

2004 – 2005  
September 2004 Volume 4



**CABINET  
AND  
COUNCIL  
MINUTES**



# **CABINET AND COUNCIL MINUTE BOOK**

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COUNCIL  
AND  
COUNCIL  
COMMITTEES



LICENSING AND  
GENERAL PURPOSES  
PANELS





## EARLY RETIREMENT SUB-COMMITTEE

3 AUGUST 2004

Chair: \* Councillor Bluston

Councillors: † Branch

\* Knowles

\* Denotes Member present

† Denotes apologies received

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**1. **Appointment of Sub-Committee Chair:**

**RESOLVED:** That Councillor Bluston be appointed Chair of the Sub-Committee for the Municipal Year 2004/05.

2. **Reserve Members:**

**RESOLVED:** To note that there are no Reserve Members currently appointed for the Sub-Committee.

3. **Terms of Reference:**

**RESOLVED:** That the original and extended Terms of Reference for the Early Retirement Sub-Committee be noted.

4. **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.

5. **Arrangement of Agenda:**

**RESOLVED:** That further to the provisions of the Local Government (Access to Information) Act 1985 all items be considered with the press and public present with the exception of the following item for the reasons set out below:

<u>Item</u>	<u>Reason</u>
10. Exercise Discretion Under Regulation 8 of the Local Government (Early Termination) (Discretionary) (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 to the Local Government (Access to Information) Act 1972 in that it related to a particular employee.

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

**RESOLVED:** To note that there were no public questions, petitions or deputations submitted to this meeting under the provisions of Committee Procedure Rules 18, 15 and 16 (Part 4B of the Constitution) respectively.

7. **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 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended).

**RESOLVED:** That (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 GB with credited years of 6 years and 243 days be agreed.

(Note: The meeting having commenced at 6.40 pm, closed at 6.58 pm)

(Signed) COUNCILLOR HOWARD BLUSTON  
Chair



## EARLY RETIREMENT SUB-COMMITTEE

2 SEPTEMBER 2004

Chair: \* Councillor Bluston

Councillors: \* Branch

\* Knowles

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**8. **Attendance by Reserve Members:****RESOLVED:** To note that there are no Reserve Members currently appointed for the Sub-Committee.9. **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.10. **Arrangement of Agenda:****RESOLVED:** (1) That further to the provisions of the Local Government (Access to Information) Act 1985 all items be considered with the press and public present with the exception of the following items for the reasons set out below:

<u>Items</u>	<u>Reason</u>
9, 10 and 11. Exercise Discretion Under Regulation 8 of the Local Government (Early Termination) (Discretionary) (England and Wales) Regulations 2000 (as amended).	These items were considered to contain exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Local Government (Access to Information) Act 1972 in that they related to particular employees.

(2) that the admission of Item 11 to the agenda for this meeting as a late report be agreed under the provisions of the Local Government (Access to Information) Act 1985 for the following reasons:-

**Special Circumstances:** It had not been possible to finalise the details of the individual employee's case to allow the report to be circulated as part of the original agenda;**Urgency:** To enable the employee's application to be determined at the earliest opportunity.11. **Minutes:****RESOLVED:** That the minutes of the meeting held on 3 August 2004, be deferred until printed into the Council Minute Volume.12. **Public Questions, Petitions and Deputations:****RESOLVED:** To note that there were no public questions, petitions or deputations submitted to this meeting under the provisions of Committee Procedure Rules 18, 15 and 16 (Part 4B of the Constitution) respectively.13. **Exercise of Discretion Under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended):**

The Executive Director (Organisational Development) reported an application for early retirement under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended).

**RESOLVED:** That (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 LF with credited years of 5 years and 0 days be agreed.

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

The Executive Director (Organisational Development) reported an application for early retirement under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended).

**RESOLVED:** That (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 RA with credited years of 6 years and 243 days be agreed.

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

The Executive Director (Organisational Development) reported an application for early retirement under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended).

**RESOLVED:** That (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 LJ with credited years of 6 years and 243 days be agreed.

16. **Policy on the Exercise of the Discretion Under Regulation 8 of the Regulations 2000 for the Award of Credited Years:**

Having exercised, at this and its previous meeting, the Authority's current policy for determining the award of credited years under the Regulation 8 discretion, including as might be applicable in cases of redundancy up to maximum periods of 6 years and 243 days, the Sub-Committee discussed the merits of undertaking a review of that policy.

**RESOLVED:** (1) That officers be requested to prepare a full review of the Early Retirement policy provisions, in relation to staff aged both less and more than 50 years, to include a survey of the practice operated by other local authorities nationally, and particularly by London Boroughs, in the exercise of the discretionary elements of the statutory Local Government Pension benefits and the amount of added years awarded;

(2) that the proposed review be presented appropriately following the completion of the Middle Management Review already commenced, with a preliminary scoping report indicated for the Licensing and General Purposes Committee on 7 March 2005 leading to the prospect of a final report to that Committee's meeting in approximately June 2005.

(Note: The meeting having commenced at 5.00 pm, closed at 6.02 pm)

(Signed) COUNCILLOR HOWARD BLUSTON  
Chair

## CHIEF OFFICER APPOINTMENTS PANEL

20 AUGUST 2004

Chair: \* Councillor N Shah (see Minute 18)

Councillors: \* Margaret Davine (2) \* Miss Lyne  
\* Knowles (1) \* Vina Mithani (3)

Advisers: \* Mr R Kumar \* Mrs Jo Price

\* Denotes Member present  
(1), (2) and (3) Denote Nominee substitutes (see Minute 20 below).

[Note: The Advisers are members of the Spire Community Homes (Shadow) Board (the ALMO) in attendance for the purposes of the interviewing of candidates for the officer post referred to at Minute 23 below].

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

18. **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 N Shah having been duly nominated and seconded, it was  
  
**RESOLVED:** That Councillor N Shah be appointed Chair of the Panel for the purposes of this meeting.
19. **Arrangement of Agenda:**  
  
**RESOLVED:** That the item appearing in Part II of the agenda (Minute 23 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.
20. **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 Vina Mithani         |
21. **Declarations of Interest:**  
The following declarations of interest were made:-  
  
Councillors Knowles, Miss Lyne and Vina Mithani 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.
22. **Minutes:**  
  
**RESