - NIL**

#### **PART II - MINUTES**

1. **Appointment of Chair:**

**RESOLVED:** That the appointment at the Annual Council Meeting on 13 May 2004, under the provisions of Council Procedure Rule 1.1 (xii) (Part 4A of the Constitution), of Councillor Idaikkadar as Chair of the Committee for the Municipal Year 2004/2005, be noted.

2. **Attendance by Reserve Members:**

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

3. **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.

4. **Arrangement of Agenda:**

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

5. **Appointment of Vice Chair:**

**RESOLVED:** To appoint Councillor John Cowan as Vice-Chair of the Committee for the Municipal Year 2004/2005.

6. **Terms of Reference:**

**RESOLVED:** That the terms of reference of the Committee be noted.

7. **Minutes:**

**RESOLVED:** To note that there was no predecessor body to this Sub-Committee from which to receive minutes.

8. **Public Questions:**

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

9. **Petitions:**

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

10. **Deputations:**

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

11. **The Draft 2003/2004 Statement of Accounts:**

The Committee received a report of the Director of Financial and Business Strategy, which outlined the Council's Statement of Accounts for 2003/04. It was noted that the statutory date of approval (31 August 2004) for the 2003-2004 Statement of Accounts was one month earlier than in previous years.

Following the officer presentation, the Committee turned to discussion of the report and several issues were raised as set out below:

- The purpose of the Committee was queried and Members voiced concern that they were expected to consider and agree the Statement of Accounts at the first meeting of the Committee. Members requested that several meetings be held prior to the approval of the accounts in future in order that a proper analysis of the content could be made.
- The inclusion and valuation of certain assets in the Balance Sheet were queried and the infrastructure and community assets were highlighted as examples of this. There was also a comment on the significant fluctuation in the pension scheme values as a consequence of the FRS17 requirements from 2003 to 2004.
- A comment was made that some of the wording within the document was not useful for a report intended to be of general use to the public.
- Members agreed that the word "robust", page 7, paragraph 4, be deleted and that the last sentence on page 15, paragraph 1, be amended to read "effectiveness, efficiency and economy" instead of "economy, efficiency and effectiveness".
- A request was made that future Statements of Accounts include more trend analysis to identify the changes in the Council's expenditure profile.
- It was noted that the reporting of the Statement of Accounts was two months earlier than in previous years and staff were thanked for their work.

In response to Members' comments, the Director of Financial and Business Strategy advised that the Audit Committee was an ad-hoc Committee set up by the Council to approve the Statement of Accounts and that the final structure of the Committee was still pending. The Overview and Scrutiny Committee had been asked to set up a Sub-Committee to consider future Statements of Accounts and this was still an ongoing process. A report was to be put to the Overview and Scrutiny Committee in October on proposed terms of reference for the establishment of a subsidiary committee to approve the Council's accounts. It was noted that the Committee could not be part of the Executive as the accounts could not be approved by Cabinet. It was explained that a meeting would be held with the external auditors to consider the results of their annual audit. The Director also advised the Committee that the accounts complied with accounting standards and reporting requirements.

**RESOLVED:** That (1) the 2003-2004 Statement of Accounts be approved;

(2) the Director of Financial and Business Strategy be authorised to submit the 2003-2004 Statement of Accounts to the external auditor for annual audit;

(3) the "Statement of Internal Control", which was a transitional statement requiring further work and some technical adjustments, be noted;

(4) a request be made to Cabinet to allocate more time for future years to give meaningful consideration to the Statement of Accounts; and

(5) a request be made to Cabinet that officers provide trend analysis within future accounts.

(Note: The meeting, having commenced at 6.30 pm, closed at 7.10 pm).

(Signed) COUNCILLOR THAYA IDAIKKADAR  
Chair

THE CABINET,  
EXECUTIVE SUB-COMMITTEES,  
CABINET ADVISORY PANELS  
AND  
CONSULTATIVE FORUMS



CABINET



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**REPORT OF CABINET**

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**MEETING HELD ON 29 JULY 2004**

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Chair: † Councillor Foulds

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

\* Denotes Member present  
† Denotes apologies received

**PART I - RECOMMENDATIONS****RECOMMENDATION I - Service and Financial Planning Process 2005-06 to 2007-08**

Cabinet considered a joint report of the Director of Organisational Performance (Organisational Development) and the Director of Financial and Business Strategy (Business Connections) on the Service and Financial Planning Process 2005-06 to 2007-08.

Cabinet noted that, in accordance with the Council's Constitution, they were required to propose to the Council a timetable for the consideration of the budget. Cabinet noted that the report and its appendices contained:

- a summary of proposed improvements to the services and financial planning process;
- a service planning and budget timetable 2005/06;
- proposals for developing high level service plans and the Medium Term Budget Strategy up to 2007-08 and developing detailed service plans and budgets for 2005-06.

Following consideration of the report, Cabinet

**Resolved to RECOMMEND:**

That the budget timetable set out at Appendix C to the officer report be approved.

**Reason for Recommendation:** To recommend a budget timetable to prepare the 2005-06 budget for consultation at the meeting of the Cabinet in December 2004 and to meet statutory requirements to set a legal budget, determine the Council Tax Base and report the surplus/deficit on the Collection Fund.

(See also Minute 552).

**PART II - MINUTES**543. **Cabinet Agenda:**

The Chief Executive apologised to Members for the size and length of the Cabinet agenda for consideration that evening.

She commented that whilst there was a great deal of business to be considered, the size of the agenda was not conducive to good decision-making. She mentioned that she had discussed this with her management team and agreed that the style/format of reporting ought to be altered to make reports easy to digest and that this would soon be put into practice.

544. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
14. Extension of Community Schools Programme	Councillor Miss Lyne	The Member indicated a personal interest in that she was a Member of the Cedars First and Middle Schools' governing body. The Member would remain in the room whilst the matter was considered and voted upon.
23. Procurement of the Housing Capital Programme for 2005/6, 2006/7 and 2007/8.	Councillor 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.
27. Green Belt Management Strategy	Councillor Miss Lyne	The Member indicated a personal interest in that she was a Member of Harrow Weald Common Conservators. The Member would remain in the room whilst the matter was considered and voted upon.

545. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 24 June 2004, having been circulated, be taken as read and signed as a correct record.

546. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
29. Treasury Management Annual Report – Borrowing and Lending Activities 2003-04	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 information relating to the financial or business affairs of a particular person, ie Company, other than the Council.
30. Key - Social Care PFI Project (Community Resources Centres for People with Learning Disabilities) and Housing PFI Project	The report contained exempt information under paragraphs 8 and 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended,) in that it contained (1) information relating to the amount of any



expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services and (2) any 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.

31. Arts Culture Harrow

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 information relating to the financial or business affairs of a particular person (other than the authority).

547. **Petitions:**

Councillor Miss Lyne submitted a petition containing 120 signatures from the residents of Wynchgate and Whitegate Gardens on an urgent matter of public safety. She read the terms of the petition to the meeting which were as follows:

“We, the undersigned residents of Wynchgate and Whitegate Gardens, petition the Council on an urgent matter of public safety. Recently an ambulance was obstructed by school parking on and around the small roundabout at the junction of Wynchgate and Whitegate Gardens. We fear that owing to this constant inconsiderate parking any emergency vehicle will be delayed leading to serious consequences for local residents.

We, therefore, urge the Council to consider further and effective parking restrictions during the School Safety Zone period. These restrictions should apply to the area surrounding the small roundabout for the safety of all residents.”

**RESOLVED:** That the petition be submitted to the Traffic and Road Safety Advisory Panel for consideration.

548. **Public Questions:**

**RESOLVED:** To note the following public questions:

Under Rule 15 of the Executive Procedure Rules, members of the public may question the Executive and Portfolio Holders at meetings. There is a time limit of 15 minutes for the asking and answering of public questions.

1.

**Questioner:** Mr Pravin Seedher, 53 Hawthorn Drive, Harrow, Middlesex

**Asked of:** Councillor Archie Foulds (Leader of the Council and Chair of Cabinet)

**Question:** “What facilities does the Council make available to assist Harrow residents wishing to pay the Council Tax bill throughout the course of the financial year in a way that reflects their own financial circumstances and cash flow?”

2.

**Questioner:** Mr Berjis Daver, 13 Clonard Way, Pinner, Middlesex, HA5 4BT

**Asked of:** Councillor Bill Stephenson (Portfolio Holder for Education and Lifelong Learning)

**Question:** “Please provide figures for 2002/3 – 2003/4 and 2004/5 for all Schools and Education budgets showing money passported through from Government and (separately) money allocated locally over and above any Government funding?”

3.

**Questioner:** Mr Michael Horam, 31 Hiliary Gardens, Stanmore, Middlesex, HA7 2NH

**Asked of:** Councillor Sanjay Dighé (Portfolio Holder for Finance and Human Resources and Performance Management)

**Question:** "Could you please provide me with numbers of staff in middle management/professional grade 3 and management/professional grade 4 at 31 March year end in 2001-2002-2003 and 2004?"

[Note 1: In the absence of the Leader an oral answer was provided to question (1) by the Chair at the meeting. He also undertook to provide a written response to the questioner. Under the provisions of Executive Procedure Rule 15.4, the questioner asked one supplementary question which was additionally answered.

Note 2: The Portfolio Holder for Education and Lifelong Learning provided an oral answer to question (2) and supplied to the questioner a detailed analysis of the figures requested.

Note 3: In response to question (3), the Borough Solicitor stated that questions relating to individual cases and/or matters relating to staffing and conditions of service were not permitted under the Council's Constitution and that the questioner had been informed of this. However, a written response would be sent to the questioner by the Director of Organisational Effectiveness and Human Resources. In addition, the Chair undertook to ask the Portfolio Holder for Finance and Human Resources and Performance Management to telephone the questioner on this matter].

549. **Forward Plan 1 July - 31 October 2004:**

**RESOLVED:** To note the contents of the Forward Plan for the period 1 July – 31 October 2004.

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

Members considered a reference from the Lifelong Learning Scrutiny Sub-Committee on the Scrutiny Review of Special Educational Needs (SEN) Processes together with a report of the Executive Director (People First).

The Executive Director (People First) reported that the Lifelong Learning Scrutiny Sub-Committee had conducted a major review of the processes of special educational needs (SEN) with a view to improving communications for parents and carers and the criteria for assessment. He referred Members to the recommendation set out on page 7 of his covering report.

The Portfolio Holder for Education and Lifelong Learning and the Leader of the Conservative Group stated that the report of the Lifelong Learning Scrutiny Sub-Committee was outstanding, and following a discussion on the extent of Member-level involvement on the discussion proposed in the recommendation, it was

**RESOLVED:** That the Scrutiny Review Report on Special Educational Needs (SEN) Processes be noted and that the Portfolio Holder for Education and Lifelong Learning discuss this report with officers and the Chair of the Lifelong Learning Scrutiny Sub-Committee and that a report be submitted to a future meeting of the Cabinet.

**Reason for Decision:** To consider the issues raised in the Scrutiny Report.

[Note: Councillors C Mote, D Ashton and Miss Lyne, whilst supportive of the report, wished to be recorded as having voted against the resolution above as they were of the view that the discussions between the Portfolio Holder, Officers and the Chair of the Lifelong Learning Scrutiny Sub-Committee ought to be cross-party and involve Members of the Conservative and Liberal Democrat Groups].

551. **Chief Executive's Directorate - Reorganisation:**

The Chief Executive introduced her report which outlined proposals to restructure parts of her Directorate, namely the Law and Administration Division and the Communications Unit. She reported that discussions with the Leaders of all parties had taken place and that a copy of the report by Tribal, a firm of consultants appointed to carry out a review of the Law and Administration Division, had also been made available to the party leaders.

She drew Members' attention to Appendix D of her report and stated that the structure set out therein was indicative only and that its purpose was to set out all the new posts that she was proposing. She accepted that the incoming Director of Legal Services may wish to alter the reporting lines within that structure but assured Members that this would be at no extra cost to the Council.

The Chief Executive informed Members that once the Directorate of Corporate Governance had been appointed, Council would have to delegate the duties of the Monitoring Officer to the incumbent.

In response to questions from a Member, she explained how the net costs would be offset against recharges and savings in other areas. Members were given assurances that the savings envisaged were achievable.

**RESOLVED:** That the restructure of the Chief Executive's Directorate, as described in the Chief Executive's report, be approved, and its implementation be authorised.

**Reason for Decision:** To enable the Directorate better to meet the needs of the Council, its clients and customers.

552. **Service and Financial Planning Process 2005-06 to 2007-08:**  
(See also Recommendation I).

The Director of Financial and Business Strategy introduced her report and drew out the salient points therein. She drew Members' attention to Appendix C and identified the 2 key phases in the Budget Process which would all culminate in reports to Cabinet in October and December 2004. She also referred to paragraph 5.12 of her report and suggested that Cabinet might wish to involve Members in joining the Budget Review Working Group meeting in September, other than those suggested by officers. The Leader of the Liberal Democrat Group suggested the need to involve Independent Members. The Chair accepted the principle of involving Independent Members. However it was important to discuss this first with the Members concerned.

A Member stated that the early part of the consultation stage would be critical and emphasised the need to avoid the process adopted in the previous year which he considered to have been a failure.

The Chair, in disagreeing with the latter comment, stated that there were lessons to be learnt from the manner in which consultations had been carried out in the previous year and assured Members that cross-party discussions would take place so as to achieve meaningful consultations.

**RESOLVED:** (See Recommendation I).

553. **Revenue Budget Monitoring 2004-05 as at 30 June 2004:**

Members were briefed on the above-mentioned report and, in so doing, the Director of Financial and Business Strategy identified the issues and risks in the Corporate, People First and Urban Living Service areas. She added that, as a result, budgets were being monitored closely and outlined the actions being taken to address the risks.

She reported that profiling of budgets was an issue and assured Members that officers were seeking to make considerable improvements in this area.

A Member stated that Cabinet ought to be concerned about the significant variances between budget and reported current spend in the context of a balanced budget at year end and cited examples from within the officer report. The Director of Financial and Business Strategy responded to the concerns raised and reiterated the issue of profiling. She undertook to provide further information in regard to the Community Care budget.

**RESOLVED:** (1) That the current revenue budget position be noted;

(2) that it be noted that management action will bring the budget into line in the current year.

**Reason for Decision:** To monitor the Council's Revenue Budget effectively.

554. **Capital Investment Monitoring 2004-05:**

The Director of Financial and Business Strategy introduced her report and drew out the salient points therein. She drew Members' attention to paragraph 10.2 of her report and once again highlighted the issue of profiling of budgets. She informed Members that Scott Wilson had been appointed to establish the Council's capital programme office and that this work would include profiling budgets. She stated that the position ought to be much clearer by the end of the second quarter.

**RESOLVED:** (1) That the report be noted;

(2) that the addition to the Capital Investment Plan of the Schemes itemised in paragraph 7.1 (and not 6.3 as stated in the officer report) of the officer report totalling £0.455m, for which additional funding is available, be approved.

**Reason for Decision:** To develop and manage the Council's Capital Investment Plan.

555. **Improvement Plan 2004/05:**

In introducing the report, the Executive Director (Organisational Development) corrected the typographical error in paragraph 6.2 of the report and stated that:

- the revised Improvement Plan replaced the 2003-04 Improvement Plan;
- the revised Plan drew together the different strands of improvement activity taking place across Harrow;
- the key drivers were set out in Appendix A, paragraph 6.3.

She added that the Improvement Plan was organised under six focus areas which mirrored those contained within the Corporate Plan and mentioned that the Plan would be monitored through quarterly exception reports to Cabinet and Overview and Scrutiny Committee.

**RESOLVED:** That the Improvement Plan 2004/05 be agreed.

**Reason for Decision:** To provide Members with a more coherent view of the Council's improvement activities across the Borough.

556. **Race Equality Scheme Year 2 (2003/04) Progress and Year 3 (2004/05) Improvements:**

The Executive Director (Organisational Development) introduced the report and highlighted the importance of mainstreaming equalities in Council services, especially at the point of service delivery.

She pointed out that the current Scheme would have to be reviewed in future years as the process was overly bureaucratic and that there was a need to take a strategic approach in order to ensure that meaningful information was available.

The Chair also highlighted the importance of mainstreaming equalities and called for an integrated approach to the provision of services.

**RESOLVED:** (1) That the progress made in service delivery and employment for the second year of Harrow's Race Equality Scheme, 1 June 2003 to 31 May 2004, be noted;

(2) that the improvements to be made for Year 3 (2004/05) be noted;

(3) that a progress report be submitted to Cabinet in a year's time (July 2005).

**Reason for Decision:** To comply with the Race Relations (Amendment) Act 2000 and Harrow's commitments under its Race Equality Scheme as well as organisational changes within the Authority.

557. **Best Value Reviews:**

The Panel considered recommendations from the Best Value Advisory Panel on the First Contact Best Value Review and the Council's Best Value Review Programme, together with a covering report of the Executive Director (Organisational Development).

The Executive Director (Organisational Development) introduced her report and made references to the recommendations from the Best Value Advisory Panel on the First Contact Best Value Review and the Council's Best Value Review Programme.

In response to a question from a Member with regard to the First Contact Best Value Review, she stated that all the actions set out at Appendix 1 to the report had been taken. She pointed out that the First Contact Strategy was dependent on the ICT Strategic Review.

The Portfolio Holder for Social Services welcomed this Review and looked forward to its delivery.

In relation to the Council's Best Value Review Programme, the Executive Director (Organisational Development) stated that the review of the Law and Administration had been the subject of a report which had been considered earlier that evening (Minute 551 refers).

**RESOLVED:** (1) That the proposed actions on First Contact, summarised at paragraph 6.1.2 of the officer covering report, be noted;

**Reason for Decision:** To enable progress to be made on the First Contact Review.

(2) that the revised Best Value Review programme at Appendix 4 be agreed, subject to Resolution (5) below;

(3) that the review work based on the old programme be terminated;

(4) that the recommendation from the Best Value Advisory Panel meeting held on 28 April 2004 in relation to First Contact be agreed;

(5) that the recommendations of the Best Value Advisory Panel held on 28 April 2004 in relation to the Best Value Review Programme 2004/06 be agreed with the exception of the review of the Law and Administration Division, which had been the subject of a separate report elsewhere on this agenda.

**Reasons for Decision:** To enable a focussed and sustainable review programme to be implemented.

558. **Key Decision - Extension of Community Schools Programme:**

Members considered the report of the Executive Director (People First) on the Extension of the Community Schools Programme together with a report of the Overview and Scrutiny Review Group on the proposed roll-out of the Community Schools' initiative.

The Executive Director (People First) introduced his report and highlighted successes of the pilot programmes. He reported that whilst £400k of revenue funding was currently available to extend the programme, the funding for completing it would require consideration within the Council's MTBS in 2005/06.

He added that the majority of the recommendations of the Overview and Scrutiny Review Group on the proposed roll-out of the Community Schools' initiative had been taken into account in the evaluation of the pilots and the proposed roll-out.

The Portfolio Holder for Education and Lifelong Learning congratulated all those involved in this work and stated that real benefits were likely to be achieved from this concept in the longer term. He remarked on the positive attitude of the schools to the concept of extended/community schools and the desire to have future programmes planned and costed.

In commending the report to Cabinet, the Portfolio Holder moved a motion to include an addition to the recommendations set out in the officer report, a copy of which was tabled at the meeting. The Leader of the Conservative Group welcomed the report and spoke in support of the motion. However, he highlighted the need to ensure that the impact of extended hours programmes would not fall on schools' budgets. He also enquired if local residents had been consulted on the extension of the hours proposed which could have an adverse impact upon them.

The Executive Director (People First) agreed that a holistic approach to resourcing was necessary and that there was a need to investigate all potential forms of funding for future programmes.

**RESOLVED:** To (1) agree in principle that the Community Schools Programme be extended to all the other clusters of schools;

(2) authorise the initial roll-out of the programme to further clusters within the existing resources, taking account of the lessons learnt from the pilots;

(3) consider the funding for completing the programme within the Council's budget process for 2005/06;

(4) receive a report for approval on action plans for each new cluster roll-out.

**Reason for Decision:** The Council has agreed that an increased range of its services will be provided on an area basis to reflect local needs. The Community Schools initiative takes forward the introduction of joined-up inter-agency provision, as set out in the rationale for establishing the People First Directorate.

(See also Minute 544).

559. **Key Decision - Reorganisation of Connexions in Harrow and West London:** In introducing his report, the Executive Director (People First) outlined the following benefits of the proposed reorganisation:

- that it would resolve the VAT issue which currently impinged on Connexions budgets
- that the proposed model offered coherence with the New Harrow Project and placed funding for Connexions locally where priorities were best known.

The Portfolio Holder for Education and Lifelong Learning congratulated officers on taking the lead in West London for this initiative and commended the report to Cabinet.

**RESOLVED:** (1) That the proposals to adopt the "Confederation" Model for the delivery of Connexions be agreed;

(2) that the Director of Children's Services finalise the details of the financial memorandum and the contract, subject to approval by the Portfolio Holder for Education and Lifelong Learning and Portfolio Holder for Social Services in consultation with the nominated Members of other groups.

**Reason for Decision:** The proposal to reorganise the delivery of Connexions takes forward the introduction of a Children's Service in Harrow, as set out in the rationale for establishing the People First Directorate.

560. **A Corporate University for Harrow:** The Executive Director (People First) introduced the report and stated that, if agreed, this ground breaking project would pave the way for Harrow to become a true learning organisation. He described, in brief, the Feasibility Study undertaken. He responded to a number of questions from Members and stated that:

- the costs set out in paragraph 8.1 of the report were indicative only;
- the location of the Harrow Corporate University within the organisation would be examined as part of the business case.

The Portfolio Holder for Education and Lifelong Learning commended this radical project which was unique and the first of its kind in local government. He added that it would underpin the New Harrow Project and he congratulated the Director of Learning and Community Development for this innovative approach to lifelong learning. At the same time he acknowledged that there was a considerable piece of work to be done in developing the business case before achieving this project. He moved an amendment to Recommendation 2.2, a copy of which was tabled at the meeting, which he hoped would address some of the concerns expressed by some Members.

He acknowledged that the financing of the project would require consideration as part of the Council's MTBS and that funding streams needed potential redesignation for the purpose.

The Portfolio Holder for Planning, Development, Housing and Best Value and the Leader of the Liberal Democrat Group were encouraged by this project which would help staff better themselves, and commended it to Cabinet.

A Member supported the motion but stated that the word 'agree' ought to be replaced by 'consider'.

**RESOLVED:** (1) That the outcomes of the Feasibility Study, which incorporates and supersedes the Best Value Review Report of the Teachers' Centre, be noted;

(2) to agree in principle to the establishment of a Corporate University for Harrow Council, subject to widespread discussion with Members, staff, schools, trade unions and other key partners, with a view to producing a detailed project plan as soon as possible.

(3) that the Council register with the London West Learning and Skills Council as a provider of Work Based Learning.

**Reason for Decision:** On 20 April 2004 Cabinet resolved: (1) That Cabinet supports the approval given by the Best Value Advisory Panel on 25 March 2004 that the Best Value Report of Harrow Teachers' Centre is incorporated into and superseded by the feasibility study into the potential development of Harrow Council as a Work Based Learning provider that is part of the new "Harrow University" (the "HU"). This will serve as one mechanism that could contribute to raising standards in all aspects of the work carried out by Harrow Council.

561. **A Summer Carnival/Mela 2005:**

**RESOLVED:** To note that the report will be submitted to the September meeting of the Cabinet.

562. **Housing Best Value Review - Your Home Your Needs:**

Members considered a report of the Executive Director (Urban Living) together with a recommendation of the Best Value Advisory Panel and

**RESOLVED:** That the changes to the Performance Improvement Plan, in line with the Inspector's recommendations, as recommended by the Best Value Advisory Panel, be agreed.

**Reason for Decision:** To enable the Council to implement the recommendations of the Best Value Inspectorate.

563. **Key Decision - Proposal for an Indoor Tennis Centre:**

The Executive Director (Urban Living) introduced his report and stated that the Council's response to progress to Stage 2 of the project was due the following day. He explained the funding arrangements of this proposal and drew Members' attention to the financial observations set out in his report and the officer view that the projections were extremely pessimistic and represented the worse case scenario.

He added that the proposed Indoor Tennis Centre would "replace" the outdoor swimming pool and provide a much needed additional leisure facility, and he set out the Lawn Tennis Association's (LTA) commitment to the project. In response to questions from Members, the Executive Director (Urban Living) mentioned that the proposal, subject to various approvals, would be built on the existing car park site at Harrow Leisure Centre.

The Portfolio Holder for Education and Lifelong Learning commended the proposal and urged Cabinet not to miss out on this great opportunity, much of which was being funded by the LTA.

Members of the Conservative Group reserved their judgement on the proposal which they felt might have serious cost implications, and requested additional information before giving their full support to the proposal. They also expressed concern at the loss of parking at the Leisure Centre.

The Portfolio Holder for Planning, Development, Housing and Best Value called for a Masterplan for land in the vicinity of the Leisure Centre including the former Driving School site, adjacent parkland, which appeared to have been abandoned, and the former outdoor swimming pool site. He was of the view that the proposals for an Indoor Tennis Centre would help regenerate Wealdstone and requested that the report be submitted to the Wealdstone Regeneration Advisory Panel for comment.

The Leader of the Conservative Group supported the suggestion for a Masterplan and agreed to look into this with the Portfolio Holder for Planning, Development, Housing and Best Value.

In conclusion, the Executive Director (Urban Living) clarified that the report to the September meeting of Cabinet would include a Project Plan and a timetable for the Stage 2 process. He added that it would also address the concerns raised by Members with regard to the financing of this project.

**RESOLVED:** (1) That the offer of grant and loan funding from the Lawn Tennis Association be accepted and that progress to Stage 2 be commenced to enable the project to be developed for final approval by the Council and the LTA;

(2) that the Executive Director (Urban Living) produce a detailed project plan and timetable to develop a fully detailed and costed scheme in partnership with the LTA for consideration at the next meeting of Cabinet.

**Reason for Decision:** To progress the implementation of this regional facility within the Borough.

564. **Key Decision - Organic Waste: Update of Implementation Plan:**

The Executive Director (Urban Living) introduced his report and sought approval to extend the Brown Bin Scheme to another 12,000 householders in the Borough. He spoke briefly about the funding of this scheme and pointed out that the London Recycling Fund (LRF) Scheme would be replaced by a Performance Reward Grant in 2005/06. He stated that funding for completing the programme would have to be met from the Council's own resources.

In response to questions from Members, he stated that

- recycling of kitchen waste and cardboard would commence in October 2004;
- any extension of the scheme to include flats would have a marginal impact on the issue of space requirements for the storage of the various containers/bins.

**RESOLVED:** (1) To confirm, in principle, that the Brown Bin scheme be expanded to include all suitable houses in the borough;

(2) that the funding for completing the programme be considered from within the Council's budget process for 2005/06.

**Reason for Decision:** To allow the Council to make progress in meeting its statutory recycling targets.

565. **West London Waste Authority Joint Waste Strategy:**

The Executive Director (Urban Living) introduced his report and drew out the salient points therein. He reported that the half sentence in paragraph 6.3 of the report be deleted.

Cabinet made a number of Member-level appointments and it was

**RESOLVED:** (1) That the report be noted:

(2) that Councillor Blann represent the Council in area-wide meetings, in the development of the Joint Strategy;

(3) that an informal Member-level body (West London Waste Authority Working Group) be established comprising five Members (2 Labour; 2 Conservative; 1 Liberal Democrat; with up to 3 named Reserves for each Group; and the ability to co-opt additional Members as appropriate) the remit of which shall be to liaise with this Authority's representative(s) to the relevant Waste London Waste Authority body (see (2) above) and to receive advice from the Council's officers, on the development of the joint waste management strategy, subject to all issues requiring an Executive decision being reported to the Cabinet;

(4) that Councillor O'Dell be appointed as the Chair of the informal Member level body referred to in (3) above;

(5) that Councillor Miss Lyne be appointed as the Liberal Democrat Member on the informal Member level body referred to in (3) above;

(6) that the Labour Group and the Conservative Group nominate Members for the remaining vacancies on the informal Member level body referred to in (3) above.

**Reason for Decision:** To allow the Council to make progress in meeting its statutory recycling targets.



566. **Waste Minimisation Plan:**  
The Executive Director (Urban Living) drew out the salient points from his report and explained how the targets set would be achieved. He explained that the Portfolio Holder for Environment and Transport was fully involved in the improvement of the waste audit.
- RESOLVED:** That the action plan set out in Section 3 of the officer report be confirmed.
- Reason for Decision:** To allow the Council to make progress in meeting its statutory recycling.
567. **Key Decision - Procurement of the Housing Capital Programme for 2005/6, 2006/7 and 2007/8:**  
The Executive Director (Urban Living) introduced his report and highlighted the main points therein. He added that detailed proposals would be submitted to the Cabinet in the Autumn.
- Members agreed that this report ought to be submitted to the Environment and the Economy Scrutiny Sub-Committee for comment. The Portfolio Holder for Planning, Development, Housing and Best Value highlighted the need to have procedures in place to ensure the delivery of the Capital Programme on time.
- RESOLVED:** That the action being taken by the Housing Department to put in place a partnering contract and appoint contract administrators for the delivery of the stock investment capital programme for 2005/6, 2006/7 and 2007/8 be approved.
- Reason for Decision:** The delivery of the housing capital programme through a partnering contract will provide benefits to tenants and will enable costs to be controlled in delivery of the housing capital programme for the three years from 2005/6 to 2007/8.
- (See also Minute 544).
568. **Introductory Tenancies:**  
The Executive Director (Urban Living) introduced his report and stated that some 87% of people consulted were in favour of this initiative and that the Introductory Tenancy Scheme, if approved, would be implemented in January 2005. He referred to Appendix 3 of his report and stated that number 8, 2<sup>nd</sup> column should refer to the ALMO Board rather than the Shadow Board.
- RESOLVED:** (1) That the outcome of the consultation be noted;
- (2) that the implementation of the Introductory Tenancy Scheme, in accordance with the policy attached to the officer report, be approved;
- (3) that a review of the Scheme be reported to Cabinet after the first twelve months of operation.
- Reason for Decision:** To enable implementation of the Introductory Tenancy Scheme.
569. **Key Decision - Black and Minority Ethnic (BME) Housing Strategy for Harrow 2004-2007:**  
The Strategy and Resources Manager (Urban Living) introduced her report and highlighted the main issues therein. She stated that the long-term aim was to integrate this strategy with the Council's Housing Strategy.
- A Member called for an all-embracing Housing Strategy providing quality service for all sections of the community, and asked a number of questions.
- In response, the Strategy and Resources Manager stated that whilst the BME Housing Strategy existed in its own right, it was an integral part of the local Housing Strategy. She explained the reasons for highlighting individual comments and stated that racial harassment was under reported and that this was an issue.
- The Chair welcomed the report and congratulated officers on the excellent work carried out and in engaging with the community. He commended the report to Cabinet which he stated acknowledged diversity and gave a better understanding of the housing needs and aspirations of the BME community in Harrow. He agreed with the sentiments of mainstreaming but felt that there was a need for a BME Housing Strategy to ensure that the Council was meeting the specific needs of its BME groups.
- RESOLVED:** That the contents of the Black and Ethnic Minority Housing Strategy 2004-2007 and related action plan be noted and approved.

**Reason for Decision:** To meet our strategic aims and targets to address the issues highlighted.

570. **Developing and Resourcing the Local Development Framework in Harrow/The Renaming of the Unitary Development Plan Advisory Panel:**

Members considered a report of the Executive Director (Urban Living) on the above mentioned topic, together with a report of the Chief Planning Officer requesting Cabinet to rename the UDP Advisory Panel as the 'Strategic Planning Advisory Panel' in accordance with the recommendation from the meeting of that Panel held on 8 July 2004, a copy of which was also circulated as an appendix to the Chief Planning Officer's report.

The Director of Strategy (Urban Living) introduced her report and highlighted the key points therein. She explained that detailed guidance had yet to be received from central government and that although local authorities should have six months to produce the Local Development Scheme (LDS), Government Office for London had indicated that they would still like to receive the LDS by the original deadline of 31 December 2004.

She stated that additional resources would be required and that a further report would be submitted to Cabinet. Members were informed that the LDF process placed much greater emphasis on the need for authorities to effectively engage the community in the strategic planning process. The Director of Strategy (Urban Living) also explained why the planning indicators would become important.

The Portfolio Holder for Planning, Development, Housing and Best Value expressed concerns about the whole process and the issues around financing. He was of the view that the government had not considered the economic effects of this requirement on local authorities and that there would be an impact on the Council's budget as a result.

The Leader of the Conservative Group stated that there was a need to ensure that the comments of all those consulted were taken into account.

**RESOLVED:** (1) That the corporate implications of, and anticipated resource requirements for, the various facets of producing the new Local Development Framework in Harrow be noted;

**Reason for Decision:** To ensure that the Local Development Framework is developed to a high quality and within specified timescales.

(2) that the UDP Advisory Panel be renamed the Strategic Planning Advisory Panel;

**Reason for Decision:** To reflect the recent changes to the planning system.

(3) to note that representation of the Liberal Democrat Group on the Panel, in a non-voting Co-optee capacity, would be notified soon.

571. **Key Decision - Green Belt Management Strategy:**

The Director of Strategy (Urban Living) introduced her report and highlighted the key points therein.

The Portfolio Holder for Planning, Development, Housing and Best Value pointed out the need to engage consultants to develop the Strategy owing to the lack of adequate resources in-house.

He referred to the amendment from the Leader of the Conservative Group to rename the Strategy the Green Belt Management and Protection Strategy which he could not support and stated that the commitment to protect the Green Belt had been fully covered in the report and in the Council's UDP. The Chair supported this argument.

The Leader of the Liberal Democrat group seconded the motion and following a vote the motion was lost and it was

**RESOLVED:** (1) That the 10 point proposal for a long-term Green Belt Management Strategy, as set out in this report, be approved as the basis for a brief to consultants to develop such a strategy on the Council's behalf;

(2) that the final brief be drawn up by officers in consultation with the relevant Portfolio Holders and nominated Members, and on its basis consultants engaged at a maximum cost of £40,000.

**Reason for Decision:** To enable the development of a long-term Management Strategy for the Green Belt.

[Note: Councillors C Mote, D Ashton and Miss Lyne voted against Resolution (1) above for the reason that the amendment was not supported by Cabinet].

(See also Minute 544).

572. **Any Other Urgent Business:**

No business was considered under this heading.

573. **Treasury Management Annual Report: Borrowing and Lending Activities 2003-4:**

Members considered a confidential report of the Director of Financial and Business Strategy setting out the Council's borrowing and lending position at the start and end of the financial year 2003-04 and the position as at June 2004.

**RESOLVED:** (1) That the Treasury activities carried out in 2003-04 be noted;

(2) that the current position on the use of External Cash Managers be noted.

**Reason for Decision:** To keep Cabinet informed of Treasury Management activities as set out in the Council's Treasury Management Policy.

574. **Key Decision - Social Care PFI Project (Community Resource Centres for People with Learning Disabilities) and Housing PFI Projects:**

Members considered a confidential report of the Executive Director (People First) setting out the details of an investigation into options to deliver the Social Care Private Finance Initiative (PFI), to provide Community Resource Centres (CRCs) for people with Learning Disabilities and a supported Housing Project using PFI credits.

Members agreed that up-date reports ought also to be provided to nominated Members. The Chair highlighted the importance of consulting and engaging with the local community at an early stage, especially in relation to the Kenmore Avenue site.

**RESOLVED:** (1) That the Community Resource Centres and the Housing PFI Projects be delivered as separate projects;

(2) that officers provide up-date reports to the Portfolio Holder for Social Services and nominated Members and report to Cabinet with details of negotiated positions;

(3) that officers inform the Department of Health and Office of Deputy Prime Minister of Cabinet decisions regarding the preferred delivery route;

(4) that officers appoint legal and financial consultants in accordance with details set out at Annexe B, paragraph 13.1;

**Social Care Project**

(5) that the Council ceases formally negotiations with MACE in respect of the CRCs;

(6) that the Kenmore, Vaughan and Peel projects be included in the LIFT Strategic Development Plan and that Officers negotiate with LIFT to provide three CRCs on Kenmore, Peel and Vaughan sites and the 12 units of residential accommodation;

(7) that officers negotiate with LIFT and the DoH to maximise the benefit from the PFI credit and approach to land transactions on Kenmore, Peel and Vaughan sites;

(8) that the location of the residential unit will be on part of the Peel Road site;

(9) that the Council's contribution to the affordability of the Kenmore, Peel and Vaughan CRCs project of approximately £0.446m per annum be subject to final negotiations as detailed in Annexe B, paragraph 6.1;

(10) that officers undertake the necessary consultation and process to change the current use of the Kenmore site and to co-ordinate with the LIFT consultation to inform the development of the Kenmore project;

(11) that officers undertake further investigation with LIFT regarding the Council becoming an Equity holder;

Housing Project

(12) that the Council's affordability contribution to the Housing PFI be of £0.44m per annum, comprising £0.34m for Supported Housing units and £0.10m for Other Housing Initiatives;

(13) that officers prepare and submit the Outline Business Case to the Government's Project Review Group (PRG) on the basis of the above affordability contributions and satisfactory outcomes of the Office of the Deputy Prime Minister's (ODPM) review of their financial model;

(14) that, subject to PRG approval, officers undertake the procurement of the Housing PFI to the point of appointing the Preferred Bidder;

(15) that Cabinet receive a report to appoint a Preferred Bidder.

**Reason for Decision:** To enable the progress of the Social Care and Housing PFI projects to proceed.

575. Arts Culture Harrow (ACH):

Members considered a confidential report of the Director of Learning and Community Development (People First), setting out the progress made against the targets agreed by Cabinet.

**RESOLVED:** (1) That it be noted that ACH has met the targets set for the end of June 2004, and that a further three months funding be released at the end of September 2004;

(2) to note that a further report on the second quarter targets will be submitted to the October 2004 meeting of the Cabinet.

**Reason for Decision:** Delivery of the targets set is an essential indicator of ACH's recovery.

576. Extension and Termination of the Meeting:

In accordance with the provisions of Executive Procedure Rule 22.2 (Part 4D of the Constitution) it was

**RESOLVED:** (1) At 10.00 pm to continue until 10.15 pm;

(2) at 10.15 pm to continue until 10.30 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.25 pm).

(Signed) COUNCILLOR NAVIN SHAH  
Vice-Chair (in the Chair)

CONSULTATIVE  
FORUMS



**TENANTS' AND LEASEHOLDERS'  
CONSULTATIVE FORUM****1 JULY 2004**

Chair: \* Councillor Currie

Councillors: \* Billson \* O'Dell (1)  
\* Knowles

\* Denotes Member present  
(1) Denotes category of Reserve Member

Tenant and Leaseholder Representatives

Representatives from the following Associations were in attendance:-

Antoneys Close Tenants' and Residents' Association  
Brookside Close Tenants' and Residents' Association  
Cottesmore Tenants' and Residents' Association  
Eastcote Lane Tenants' and Residents' Association  
Harrow Federation of Tenants' and Residents' Associations  
Woodlands Community Association

(In total, 10 Tenants/Representatives attended).

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**144. **Appointment of Chair:**

**RESOLVED:** To note the appointment at the Cabinet meeting on 20 May 2004 of Councillor Currie as Chair of the Forum for the Municipal Year 2004/2005.

145. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Margaret Davine	Councillor O'Dell

146. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Currie	Councillor Currie declared a personal interest in the Matters Raised by the Eastcote Lane Residents' and Tenants' Association by virtue of his role as Chair of the Association, and remained and took part in the discussions on the agenda item in question.

Councillor Currie also declared a personal interest in the ALMO shadow board in his capacity as Council Representative, but in accordance with Paragraph 12.2 of the Council's Code of Conduct for Councillors he remained and took part in discussions on the agenda item in question.

Councillor Knowles

Councillor Knowles declared a personal interest in the ALMO shadow board in his capacity as Council Representative, but in accordance with Paragraph 12.2 of the Council's Code of Conduct for Councillors he remained and took part in discussions on the agenda item in question.

147. **Arrangement of Agenda:**

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

148. **Appointment of Vice-Chair:**

**RESOLVED:** To appoint Councillor Knowles as Vice-Chair of the Forum for the 2004/2005 Municipal Year.

149. **Minutes:**

**RESOLVED:** That the minutes of the Special meeting held on 21 January 2004, and of the Ordinary meeting held on 4 March 2004, having been circulated, be taken as read and signed as correct records.

150. **Matters Arising from the Last Meeting:**

The Forum received a report of the ALMO Project Director which updated the meeting on issues raised at the Tenants' and Leaseholders' Consultative Forum on 3 March 2004.

In response to an update on the installation of windows in Brookside Close, a resident expressed surprise that the Design Department had opted to install two different types of windows in kitchens in Brookside Close. Officers stated that they were not aware that two different types of windows had been installed and undertook to investigate the issue. The resident suggested that more common sense should be used in designing solutions to problems such as these.

Officers informed the meeting that the problem of large vehicles parking on Antoneys Close had now been resolved. A resident noted that articulated lorries had started using the road again to turn round.

Officers informed the meeting that the revised external decoration programme would be delivered this year. However, delivery of the programme had been delayed by the investigation into the Housing Revenue Account and therefore implementation would exceed the normal cut off date. A Member noted that concerns had been raised previously that work was carried out in unsuitable weather and urged officers to ensure that it did not happen again. In response to comments from Members, officers confirmed that the contract for the work would cover quality of work and monitoring. In response to comments from tenants, officers confirmed that they planned to complete all external decoration work this year, weather permitting.

In discussion of door replacement in Brookside Close, officers undertook to ensure that the document referred to in the report and the fire officer's report was distributed to all Members. A resident commented that he had received a variety of contradictory information on this subject.

**RESOLVED:** That the report be noted.

151. **References from Other Committees:**

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

152. **Public Questions:**

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

153. **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).

154. **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).



155. **ALMO Update - Verbal Report:**

The Forum received a verbal update from the Interim ALMO Managing Director on the progress of the ALMO.

Officers informed the meeting that it was still planned to launch the ALMO in September, although the ALMO required approval from the Office of the Deputy Prime Minister (ODPM). A draft application had been submitted in April and a response from the ODPM was expected shortly. Also, the post of Managing Director had gone out to advert, although it was not expected that the appointee would take up their post until November.

Officers commented that the staff structure for the ALMO was close to being finalised. The structure had been reviewed to ensure that it was robust with proper monitoring arrangements. Negotiations for office premises on Lowlands Road had fallen through, so the ALMO offices would remain on the Civic Centre site. While there were still vacancies on the Shadow Board, officers were confident that these would be filled by the end of July.

In response to comments from a resident, officers confirmed that they had sent application forms to all tenants who had put themselves forward for the ALMO Shadow Board.

Following further questions from Members, officers informed the meeting that in the ballot of residents, the ALMO received 73% approval of the 31.5% of residents who voted. In accordance with rules laid down by the government, each tenant had a vote, meaning that in the case of a joint tenancy, both tenants could vote.

In response to a question from a Member, officers confirmed that a shortened version of the service delivery plan would be published and made available for tenants once Cabinet and the shadow ALMO board had agreed it. The ALMO would continue operating along the lines of the current Council objectives and plans and when the organisation had gone live, it would begin consulting on plans for the following April. Members and officers agreed that it would be appropriate for future plans to come to this Forum.

**RESOLVED:** That the update be noted.

156. **Tenants' Survey 2003/04:**

The Forum received the report of the Executive Director (Urban Living) which provided information on the findings from the Tenants' Survey conducted by MORI in 2003/04.

Officers informed the meeting that the survey had been sent to 1,600 tenants. In addition, a booster sample of 500 questionnaires had been sent out to areas with especially high proportions of black minority ethnic residents in order to ensure good representation among this group. The questionnaire had followed the ODPM template. The survey had had a 37% response rate, 8% above the recommended ODPM level.

In response to comments from a resident, officers informed the meeting that a survey of leaseholders was carried out annually.

**RESOLVED:** That (1) the report be noted.

(2) a report on the results of the Leaseholder survey be made to a future meeting.

157. **Minor Estate Improvement Budget:**

The Forum received a report of the ALMO Project Director which provided an update on expenditure from the Minor Estate Improvement Budget.

Officers informed the meeting that there had been a Minor Estate Improvement Budget for several years and from 2001/02, bids had been prioritised by the Harrow Federation of Tenants' and Residents' Associations (HFTRA). The Budget was intended to improve the environment on estates by providing a funding opportunity for small-scale environmental improvements. Examples of some of the projects included additional lighting, installation of brick built planters and bollards to protect grass areas.

Proposals could come from Tenants' and Residents' Associations, individual residents, Members or officers. Once the proposals had been costed, they were submitted to the HFTRA for prioritisation. Once schemes were approved, local residents were consulted. Proposals not granted were carried over to the next year.

The appendices to the officer report detailed schemes completed in 2003-2004,

schemes carried over from 2003-2004 and new proposals for 2004-2005.

The deliverability of the programme had been a concern over recent years. To ensure that expectations of improvements would be met, the budget this year had been reduced to £237,000, a level which officers felt was deliverable with no substantial carry over into 2005-2006.

In response to a question from a resident, officers informed the meeting that a community centre for Cottesmore Estate could not be funded from the Minor Estate Improvement Budget. However, officers were working with the Cottesmore TRA to renovate the flowerbeds on the estate.

Following comments from the Chair, officers confirmed that they would investigate alternative sources of funding, in particular for schemes aimed at young people.

A resident commented that the ornamental railings referred to in the appendices of the report were erected at the side of the estate on Brookside Close, not in front as stated in the report. He also noted that the condition of the perimeter wall on the estate had been an issue for several years. Officers informed the meeting that the wall had been constructed from an unusual material, resulting in a patchwork effect where repairs had been made to the wall. In response to further comments, officers confirmed they did try to claim insurance if possible when cars had damaged the wall.

In response to concerns raised by the Chair regarding residents without an effective TRA, officers confirmed that individuals, officers and elected Members as well as TRAs could put schemes forward. However, the decision on which schemes to implement was still made by HFTRA.

In discussion of the trees at the rear of Antoneys Close, the Chair proposed that a meeting be held on site to find a remedy to the situation.

Officers informed the meeting that the asbestos roofs would complicate the proposed demolition of the garages on Stuart Avenue. In response to comments from residents, officers confirmed that materials would be recycled or reused where possible.

During discussion of the proposals for 2004–2005, a Member who represented Marlborough ward proposed that an improvement to Churchill Place be added to the list.

**RESOLVED:** That (1) the improvement of the grassed square in the centre of the estate in Churchill Place be added to the list of proposed schemes for 2004-2005 for consideration by the HFTRA; and

(2) the report be noted.

158. **Matters Raised by Eastcote Lane Tenants' and Residents' Association:**

The Forum received a report of the ALMO Project Director which responded to issues raised by the Eastcote Lane Tenants' and Residents' Association.

In response to concerns from residents, officers explained that the sudden departure of a member of staff had caused difficulties in circulating the report prior to the meeting.

Following further comments from residents, officers confirmed that the outstanding jobs referred to by the residents were due to be completed by the specified deadline. The Chair noted was concerned that some jobs had been outstanding for over a year and that the monitoring of jobs was not appearing to be effective. Officers informed the meeting that there were two ways of monitoring jobs, the housing computer system and the five-member surveyor team.

**RESOLVED:** That the report be noted.

159. **Matters raised by the Alexandra Avenue Tenants' and Residents Association:**

The Forum received a report of the ALMO Project Director which responded to matters raised by Alexandra Avenue Tenants' and Residents' Association.

Officers explained that the Council had no jurisdiction over the telephone aerial/mast on the grass verge outside the 'Matrix' as it was not on Housing land.

The meeting was informed that the parking and traffic problems reported between Rayners Lane Station and Village Way would be considered in the review of the Rayners Lane CPZ in 2005/06.

**RESOLVED:** That the report be noted.

160. **Extension of the Meeting:**  
In accordance with the Advisory and Consultative Procedure Rule 12 (Part 4E of the Constitution), it was

**RESOLVED:** At 9.55pm to continue until 10.10pm.

161. **Questions from Tenants/Leaseholders:**  
In response to a question from a resident, officers informed the meeting that due to outstanding financial concerns, the pilot of the new partnering arrangements had been extended. Therefore, it was felt that it was not appropriate for the contractors to attend this meeting, and instead, they would attend a meeting once the contract had begun proper.

**Brookside Close**

A resident requested that officers investigate a property on Brookside Close as residents had information that the tenant was living elsewhere. Officers confirmed that they were aware of the case. They confirmed the current situation and that the matter would remain under review. They reiterated that before a tenant's home could be repossessed based on non-occupation it was necessary to construct a solid case that would stand up in court and that this could often be a difficult and time-consuming process. Residents also informed officers of another potentially vacant property on Brookside Close which officers undertook to investigate.

162. **Date of Next Meeting:**

**RESOLVED:** To note that the next meeting of the Forum will be held on Wednesday 13 October 2004.

(Note: The meeting having commenced at 7.30 pm, closed at 10.10 pm)

(Signed) COUNCILLOR BOB CURRIE  
Chair



**EMPLOYEES' CONSULTATIVE FORUM****6 JULY 2004**

Chair: (To be appointed) (See Minute 94)

Councillors:	* Mrs Bath	* Lavingia (3)
	* Billson (1)	* Mrs Joyce Nickolay
	* Currie	* Toms
	* Dighé (Vice-Chair) (in the Chair)	

Representatives of HTCC: (Currently no appointees)

Representatives of UNISON:	* Ms M Cawley	* Mr M Nolan
	* Ms A Jackson	* Ms D Prasad
	* Mr K McDonald #	* Mr C Sumner

\* Denotes Member present/Employee Representative present  
 (1) and (3) Denote category of Reserve Member  
 # Attending as a reserve for Ms K La Frenais

**PART I - RECOMMENDATIONS****RECOMMENDATION 1: Annual Equality Monitoring Report - 01 April 2003 - 31 March 2004 and Asian Applicants Review Group**

The Forum received two reports from the Executive Director (Organisational Development). The Annual Equality Monitoring Report detailed the Council's equality performance from April 2003 to March 2004. The Interim Head of Personnel referred the Forum to the table on page 3 of the agenda, which summarised the issues related to the recruitment and development of black and minority ethnic applicants. Whilst the majority of performance indicators had either improved or maintained their previous level, it was noted that there had been a downward trend in the success ratio of black and minority ethnic appointments. In response, the report proposed the adoption of a number of recommendations, as set out in paragraphs 8.38 to 8.44.

In conjunction with the Annual Equality Monitoring Report, the Forum also considered a report on the Asian Applicants Review Group. It was explained that the work undertaken in the recruitment and selection questionnaire and workshop for unsuccessful black and minority ethnic applicants, helped to form the proposed action plan. Having completed its work and produced the action plan, the Asian Applicants Review Group had been disbanded.

**Resolved to RECOMMEND:** (to the Portfolio Holder)

That (1) the measures set out in paragraphs 8.38 to 8.44 of the Annual Equality Monitoring Report, be adopted;

(2) the Council's performance targets for 2004/05, as set out in Appendix 5 to the Annual Equality Monitoring Report, be adopted; and

(3) the proposed recruitment and selection action plan, as set out in Appendix 3 to the officer report on the Asian Applicants Review Group, be adopted.

(See also Minutes 106 and 107).

**PART II - MINUTES**

94.

**Appointment of Chair:**

(The Vice-Chair, Councillor Dighé, previously appointed to that office by the Cabinet (See Minute 98 below) took the Chair for this item).

The Forum was advised that for the Municipal Year 2004/2005 an Employee side representative should hold the Chair and the Council side the office of Vice-Chair, which was the adopted alternating annual arrangement. A UNISON representative advised the Forum that the employees' side nomination of Chair would be deferred to the next meeting. In the absence of a nomination from the employees' side at this meeting, it was

**RESOLVED:** That the Vice-Chair, Councillor Dighé be appointed to the Chair for this meeting.

95. **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 Janet Cowan	Councillor Billson
Councillor N Shah	Councillor Lavingia

96. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

<u>Member</u>	<u>Interest</u>
Councillor Currie	Lifelong Member of UNISON
Councillor Toms	Lifelong Member of the NUT

97. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special circumstances/Grounds for Urgency</u>
12. Full Year Health and Safety Performance Report for the period 1st April 2003 - 31 March 2004	The report was not available at the time the agenda was printed and circulated. It was proposed that the item be admitted on the agenda to allow the Forum to note the progress of the previous reporting year and note the actions planned for the forthcoming reporting year.
14. Asian Applicants Review Group Report	The report was only endorsed by the Asian Applicants Review Group at its meeting on 29 June 2004. The report required referral to the Portfolio Holder to allow for the implementation of the proposed recruitment and selection action plan.
15. Joint Single Status Agreement	The item was not on the agenda at the time it was circulated. The item was added to the agenda to provide the Forum with an update on recent developments.

(2) items 13 and 14 be considered together; and

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

98. **Appointment of Vice-Chair:**

**RESOLVED:** To note the appointment at the meeting of Cabinet on 20 May 2004, under the provisions of Advisory Panel/Consultative Forum Procedure Rule 5 (Part 4E of the Constitution) of Councillor Dighé as Vice Chair of the Forum for the Municipal Year 2004/2005.

99. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 4 February 2004, having been circulated, be taken as read and signed as a correct record.

100. **Matters Arising:**

The Forum received a paper from the Interim Head of Personnel, which provided Members with an update on issues discussed at the last meeting.

**RESOLVED:** That the matters arising from the meeting of the Forum held on 4 February 2004 be noted.

101. **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).

102. **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).

103. **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).

104. **Presentation on the Staff Survey:**

The Chair introduced Members to Ms Ceri Diffley of The Work Foundation, who was in attendance at the meeting to provide Members with a presentation on the Staff Survey. It was anticipated that the survey would help to inform future human resources strategy, as well as providing an opportunity to compare results to other local authorities and allow future progress to be measured against previous findings.

Members were provided with a brief overview of the survey process. The Forum was reminded that the survey was carried out at a time of considerable organisational change. However the results of the survey were felt to represent typical findings from an organisation that had experienced recent change.

The most positive findings of the survey included:

- a response rate of 52% (generally representative of the Council's workforce)
- individual teams were found to be well informed on local issues
- the majority of the workforce were found to be satisfied in their jobs
- a high standard of line management
- 7 out of 10 staff said that their working environment was free from bullying or harassment

The negative findings of the survey included:

- the low image of the Council
- senior management were viewed less well than line managers
- recent changes within the Council had not been well received
- staff felt that they did not have any opportunity to influence the decision-making process
- an over reliance on informal information sources and a lack of face-to-face communication

A UNISON representative conveyed some members' concerns that their identity could be deduced from the way in which the questions were worded. It was noted that sealed envelopes were provided, which were sent directly to The Work Foundation. It was The Work Foundation's intention to provide an objective and anonymous framework for the survey to be undertaken.

In response to a query, the Interim Head of Personnel advised the Forum that the CPA and IDeA had identified the lack of a Staff Survey as an area of concern. Whilst recognising that it was not an ideal time to carry out such a survey, it was added that a similar survey in a year's time would prove to be extremely valuable. It was agreed that the Forum would receive annual updates on progress made against the action plan.

**RESOLVED:** That (1) the above be noted; and

(2) an interim progress report be received at the next meeting on 3 November 2004.

105. **Full Year Health and Safety Performance Report for the period 1st April 2003 - 31 March 2004:**

The Forum received a report of the Executive Director (Organisational Development), which outlined the Council's health and safety performance from April 2003 to March 2004. The Forum was advised that the report had been seen by the Corporate Safety Group and would be sent back to all safety groups within the Council in order for the

individual action plans to be implemented. The Forum heard that the number of accidents and incidents had fallen from the previous year although the number of serious accidents, which required referral to the Health and Safety Executive, had increased. Road traffic accidents and incidents were noted as an area of concern that would require regular monitoring.

A UNISON representative advised the Forum that no directorate had received fire safety training. In addition, those officers responsible for carrying out fire safety risk assessments had also received no training. It was anticipated that this would be an issue that the Corporate Safety Group would examine. The Chair asked that the Forum receive an update at the next meeting as to the action taken by the Corporate Safety Group to address this issue. A UNISON representative reported that a company who had a major contract with Harrow Council were found to have no disciplinary procedures or health and safety regulations. Following three letters to the Council, UNISON had not received any response. The officer presenting the report agreed to pursue the matter.

In response to a query, the Forum was advised that the report did include provisions to improve road safety and reduce the number of road traffic accidents. In addition HGV and class license holders had been required to undertake a new training programme, which had already seen a reduction in driver accidents.

**RESOLVED:** That (1) the health and safety performance report and progress on actions planned for the reporting year from 1 April 2003 to 31 March 2004 be noted; and

(2) the actions planned for the next reporting year (1 April 2004 to 31 March 2005), be noted.

106. **Annual Equality Monitoring Report - 01 April 2003 - 31 March 2004:**

Further to Recommendation 1 above, it was

**RESOLVED:** That the Annual Equality Monitoring information for 2003/2004 be noted.

107. **Asian Applicants Review Group Report:**

Further to Recommendation 1 above, it was noted that the Forum had established the Asian Applicants Review Group in January 2003 to examine the adverse impact experienced by black and minority ethnic applicants. The Group had concluded that there was no obvious reason why Asian applicants experienced an adverse impact during the recruitment and selection process, although research did indicate that the appointment stage was where the impact was most noticeable.

On reflection the Chair felt that the third recommendation of the report on the Asian Applicants Review Group should be amended to pass responsibility of this function to the Corporate Equality Group (CEG). It was explained that the CEG was a more appropriate body to oversee the implementation of the action plan. It was agreed that the Forum would receive updates on the implementation of the action plan.

**RESOLVED:** That (1) the report and work of the Asian Applicants Review Group be noted;

(2) regular updates on the implementation of the action plan set out in Appendix 3 of the officer report be submitted to the Forum; and

(3) the Corporate Equality Group be asked to monitor and oversee the implementation of the action plan.

108. **Joint Single Status Agreement:**

The Forum received a report of the Executive Director (Organisational Development), which provided Members with an update on developments since the meeting of Cabinet on 24 June 2004. The Interim Head of Personnel advised that the Council had undertaken a consultation process with the workforce. The process entailed a number of consultation meetings and a ballot of UNISON members, which saw 60% vote in favour of the agreement. The Chair thanked both sides for their hard work in negotiating a complex agreement, which he hoped would make Harrow Council a fairer place to work for all employees.

**RESOLVED:** That (1) the outcome of the 'Single Status' negotiations and the results of the consultation with the workforce and the ballot of UNISON members be noted; and

(2) the implementation of the Joint Single Status Agreement in accordance with the



Cabinet decision of 24 June 2004, be endorsed.

109. **Extension to the Termination of the Meeting:**  
In accordance with the provisions of Advisory Panel and Consultative Forum Procedure Rule 12 (Part 4E of the Constitution) it was

**RESOLVED:** At 10.00pm to continue until 10.05pm.

(Note: The meeting having commenced at 7.43 pm, closed at 10.03 pm)

(Signed) COUNCILLOR SANJAY DIGHE  
Vice-Chair (in the Chair)



**EDUCATION CONSULTATIVE FORUM**

**15 JULY 2004**

Chair:	* Councillor Stephenson	
Councillors:	* Mrs Bath * Miss Bednell * Gate	* Ismail * Janet Mote * Ray
Teachers' Constituency:	* Mr R Borman † Ms H Cowgill † Ms C Gembala	† Mrs P Langdon † Mr P Large (Vacancy)
Governors' Constituency:	* Ms H Henshaw * Mrs C Millard (Vacancy)	† Mr N Rands * Ms H Solanki (Vacancy)
Elected Parent Governor Representatives:	Mr H Epie	† Mr R Sutcliffe
Denominational Representatives:	† Mrs J Rammelt	Reverend P Reece
Arts Culture Harrow Representatives:	Mr V Gresty	(Vacancy)
* Denotes Member present † Denotes apologies received		

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

107. **Appointment of Chair:**  
**RESOLVED:** To note the appointment at the meeting of the Cabinet held on 20 May 2004 of Councillor Stephenson as Chair of the Forum for the Municipal Year 2004/2005.
108. **Attendance by Reserve Members:**  
**RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.
109. **Apologies for Absence from Non-Councillor Members:**  
 It was noted that apologies had been received from the following Members of the Forum:
- |                |   |                               |
|----------------|---|-------------------------------|
| Ms Gembala     | - | Teachers' Constituency        |
| Mrs P Langdon  | - | Teachers' Constituency        |
| Ms H Cowgill   | - | Teachers' Constituency        |
| Mrs J Rammelt  | - | Denominational Representative |
| Mr P Large     | - | Teachers' Constituency        |
| Mr R Sutcliffe | - | Elected Parent Governors      |
| Mr N Rands     | - | Governors' Constituency       |

The Chair reported that Ms Cowgill, from the Teachers' Constituency, would be leaving Harrow and wished her well. He informed the Forum that the Chair of Harrow Teachers' Consultative Committee, Mr Paul Large, had asked for his thanks to Ms Cowgill to be recorded.

The Chair also advised that the representative from Harrow Observer, who attended the Forum's meeting, was leaving the newspaper and thanked her for her coverage of education in the paper over the years.

110. **Declarations of Interest:**  
**RESOLVED:** To note the following declarations of interest by Members present relating to the business to be transacted at this meeting: -

Councillor Stephenson:  
Governor of Hatch End High,  
Marlborough First and Middle  
School and Harrow College.

Councillor Bath:  
Governor of Whitchurch First School and Nursery  
and Harrow High.

Councillor Ray:  
Governor of Kingsley High  
and Shaftesbury.

Councillor Janet Mote:  
Governor of St John Fisher and a Member of ATL.

Councillor Ismail:  
Governor of Whitchurch  
Middle School.

H Solanki, Governors' Constituency:  
Governor of Stanburn Middle School and Pinner  
Park Middle School.

Councillor Gate:  
Governor of St Dominic's  
College.

C Millard, Governors' Constituency:  
Governor of Nower Hill High and Grange First.

Councillor Bednell:  
Governor of Whitmore High,  
Vaughan First and Middle  
School and Stanmore  
College.

H Henshaw, Governors' Constituency:  
Governor of Stag Lane First and Stag Lane Middle  
School.

111. **Arrangement of Agenda:**

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

112. **Appointment of Vice Chair:**

**RESOLVED:** That Mr Paul Large from the Teachers' Constituency be appointed as Vice Chair of this Forum for the Municipal Year 2004/05.

113. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 24 March 2004, having been circulated, be taken as read and signed as a correct record.

114. **Matters Arising from the Minutes:**

School Term Dates:

The Chair reported that he had attended the meeting of the Association of London Government (ALG) regarding the setting of term dates. At the meeting it had emerged that the ALG favoured a pan-London agreement on a Standard School Year Model with a fixed Spring break. It was agreed that Harrow would maintain the agreed term dates for 2005/2006 and that the Working Group, set up by the Forum to consider these matters, be asked to consider the setting of future term dates in the light of the new information received from the ALG.

New Proposal for Schools to be Able to Drug Test Pupils:

The Chair informed the meeting that when a policy was adopted on the above issue, there would be a report to the Forum.

Responding to Irregular School Attendance:

The Chair advised that there would be a report on this matter in September.

**RESOLVED:** That the above information be noted.

115. **Public Questions:**

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

116. **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).

117. **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).

118. **Presentation on People First:**

The Executive Director, People First made a presentation on progress in relation to the development of the structure and services of People First.

He reminded the Forum of the key principles and objectives which had emerged from the original consultation and reported that the past 18 months had seen a total reconstruction of the Service, as a new Directorate, which had been formed from the former areas of Education and Social Services. He advised that People First was a key part of the New Harrow Project and services were being planned to be area based, wherever possible and practical, with a sharper focus on the customer. The new structure of the Directorate which was predicated upon joined-up services would also, for the most part, be likely to meet future government requirements as set out currently in the Children's Bill. The Forum was reminded that the structure was based on 5 departments: Children's Services, Learning and Community Development, Community Care Services, Area Services and People First Strategy. It was noted that all but one substantive Director had now been appointed and the Council was in the process of appointing to senior middle management posts, of which there were 17 (Group Managers) responsible for major service areas across the Directorate.

The Executive Director, People First advised that the reorganisation aimed to create an integrated, transparent and accountable service based as locally as possible. A fulfilment of the strategic objectives which he outlined would represent the performance contract for People First with the Council and its service users.

It was intended that there would be a single point of contact for People First at the Council to streamline customer contact and the People First services would be enhanced by their focus on multi-agency work and sharing of information to secure efficiency. The intention was to achieve better outcomes for children, young people, adults and older people and the Executive Director clarified ways in which the services would be regularly measured and evaluated. These would be through self-evaluation according to agreed targets, through feedback from service users and through inspection.

The Executive Director then went on to give some practical examples of People First work currently being undertaken, particularly in the pilot community school clusters. He indicated that some of the successes of the new services would be achieved over a longer time-scale and would not be immediately evident, given the nature of the work.

It was explained that People First managed around 75% of the Council's budget and, whilst the Council had provided resources within its current budget and medium term budget strategy for budget stabilisation in People First and for extending the community schools programme, there were no current plans for spending outside these resources. People First would seek to optimise existing resources to continue developments.

The Executive Director, People First recorded his thanks to his Directors and to all the committed staff in People First for their work in making such progress.

In response to a question from a Member of the Governors' Constituency regarding the time scales for the roll-out of the community schools programme, the Executive Director replied that this would depend on the action plan that each school cluster would present to the authority for release of funding.

The Chair thanked the Executive Director, People First for his presentation.

**RESOLVED:** That the presentation of the Executive Director, People First be noted.

119. **Shaping Schools for the Future:**

The Forum received a report of the Executive Director (People First) outlining the Council's Strategy on the management of school places and the establishment of Extended Schools to increase the function of schools to serve as a community resource. The report advised that school admissions would be adjusted to reflect the intake of students which could promote an amalgamation process in schools with a low student intake. The report gave consideration to a possible change in the age of transfer to high schools from 12 to 11.

The Forum was asked to comment on the amalgamation policy as part of a wide consultation process with stakeholders.

The Director of Strategy reported that Cabinet, at its meeting on 20 May 2004, had agreed to the recommendations regarding school re-organisation and had established a cross party working group to develop proposals on re-organisation. The Director reported that the working group had met once and agreed to extend the time for consultation until November and that all Governors would be consulted. Officers would regularly meet with Headteachers and Governors and letters containing updates from the working group's meetings would be sent out to all interested parties.

A Member of the Governors' Constituency expressed satisfaction that all Governors would be consulted and she asked for this to be recorded.

A Member of the Governors' Constituency raised concern that the consideration of a possible amalgamation could begin without an elaborated strategy in place as the working group had just been established, and stated that a strategic review would be welcomed.

In response to the comment the Director of Strategy replied that this was not a new strategy and that an amalgamation had to be considered on a case by case basis at the appropriate time for the individual schools. He assured the Forum that officers would support the Governing Body asked to consider an amalgamation throughout the whole process. The Director continued, explaining that the amalgamation process was lengthy and that an early consideration would be advisable.

Several Members of the Forum raised concern regarding the uncertainty for staff during the process and asked for a clear amalgamation policy to avoid insecurity among staff. It was also queried whether an amalgamation would lead to redundancy.

In response, the Director of Strategy stressed that although the schools would close, the number of students would remain the same in the new school and this would continue to determine the staffing structure and finance.

In response to a question regarding the amalgamation process the Director of Learning and Community Development confirmed that Cabinet would take a decision on school amalgamation based on the report from the Director of Learning and Community Development which would take into account the Governing Bodies' conclusions regarding the amalgamation.

**RESOLVED:** That the report of the Executive Director, People First and the contributions from Members of the Forum be noted.

120. **Items raised by Governors:**

**Admissions to High Schools and School Places:**

A Member of the Governors' Constituency expressed concern regarding the number of students who did not gain admission to the high school of their first choice. The Member reported that students, despite being linked to a high school since nursery, were not admitted to their preferred schools as there were other students who changed school in Year 7 to secure a place at the preferred high school and gained admission before others.

In response to this, the Director of Strategy replied that the Council was aware of the issue but it would not be addressed through the admission criteria given the current legal framework. The Director reported that discussions on these matters with the Headteachers' executive committees would be held in the Autumn.

**RESOLVED:** That the verbal report be noted.

121. **The Streamlining of the Appointment of LEA Governors:**

The Forum received a report of the Director of Learning and Community Development which outlined a proposed process to accelerate the appointment of Local Education Authority (LEA) Governors by delegating the decision to the Portfolio Holder for Education and Lifelong Learning instead of requiring a decision by Cabinet.

Officers advised that the proposal would be put to Cabinet for decision and that the simplification of the nomination process had been a request from Governors. The Chair advised that the recommendation to Cabinet also included a proposal to consider non-political affiliated Governors.

**RESOLVED:** That the report of the Director of Learning and Community Development be noted.

122. **14 -19 Provision in Harrow:**

The Forum received an update report of the Director of Learning and Community Development which informed Members of the progress on the 14-19 Provision and Strategy in Harrow.

The Director of Learning and Community Development reported that the key issue for the 14-19 Strategy was the lack of capital funding. It was advised that Harrow would probably not fulfill the Department for Education and Skills' (DfES) criteria of deprivation and it was therefore unlikely that the Council would receive early funding from DfES under 'Building Schools For The Future'. However, the Director explained that as a result of this, discussions were underway with the DfES Academies Unit and the local Learning and Skills Council for the possible set up of 16-19 Academy in the Borough. The Academy would contribute to broadening education in Harrow by providing an inclusive and comprehensive curriculum offer. This increase in choice, focused on students' needs, would help retain students within the Borough.

**RESOLVED:** That the report of the Director of Learning and Community Development be noted.

123. **Date of Next Meeting:**

It was noted that the next meeting of the Forum was scheduled to take place on Thursday 23 September 2004.

A Member of the Governors' Constituency requested that a report on the Single Status Review be made to the Forum's September meeting.

(Note: The meeting having commenced at 7.35 pm, closed at 9.52 pm)

(Signed) COUNCILLOR BILL STEPHENSON  
Chair





CABINET  
ADVISORY  
PANELS



## WEALDSTONE REGENERATION ADVISORY PANEL

5 JULY 2004

Chair:	* Councillor Marie-Louise Nolan	
Councillors:	* Marilyn Ashton	* Lavingia
	* Harrison	* Vina Mithani
	* Harriss	
Co-opted Member:	* Councillor Miss Lyne	
Advisers:	† Mr S Addy	– Harrow Association of Disabled People
	* Dr O Amele	– Wealdstone Traders' Association
	* Mr T Arens	– Heriot Catering
	* Mr M Garratt	– Kodak
	* Mrs S Hall	– Wealdstone Traders' Association
	* Mrs B Harvey	– Wealdstone Active Community
	* Mr R Page	– North West London Chamber of Commerce
	* Mrs J Skidmore	– Wealdstone Active Community
	* Mr A Wood	– Harrow Public Transport Users' Association

\* Denotes Member present

† Denotes apologies received

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**140. **Appointment of Chair:**

**RESOLVED:** That the appointment of Councillor Marie-Louise Nolan as the Chair of the Wealdstone Regeneration Advisory Panel for the 2004/2005 Municipal Year, as agreed at the Cabinet Meeting of 20 May 2004, be noted.

141. **Attendance by Reserve Members:**

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

142. **Appointment of Vice-Chair:**

Councillors Lavingia and Marilyn Ashton were both nominated and duly seconded for the position of Vice-Chair, and following a vote it was

**RESOLVED:** That Councillor Lavingia be appointed Vice-Chair of the Panel for the 2004/2005 Municipal Year.

[Note: In agreeing the action set out above, the Chair exercised her second and casting vote].

143. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of personal or prejudicial interests made by Members present arising from the business to be transacted at this meeting.

144. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
15. Short Term Parking in Wealdstone	) These reports were not available at the time the agenda was printed and circulated. They are now admitted to the agenda in accordance with the Panel's request that reports/updates on these matters be received.
16. Feedback Regarding Key Worker Accommodation (tabled at meeting)	

- 17. The Leisure Centre )
- 18. Feedback Regarding )  
Grant Road After School )  
Club (tabled at meeting) )
- 19. Information regarding )  
Diversionary Youth )  
Activities In Wealdstone )  
(tabled at meeting) )

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

145. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 22 March 2004, having been circulated, be taken as read and signed as a correct record.

146. **Public Questions:**

Mrs Jenny Wilson submitted the following question, under the provisions of Advisory Panel Procedure and Consultative Forum Rule 15:

“Will the Panel submit comments on the Planning Application for 14-20 High Street Wealdstone in advance of the Development Control Committee meeting on 28<sup>th</sup> July, and in particular on whether they believe the application is an improvement on the previous application for this site, which was refused, and whether they consider the 5 storey element to be appropriate. Could officers also clarify the meaning of ‘live/work units’”.

The Chair pointed out that one Member of the Panel was also a Member of the Development Control Committee and was therefore constrained in discussing this matter prior to that Committee’s consideration of the application. The Member in question offered to leave the room to allow the Panel to discuss this matter. However, the Chair indicated that, as no advance notice of the text of the question had been given, the Panel were not entirely familiar with the details of the application and it was therefore difficult for any of the Members to comment.

The Chief Officer Planning Officer clarified the meaning of the term ‘live/work units’ for the questioner.

**RESOLVED:** That the above be noted.

147. **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).

148. **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).

149. **References from Council and Other Committees/Panels:**

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

150. **Appointment of Advisers to the Panel for the 2004/2005 Municipal Year:**

The Panel received a report of the Borough Solicitor which advised that all advisers to the Panel had been contacted and asked to confirm whether they wished to continue as advisers for the 2004/2005 Municipal Year.

It advised that five of the advisers had confirmed that they wished to continue and it was reported verbally that, since the dispatch of the agenda, confirmation from a further two advisers had also been received. A formal response had not yet been received from the remaining two representatives, Dr Amele and Mrs Susan Hall who both represented Wealdstone Traders’ Association. Mrs Hall, who was present at the meeting, confirmed their intention to continue as the organisation’s representatives on the Panel.

**RESOLVED:** That the following be appointed as non-voting advisers to the Panel for

the 2004/2005 Municipal Year:

Mr Stephen Addy – Harrow Association of Disabled People  
 Dr O Amele – Vice Chair, Wealdstone Traders' Association  
 Mr Tony Arens - Heriot Catering  
 Mr Mick Garratt - Kodak  
 Mrs Susan Hall – Chair – Wealdstone Traders' Association  
 Mrs Brenda Harvey – Wealdstone Active Community  
 Mr Rudi Page – North West London Chamber of Commerce  
 Mrs June Skidmore - Wealdstone Active Community  
 Mr Anthony Wood - Harrow Public Transport Users' Association

151. **Feedback regarding Grant Road After School Club:**

The Assistant Youth Service Manager tabled a document which provided an update on the efforts to relocate the Grant Road After School Club.

It was explained that the new premises at Premier House were not suitable to host the club or the play scheme which ran in the school holidays due to the lack of an outside space for the children to play in, and it was proving difficult to identify suitable alternative premises, particularly as the club was self-funding and there was therefore no budget attached to it to cover the cost of renting a venue.

Members from all Groups joined in stressing their concern that a new venue be found for this important community resource, and it was noted that the matter was becoming urgent as the club would be required to vacate the Grant Road premises by October. The Assistant Youth Service Manager explained that a number of avenues were being pursued, including relocating the club to a nearby school.

A Member pointed out that a number of nearby schools had mobile classrooms which were now surplus to requirements, and suggested that officers investigate whether these could be used for the After School Club. The Panel agreed that this idea merited investigation.

**RESOLVED:** That (1) the update be noted; and

(2) officers be requested to investigate the possibility of utilising mobile classrooms as a venue for the After School Club.

152. **Information regarding Diversionary Youth Activities in Wealdstone:**

Further to the Panel's request at its previous meeting, the Assistant Youth Service Manager tabled a document which provided some information on diversionary youth activities in Wealdstone. It was noted that a detailed report setting out current provision and identifying gaps in provision would be submitted to the Panel's next meeting. The Chair emphasised that she felt that a number of green sites in Wealdstone and Marlborough wards were particularly under used and could be utilised for youth activities.

The Assistant Youth Service Manager informed the Panel that, following a growth bid, the Council now employed an Arts Development Youth Worker and a Sports Development Youth Worker, and this would allow the Authority to undertake more work on building and developing youth provision in the Borough.

**RESOLVED:** That (1) the update be noted; and

(2) it be noted that a detailed report on this matter will be submitted to the Panel's next meeting.

153. **Wealdstone Community Centre at Premier House:**

The Panel received an oral update on the new Community Centre which was to be located within Premier House in Wealdstone.

In introducing this item, the Projects Officer explained that the overall aim of the Community Centre was to help build a prosperous, inclusive and sustainable community, promoting opportunity and a better quality of life for all. She advised that the Council was responsible for co-ordinating the project, in cooperation with the Centre partners, who were responsible for the day-to-day running of different aspects of the Centre. The partners were Wealdstone Library, Harrow Primary Care Trust, Harrow's Youth and Connections and the Harrow Healthy Living Centre. Representatives of each of these partners then addressed the Panel in turn.

The representative of Wealdstone Library outlined the plans for the new library facility

which was to be located within the Community Centre. She explained that the current library premises had a number of shortcomings in terms of ease of access, but the new premises would be situated all on one level and had been designed with accessibility in mind.

She informed the meeting that all of the current book stock, index collection, large print and talking book collection, as well as the Gujarati, Bengali and Urdu language materials would be transferred to the new premises, and the new library would also additionally offer videos and DVDs for loan. As well as this, it was noted that the computer facilities for public use were to be extended from seven terminals to fourteen, in response to the increased demand. The representative further informed the Panel that the new premises would be equipped with a meeting room, which the library would use to host events, including new events such as a Looked After Children's Club. It was noted that the meeting room would also be available for use by members of the public.

The representative from Harrow Primary Care Trust (PCT) addressed the Panel regarding the medical centre which was to be housed within the Community Centre and which, it was explained, would complement the work of the healthy living centre also located there. She advised that the medical centre would analyse data and undertake consultation to identify local health needs and concerns, and would then be responsive to those needs, focusing on providing information and guidance on those issues. The centre would also be tasked with helping members of the public navigate their way around the health care structure. The representative added that the centre would have a crèche facility which would enable parents with small children to attend support group meetings.

The Chief Executive of Choices 4 All addressed the Panel with regard to the healthy living centre which would be established within the Community Centre. It was explained that Choices 4 All was the lead partner in this element of the Centre but would work in partnership with a number of other organisations, including Carramea, Age Concern Harrow, and Harrow Association of Voluntary Service, to provide health information and guidance to local residents. The café would be the hub of the centre and would be staffed by local residents with learning disabilities, helping them to build their confidence and move into paid employment.

A representative of the Youth and Connexions Service addressed the Panel regarding the youth facilities to be housed at the youth centre. The representative emphasised that all elements of youth activities currently provided at Grant Road would be transferred to the new facility, with the exception of the After School Club. It was noted that the youth club was currently under-used but officers were confident that the move to newer, better-equipped premises would reinvigorate it and put it on a par with the Duke Of Edinburgh Award Scheme which was also being transferred to the new Community Centre and which, it was noted, was extremely successful.

In concluding the presentation, the Projects Officer emphasised that the Council welcomed input and suggestions from the community in relation to the new Centre and would shortly embark on a consultation process. She provided attendees with information detailing how they could feed into the consultation process. She reported that the Centre launch would take place on 12 January 2005.

Following the presentation, several Members of the Panel expressed their support for the project and the positive impact it would have on Wealdstone. One Member expressed regret at the loss of the 'village hall atmosphere' of the Grant Road premises and advised that she would have liked to have seen the option of renovating the Grant Road premises explored further.

Queries on a number of issues were raised. In response to a query regarding provision for those with disabilities, it was explained that the Community Centre premises had been audited by Harrow Association of Disabled People and their suggestions and feedback had informed the design process. The building would be fitted with a loop for those with hearing aids, staff would have access to interpreters and signers and the computers for public use situated in the library would be equipped with access software for the partially sighted. An adviser to the Panel suggested that consideration be given to installing a soundproof booth for one of the computers, in which the partially sighted could use this software. It was noted that, as an alternative, many libraries supplied headphones for use with computers.

In response to a query from an adviser to the Panel regarding the funding for the Community Centre, it was explained that the project was being funded in part from the sale of the Grant Road site. The ongoing costs of the Health Centre would then be

funded by the PCT, the Healthy Living Centre by a grant, and the library and youth centre by the Council. It was emphasised that the project had a rigorous financial structure.

In response to a query regarding which age groups the youth centre would cater for, an officer advised that, in line with government direction, the centre would be aimed mainly at younger teenagers. She explained that only 20% of the relevant budget could be used for under 8s and the 19-25 age bracket. Several Members expressed concern at the gap in provision for 3-10 year olds and the officer agreed to feed this concern back to the Early Years Team. Concern was also voiced that an appropriate outside area near to the Centre be urgently identified for use as an adjunct to the youth facility.

An adviser to the Panel indicated that local traders and residents would welcome the establishment of a café outside the library area as a real asset to the town centre.

In concluding the discussion, the Chair thanked the representatives of each of the partners for the presentation and for attending to the meeting.

**RESOLVED:** That the above update and the Panel's comments be noted.

154. **Queens Arms Public House - Information Update:**

Further to the request made at the Panel's previous meeting, the Panel received an update on measures implemented to improve the appearance of the Queen's Arms/Sam Maguire Public House site and to combat anti-social behaviour in the area.

The Panel agreed that the appearance of the site was much improved but an adviser expressed concern that anti-social behaviour associated with the site had not been entirely eradicated. The Chair suggested that the adviser raise the matter with the Police at the Safer Neighbourhoods meeting for Marlborough Ward scheduled to take place on 14<sup>th</sup> July.

A Member suggested that the Authority might look to acquire the site, in the public interest. It was agreed that this option would be investigated.

**RESOLVED:** That (1) the above update be noted; and

(2) officers be requested to investigate the possibility of acquiring the above site.

155. **Short Term Parking in Wealdstone:**

Further to the request made and the discussion on this matter at the Panel's previous meeting, the Panel received a document setting out proposals from the Wealdstone Traders Association and a report of the Interim Head of Environment and Transport regarding general traffic arrangements for, access to, and short term parking in Wealdstone High Street.

At the meeting, an officer indicated that money had already been set aside to look at the Headstone Drive junction near Cecil Road and an investigation into traffic problems there was already in hand.

It was noted that the officer report concluded that no change should be made to the current arrangements. However, several Members and advisers to the Panel expressed support or partial support for the proposals set out by the Wealdstone Traders' Association. Equally, several Members expressed reservations regarding the proposals.

Following a lengthy discussion, the Chair suggested that, in order to try to take the matter forward, a workshop be arranged at which officers, the relevant Portfolio Holder, the Chair of the Traffic and Road Safety Advisory Panel, Ward Councillors and Members of and advisers to the Panel could discuss the proposals further.

An adviser to the Panel suggested that the concerns which had been expressed about speeding buses be referred the Council's Bus Liaison Committee, of which he was Chair.

**RESOLVED:** That (1) the officer report be noted;

(2) officers arrange a workshop with officers, the relevant Portfolio Holder, the Chair of the Traffic and Road Safety Advisory Panel, Ward Councillors and Members of and advisers to the Panel to discuss the proposals from the Wealdstone Traders' Association regarding general traffic arrangements for, access to, and short term parking in Wealdstone High Street; and

(3) concerns regarding speeding buses be referred to the Council's Bus Liaison Committee via Mr Anthony Wood, the Chair of that Committee.

156. **Feedback regarding Key Worker Accommodation:**  
Further to the request made at the Panel's previous meeting, information regarding key worker housing was tabled.

Members and advisers sought clarification on a number of related issues. In response to a question regarding the mix of shared ownership and rented units in affordable housing developments, the Chief Planning Officer explained that the proportion of each was set by the Council at the planning application stage via a Section 106 legal agreement and could therefore not be altered without permission of the Council. He also explained that the Authority had nomination rights to 100% of initial lets of the rented units and 75% thereafter, and 100% of the shared ownership units.

The Chief Planning Officer further confirmed that the affordable housing developments in Harrow had been publicised to the main employers of key workers in Harrow, including the Northwick Park and St Mark's NHS Trust.

At the conclusion of the discussion, the Chair requested that an update on this matter be submitted to the next meeting giving more detailed information on the publicity amongst employers of key workers in Harrow and the response received from employees to date. She also raised the issue of appointing a representative of Acton Housing, who were a registered social landlord, as an adviser to the Panel to answer the questions and concerns relating to affordable housing which frequently arose at the meetings. Following debate, it was agreed that the Panel instead invite a representative to meetings as and when the need arose. It was agreed that an invitation would be extended to a representative of Acton Housing for the next meeting.

**RESOLVED:** That (1) the tabled information be noted;

(2) an update on this matter be submitted to the Panel's next meeting; and

(3) a representative of Acton Housing be invited to the Panel's next meeting.

157. **The Leisure Centre:**  
The Panel received a copy of a report regarding the Leisure Centre which had been submitted to the Overview and Scrutiny Committee at its meeting on 1 July 2004. The report set out details of the content of the agreement with Leisure Connection Plc for the management of the Council's leisure facilities at Harrow Leisure Centre, Bannister Sports Centre and Hatch End Swimming Pool, and was provided to the Panel for information only.

**RESOLVED:** That the information be noted.

158. **Use of Peel House Multi - Storey Car Park as an Adjunct to the New Youth Facility at Premier House.:**  
The Panel received a report of the Interim Head of Environment and Transport regarding the suggestion put forward by the Panel to utilise the top deck of the Peel House multi-storey car park situated off Gladstone Way, Wealdstone as an outside area for the new youth facility at Premier House.

The Panel noted the significant costs which the conversion of the top deck would involve and further commented that, although current usage of the car park was low, demand might well increase when the new Community Centre was opened and the Grant Road car park ceased to be available, and as a result of the construction of various new residential developments. It was therefore agreed that officers would be requested to investigate alternative suitable sites which might be utilised as an adjunct to the youth facility. It was noted that a report regarding the usage of the land adjacent to the Leisure Centre was to be put before Cabinet in the near future and it was requested that this also be submitted to the Panel for information.

Arising out of the discussion on this item, it was suggested that the Council produce a suitable poster to place in libraries and nearby shops to promote the usage of the Peel House car park, emphasising particularly that it was protected by CCTV and had an extremely good safety record.

**RESOLVED:** That (1) officers be requested to look for an alternative venue as an adjunct to the new youth facility at Premier House;



(2) the report to be submitted to Cabinet in the near future regarding the usage of the land adjacent to the Leisure Centre also be submitted to the Panel for information; and

(3) officers be requested to produce a suitable poster to place in libraries and nearby shops to promote the usage of the Peel House car park, emphasising particularly that it was protected by CCTV and had an extremely good safety record.

159. **Update from Wealdstone Active Community:**

The representatives of Wealdstone Active Community (WAC) updated the Panel on recent activities organised by WAC.

It was noted that the Blooming Wealdstone event held on 3 July, which had included the display of flower arrangements which represented local businesses, a plant sale, a community art project, a dance and music display, and activities for children such as face painting and decorating pots, had been very successful. As part of the event, three local businesses had been presented with a certificate in recognition of their hanging baskets, and two schools had been presented with certificates for their gardens. It was advised that £33.50 had been raised for Children in Need during the course of the event.

The representatives also informed the Panel that the painting of the mural on the metal fence adjacent to the train station would begin on 12 July 2004. Details of the theme of the mural were reiterated and it was noted that the mural would include a tribute to those who had lost their lives in the Wealdstone train crash and those who had helped to save lives. It was explained that 14 schools would be taking part in the project and it was hoped that it would attract some television coverage. It was confirmed that each section of the mural would be treated with an anti-graffiti coating as it was completed.

Information regarding the new arrangements designed to control the pigeon population in Wealdstone were also outlined. It was reported that pigeon lofts would be installed and notices in several languages would be placed on local notice boards discouraging people from feeding the pigeons and explaining that the food often attracted other vermin.

Finally, the WAC representatives advised that they would be applying for a grant from the Council to fund their work the following year.

Members commended WAC for their hard work in organising recent events.

**RESOLVED:** That the above update be noted.

160. **Date of Next Meeting:**

**RESOLVED:** That the next meeting of the Panel be held at 6.30pm on Monday 20 September 2004.

161. **Any Other Business:**

**Enforcement against retailers obstructing the highway**

The Panel requested that an update on progress on the enforcement action being taken against the greengrocer in High Street, Wealdstone who had been repeatedly obstructing the highway be submitted to the Panel's next meeting.

**RESOLVED:** That an update on the above matter be submitted to the meeting of the Panel.

(Note: The meeting having commenced at 6.30 pm, closed at 9.55 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN  
Chair



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**6 JULY 2004**

Chair: \* Councillor Toms

Councillors: \* Choudhury \* Mrs Joyce Nickolay (3)

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member/Adviser present  
(3) Denotes category of Reserve Member

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

On 6 July 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>
H117	9	Bentley Wood
H118	9	Canons

**PART II - MINUTES**
**253. Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Janet Cowan	Councillor Mrs Joyce Nickolay

**254. 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.

**255. 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.

**256. Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 27 April, 11 May and 25 May 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 8 June and 22 June 2004 be deferred until printed in the next Council Bound Minute Volume.

257. **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).

258. **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).

259. **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).

260. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.10 pm, closed at 5.25 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair

**UNITARY DEVELOPMENT PLAN ADVISORY  
PANEL****8 JULY 2004**

Chair: \* Councillor Burchell

Councillors: \* Marilyn Ashton  
\* Mrs Bath  
\* Idaikkadar\* Mrs Kinnear  
\* Ray (3)  
\* Anne Whitehead\* Denotes Member present  
(3) Denotes category of Reserve Member**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Developing the Local Development Framework in Harrow**

Your Panel received a report of the Chief Planning Officer regarding the Local Development Framework (LDF) for Harrow.

It was advised that, in accordance with the requirements of the Planning and Compulsory Purchase Act which had recently received Royal Assent, the Authority was now working towards the development of a Local Development Framework which would replace the Unitary Development Plan.

In contrast with the Unitary Development Plan, the Local Development Framework would consist of a suite of documents, and it was envisaged that this would facilitate the rolling review of policies, allowing the development plan system to be more flexible, responsive and speedy.

As the first stage in the development of the LDF, the Authority was required to prepare a Local Development Scheme (LDS) which would set out all those Local Development Documents which the Authority intended to include in the LDF. It would also outline what these documents would cover and a timetable for their preparation over a three year period, up until April 2007. The deadline for the submission of the LDS to the Government Office for London (GOL) was December 2004 and it was advised that having an approved LDS would affect the calculation of the Authority's Planning Development Grant for 2005/06.

The officer report set out a list of matters which it was suggested might be included within the LDS. It was noted that included on this list was the recently adopted Harrow UDP, which it was explained could be 'saved' until such time that the LDF was approved and replaced it.

It was emphasised that the programme set out within the LDS needed to be challenging and reflect the Borough's needs, but also be achievable and realistic as the Borough would be assessed against its performance in completing this programme.

Officers stressed that production of the LDF would require fundamentally closer linkages between the Authority's planning policies and other corporate and pan-London strategies which had implications for the development and use of land in the Borough, the aim being that the authority take an integrated approach to the implementation of those strategies. Relevant strategies would include, for example, the Authority's Housing Strategy Statement, Community Care Plan, and Waste Management and Recycling Plan. Arising from this, a Member requested that the Authority's Community Strategy be re-circulated to Members of the Panel.

Reflecting the Government's general approach in the wider modernising agenda, the LDF process also placed much greater emphasis on the need for authorities to effectively engage the community in the strategic planning process, involving them in the development of policies at an early stage rather than consulting them on a product at the end of the formulation process. It was envisaged that early and effective engagement would reduce differences and create a degree of consensus, thereby avoid confrontation and objection at the examination stage and ensuring a speedier and more streamlined process.

The Authority would be required to produce a Statement of Community Involvement (SCI) which would set out the arrangements for involving the public in the process. Officers explained that the Authority would need to demonstrate that a wide range of different groups had participated, including minority groups which were traditionally difficult to reach, and would therefore need to develop innovative mechanisms to

involve different groups.

Policies would also be required to be justified against comprehensive, sound and reliable evidence.

Having received the officer report, the Panel sought clarification on a number of issues. During the discussion which followed, several Members voiced concern that the additional responsibilities relating to community engagement would be time-consuming and resource intensive, and that the introduction of LDFs generally imposed greater responsibilities on the Authority, but that the additional funding that meeting these responsibilities would require had not been forthcoming.

Officers confirmed that there were significant resource implications arising from the introduction of LDFs and advised that a report regarding these was to be submitted to Cabinet shortly. It was noted that the Authority was liaising with other local authorities in order to develop good practice and a common understanding on some elements of the LDF in order to maximise the use of the Authority's resources. A Member suggested that the Authority might also liaise with local authorities in other countries which had similar strategic planning systems to benefit from their experience.

There was some concern also expressed that the public would feel frustrated by the constraints on the Borough arising from the need to conform with the London Plan and government guidance and policies, and public participation would therefore be low. In response, the Chief Planning Officer emphasised that part of the Authority's role would be to ensure that the constraints and pressures on the Borough were properly explained to the community and that they were given the tools to understand the context within which the Authority was seeking their views, to ensure that they had realistic aspirations.

A number of proposals arising from the officer report were put forward. It was suggested that the Panel recommend to Cabinet that the Panel be retitled to reflect the recent changes to the strategic planning system, and that officers be requested to revise the Panel's terms of reference to reflect its new duties. It was requested that the revised terms of reference be submitted to the Panel's next meeting for discussion. It was further suggested that the Liberal Democrat Group be invited to nominate a Member to be a non-voting co-optee on the Panel. The Chair suggested that training for staff and Members on the LDF be scheduled for the autumn.

**Resolved to RECOMMEND: (To Cabinet)**

That the UDP Advisory Panel be retitled the 'Strategic Planning Advisory Panel'.

[REASON: To reflect the recent changes to the Planning System].

**(To the Portfolio Holder)**

That (1) the above report be noted;

(2) officers be requested to prepare the draft Local Development Scheme (LDS) for Harrow for clearance by the Portfolio Holder or Chair and Nominated Member of the Panel for informal discussion with GOL;

(3) the final version of the LDS be submitted to the next appropriate meeting of the Panel;

[REASON: To allow the preparation of the LDS to be progressed to meet statutory deadlines].

(4) officers be requested to revise the Panel's terms of reference to reflect its new duties and submit them to the Panel's next meeting for discussion;

[REASON: To ensure that the Panel's Terms of Reference reflect its new duties].

(5) the Liberal Democrat Group be invited to nominate a Member to be a non-voting co-optee on the Panel;

[REASON: To allow representation of the Liberal Democrat Group on the Panel].

(6) training for staff and Members on the LDF be scheduled for the autumn; and

[REASON: To ensure Members are fully conversant with the new planning system].

(7) copies of the Community Strategy be re-circulated to Members of the Panel.

[REASON: In accordance with a Member's request].

**RECOMMENDATION 2 - Interim Report on Green Belt Management Strategy**

The Panel received an interim report of the Chief Planning Officer regarding a long-term management strategy for Harrow's Green Belt land. It was noted that this report had recently been submitted to Cabinet for discussion and was now put before the Panel for comment. The Panel's comments would be forwarded to Cabinet, together with a further report on this matter.

The report explained that the Authority had significant land assets within the Green Belt, including farm land and open spaces such as Stanmore Common and Bentley Priory, and that the need for a long-term management strategy for the Green Belt in general and the Council's land holdings within the Green Belt specifically had recently become apparent. The aims of the Strategy and the options for funding it were outlined.

In the discussion which followed, several Members expressed support for this initiative. A Member commented that she would welcome, however, explicit mention within the Strategy of the Council's aim of protecting the Green Belt. A second Member indicated that she would like to see greater emphasis not just on maintaining the appearance of green spaces but on increasing their environmental and conservation value. It was also agreed that the Authority should look to increase their promotion of open spaces to residents as it was felt that there was low awareness of many of them.

Some reservation was expressed with regard to using money from potential future Section 106 agreements to fund the strategy and it was suggested that the Council explore further the option of obtaining grants from charitable or other organisations as a source of funding.

**Resolved to RECOMMEND:** (To Cabinet)

That the comments outlined above be noted.

[REASON: To inform Cabinet's decision].

**PART II - MINUTES**

108. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor N Shah	Councillor Ray

109. **Declarations of Interest:**

**RESOLVED:** To note the following declarations of interest made by Members present relating to the business to be transacted at this meeting: -

Agenda Item 9 – Interim Report on Green Belt Management Strategy

Councillor Marilyn Ashton pointed out that the above report contained some reference to Bentley Priory and advised that she lived near Bentley Priory. She noted that the report did not go into specific proposals for this area and explained that she therefore considered it appropriate to declare only a personal interest in the item.

Councillor Mrs Bath declared an interest in the above item arising from her position as Chair of the Bentley Priory Nature Reserve Management Committee.

Both Members remained and took part in the discussion and decision-making on this item.

110. **Arrangement of Agenda:**

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

111. **Minutes:**

**RESOLVED:** That (1) the minutes of the ordinary meeting held on 18 March 2004, having been circulated, be taken as read and signed as a correct record of that meeting; and

(2) the minutes of the Special Meeting held on 7 June 2004, having been circulated, be taken as read and the Chair be given the authority to sign the minutes as a correct record of that meeting once they have been printed in the Council Bound Minute Volume.

112. **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).

113. **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).

114. **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).

115. **Developing the Local Development Framework in Harrow:**

See Recommendation 1 above.

116. **Interim Report on Green Belt Management Strategy:**

See Recommendation 2 above.

117. **Item Placed on the Agenda Further to a Request made by a Member - Section 106 Agreements:**

Further to the request at the Panel's previous meeting that this item be placed on the agenda for discussion, a Member raised a number of queries in relation to Section 106 Agreements.

In response to a query regarding whether the right to buy key worker accommodation extended to those renting units, the Chief Planning Officer confirmed that it did not.

The Member agreed that, as a legal officer was not present at this meeting, she would submit the remainder of her queries and comments in writing.

**RESOLVED:** That the above be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 9.15 pm)

(Signed) COUNCILLOR KEITH BURCHELL  
Chair



## GRANTS ADVISORY PANEL

27 JULY 2004

Chair: \* Councillor Harrison

Councillors: \* Arnold \* Mrs Joyce Nickolay  
 \* Nana Asante \* Omar (1)  
 \* Marilyn Ashton \* Anjana Patel  
 \* Bluston \* Thammaiah

\* Denotes Member present  
 (1) Denotes category of Reserve Member

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**126. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Mrs R Shah

Councillor Omar

127. **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.

128. **Arrangement of Agenda:**

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

129. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 27 April 2004, having been circulated, be taken as read and signed as a correct record.

130. **Public Questions:**

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

131. **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).

132. **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).

133. **Strategic Review of Grants - Update:**

The Panel received a report of the Director of Financial and Business Strategy which updated the meeting on the progress of the Strategic Review of Grants.

Officers informed the meeting that MORI had carried out all of the recent survey of community groups. Officers explained that late circulation of the survey results had been unavoidable, as the compilation of the results had only just been completed. Officers suggested that further discussions take place at the September meeting to allow further consideration of the results. The survey sought across the board views on the community strategy and also teased out further information and demographic information.

The results of the survey highlighted several key issues:

- The voluntary sector had little knowledge of the Grants process
- Voluntary organisations were not in favour of annual themes
- Voluntary organisations were not keen to increase emphasis on standards/awards such as Chartermarks
- They supported the idea of three year funding
- They felt the Council had a lack of knowledge of the voluntary sector

Officers commented that there appeared to be three questions where respondents had not been supportive of the suggestions made. These were the questions relating to the idea of a yearly theme, increased emphasis on certain standards and the change to a grants-based system for the use of the community premises.

In response to questions from Members, officers explained that the Grants Unit had one part-time member of staff and were struggling for resources. The Portfolio Holder had given authority to employ MORI, who officers judged had the expertise to tease out the necessary information.

In response to comments from a Member, officers agreed that they were a little disappointed with the low response rates from organisations. Because of this, officers had requested that MORI carry out further in-depth interviews with voluntary groups. In addition, umbrella groups such as HAVS were extensively consulted.

A Member noted that he was concerned that some organisations may not have understood the consultation, and therefore not returned it. In response to further questions, officers confirmed that the questionnaire had been sent to groups already in receipt of funding. A Member noted that Stanmore did not appear as a geographic area in the report.

A Member commented that he thought the survey had been a valuable exercise, although he would like to reserve detailed opinion for the next meeting, to allow Members more time to read the report. He requested that officers provide benchmarking information on the amount paid in grants to voluntary organisations by other London Boroughs for the next meeting. He added that there were also several other sources of funding for these organisations, and suggested that officers and organisations should work closer together to take advantage of that.

Members commented that they felt that the Grants Unit was under-staffed, and that although Harrow was generally a good grants authority, it had poor lines of communication with the voluntary sector. Members also discussed the merits of the 80% rule for funding.

Members agreed that Harrow needed to be more imaginative when applying for grants. A Member confirmed that in previous applications for London-wide grants, she had been informed that Harrow did not apply well for grants.

The Chair commented that he was concerned that one part time officer could not monitor the grants awarded effectively.

During discussion of the use of community premises, Members commented that it would be useful to compare the services provided in Harrow with other boroughs. Members suggested that both qualitative and quantitative information should be provided to the Panel on the use of the community premises.

A Member reminded the Panel that Harrow had a wide range of voluntary groups with a variety of sizes. He suggested that smaller organisations might not have the resources to complete the forms sent to them.

A Member reminded the Panel that the ALG were currently reviewing their grants scheme, and that several Harrow organisations had previously received funding. A Member added that smaller organisations faced difficulties in freeing the necessary time and resources to complete funding bids.

A Member commented that voluntary organisations needed the knowledge of where to apply for grants and technical assistance in completing the funding application forms. She added that voluntary organisations were unhappy with parts of the service that the Council provided, and that some of these had been long-standing issues. Members highlighted the increasing importance of ICT links for voluntary organisations and the opportunities that such links could create.

In response to a question from a Member, officers confirmed that MORI had not yet

contacted any of the groups that had failed to respond to the survey. Officers informed the meeting that MORI had almost exclusively used their own premises to carry out the work.

In discussion of the staffing structure, the Chair commented that it was unrealistic to expect one part-time member of staff to monitor and administer the grants budget. Officers confirmed that the planned new structure would offer more support to voluntary organisations, with a service manager responsible for building relationships with the community. It was also acknowledged that the Grants Unit required short-term administrative support to assist with the processing of grant applications.

Following discussion, the meeting agreed that the suggestion of an annual theme should be dropped, as it clearly lacked support. Members also agreed that there needed to be a review of the use of community premises, and that officers should look at further support in terms of accommodation that could be offered to voluntary organisations. Members noted that it was important to ascertain the views of voluntary groups on how the community premises should be run.

A Member commented that it was very important to get through the cynicism that many organisations felt toward the Council. Following discussions on the possibility of holding a meeting with voluntary organisations, it was agreed that Members of the Panel should go out and visit the organisations to get a feel for the views and an idea of their wants. It was felt that this would be less bureaucratic than a formal meeting and would tease out more in-depth information.

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

(2) a further report be submitted to the Grants Advisory Panel on 13 September 2004.

(Note: The meeting having commenced at 7.30 pm, closed at 8.50 pm)

(Signed) COUNCILLOR CYRIL HARRISON  
Chair\*

\*[Note: The Chair of the Grants Advisory Panel for the Municipal Year 2004/05 was appointed at the Cabinet meeting of 20 May 2004 (Resolution 513)].



EXECUTIVE  
SUB-COMMITTEES



## TOWN CENTRE PROJECT PANEL

22 JULY 2004

Chair: \* Councillor Burchell

Councillors: \* D Ashton \* O'Dell  
\* Miss Lyne \* N Shah  
\* C Mote

\* Denotes Member present

[Note: Councillor Stephenson also attended this meeting to speak on the items indicated at Minutes 19, 21 and 22 below].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**13. **Attendance by Reserve Members:**

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

14. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
7. Revised Town Centre Development Strategy	Councillor Stephenson	Councillor Stephenson declared an interest arising from his appointment, by the Authority, on the Board of Governors of Harrow College.
9/10. Harrow Town Centre Public Realm Strategy		
11. Harrow-on-the-Hill Station Masterplan		

15. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
7. Revised Town Centre Development Strategy	The reports contain exempt information under Paragraphs 7 and 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that they contained information relating to the financial or business affairs of any particular person and any 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.
8. Consultation Arrangements	
9/10. Harrow Town Centre Public Realm Strategy	
11. Harrow-on-the-Hill Station Masterplan	

16. **Minutes:**

**RESOLVED:** That it be agreed that the Chair be given authority to sign the minutes of the meeting held on 14 June 2004, which had been circulated, as a correct record once they had been printed in the Council Bound Minute Volume.

17. **Petitions:**

**RESOLVED:** To note that there were no petitions submitted to this meeting.

18. **Public Questions:**

**RESOLVED:** To note that there were no public questions to be received under the provisions of Executive Procedure Rule 15.

19. **Revised Town Centre Development Strategy:**

Members received a confidential report in the name of the Chief Executive on this matter. The Chief Planning Officer introduced the report which had been updated since the 14 June 2004 meeting of the Panel. He sought approval:

- (1) for the Strategy to be the subject of a further period of consultations in order to allow it to be formally adopted as Supplementary Planning Guidance (SPG);
- (2) to undertake a feasibility Study which would investigate and assess whether there was a case for a performance/exhibition space in the Town Centre, including estimates of both capital and revenue costs.

The Chief Planning Officer reported that the 'formal' consultation stage would be for a period of six weeks only and that appropriate publicity would be undertaken in order to ensure that the wider public had the opportunity to comment on the contents of the Town Centre Development Strategy. He explained that the six week consultation period was sufficient because extensive consultations with the Key Stakeholders, including an Internet Survey, had already been undertaken.

He pointed out that consultations on the Harrow-on-the-Hill Station Masterplan, which was also on the agenda for consideration that evening, would be conducted separately and extensively.

With reference to the Feasibility Study, the Chief Planning Officer stated that the 'brief' for the Study included examination of both indoor and outdoor space being used for public events.

In response to questions, the Chief Planning Officer assured Members that:

- the consultations would not be limited to the school vacation period and would continue through until late September;
- the Strategy would be amended to reinforce (i) the need for a replacement library, and (ii) cultural arts provision, which would help make the Town Centre more vibrant;
- community organisations would be consulted and the suggestion for a community hall and its financial viability would be examined.

**RESOLVED:** That subject to the comments made in the preamble above,

- (1) the Harrow Town Centre Development Strategy be subject to a further period of public consultation and subsequent report back on adoption as Supplementary Planning Guidance.

Reason for Decision: To guide the future development of Harrow Town Centre with the aim of transforming it into the premier centre in north-west London.

- (2) the feasibility study for performance/exhibition space be agreed in accordance with the brief attached at Appendix C.

Reason for Decision: To pursue the objective of the Town Centre Development Strategy.

(See also Minute 14).

20. **Consultation Arrangements:**

(See Minute 22).

21. **Harrow Town Centre Public Realm Strategy:**

The Panel received a presentation on a Public Realm Strategy for Harrow Town Centre in the private session of the meeting from Alsop Architects, consultants appointed by the Council to oversee its preparation in this process. The Panel also considered a confidential report of the Chief Executive in this matter.

The presentation set out ways in which areas within the Town Centre could be transformed by a combination of improvements to the public realm and the 'greening' of



key spaces and streets. The Panel noted that:

- the 'greening' of the Centre could be achieved by creating structures based on modular frames using various growing components which would include significant planting so as to help enrich the Town Centre;
- the costs of implementing the various options were provisional;
- the Consultants thought that a pilot scheme for Clarendon Road scheme could be in place by January 2005;
- all criteria of disability access requirements would be embodied in any improvements in the Town Centre;
- that the existing CCTV would not be compromised but improvements would be made in order to ensure that it was compatible with any new proposals that are implemented as part of the Public Realm Strategy;
- that a holistic approach was necessary for a cleaner and safer Town Centre.

Members asked questions and, arising out of the presentation, made the following suggestions:

- that the Station Road area near Sheepcote Road, which was seen as one of the gateways into Harrow, ought to be included;
- that St Ann's Centre should be consulted on the possible integration of the concept into the Centre;
- that the life expectancy of the various items was crucial, including the maintenance costs over their useful lives;
- that the use of natural materials should be considered in order to ensure that it remained in harmony with the character and 'greenery' of the Hill;
- that a design guide for shop fronts which would include policies restricting grilles/shutters ought to be developed.

**RESOLVED:** (1) That the design and cost options for the Harrow Town Centre Public Realm Strategy, as outlined in the consultant's presentation, be noted;

(2) to agree, in principle, to Clarendon Road being used as a pilot for the approach to be adopted in the Public Realm, subject to a detailed report to the Panel meeting in September 2004;

(3) that it be recognised that the adoption and implementation of a Public Realm Strategy will lead to additional calls on funding (both capital and revenue), in particular from the Council's Capital Programme.

**Reason for Decision:** To determine the scope of the Harrow Town Centre Public Realm Strategy and the design standards to be pursued.

(See also Minute 14).

22. **Harrow-on-the-Hill Station Masterplan/Consultation Strategy:**

The Chief Planning Officer introduced the confidential report on this matter and tabled the Harrow-on-the-Hill Station Draft Supplementary Planning Guidance which would be the subject of public consultations once the approval of the Panel had been received. He added that extensive and exhaustive consultations would be carried out over a period of three months and that it was intended to engage with local residents and businesses, potential investors and stakeholders.

The Consultation Strategy was also tabled at the meeting and its aim identified. Members were informed that it was essential that the 'Vision for Harrow' set out in the SPG, including the images, were released generally in order to gauge interest from potential developers and to test the market.

Members noted the consultation arrangements and made the following observations:

- that the ethnic press also be targeted and that 'articles' be made available to the ethnic press;

- that the consultation be extended to cover the whole Borough;
- that displays be placed at prominent sites during the weekends;
- that a display be set up in the Civic Centre and other locations in the Town Centre should be explored including St John's Church, Greenhill;
- that consultation with the young people of Harrow was important and that the High Schools in Harrow also be consulted.

The Chief Planning Officer responded by saying that as many suggestions as possible made by Members would be taken on board.

He assured Members that a display would be set up in the Civic Centre, and that posters and leaflets would be circulated widely. He added that a mobile display was also being considered. He added that a 'model' of the proposals was not necessary at the present time and added that the questionnaire would be prepared in conjunction with the Council's Communication Unit. Members agreed that the Press Conference to launch the Masterplan be held on 29 July at 3.00 pm with a briefing for Members at 2.30 pm.

It was noted that the Press Conference would be attended by Lead Members of all the political groups and that Councillors Navin Shah, Burchell, Mote and Lyne would be present at the launch.

Members requested that the opinion of Counsel be sought in order to ensure compliance with the new planning legislation.

**RESOLVED:** (1) That the Harrow-on-the-Hill Station draft Supplementary Planning Guidance be approved for consultation in accordance with the programme set out in the report;

(2) that the submissions from stakeholders be noted and that it be noted that these will be taken into account in reviewing the draft SPG during the consultation period;

(3) that the programme for consultation and implementation, as set out in the paper tabled at the meeting, be noted.

Reason for Decision: To progress the adoption of the Supplementary Planning Guidance and to secure the implementation of the Masterplan.

(See also Minute 14).

23.

**Future Meetings:**

Members agreed that the Panel ought to meet again in September and then in November. They noted that a report on the Public Realm Strategy would be submitted to the September meeting of the Panel together with a progress report on the key sites in the Town Centre. In noting that the report on the outcome of the consultation on the Revised Town Centre Development Strategy together with the feasibility study on the inclusion of a performance/exhibition space in the Town Centre would be submitted to the November meeting, the Panel

**RESOLVED:** That the next two meetings of the Panel be held on 23 September and 18 November 2004 at 6.30 pm.

(Note: The meeting having commenced at 6.30 pm, closed at 8.40 pm)

(Signed) COUNCILLOR KEITH BURCHELL  
Chair



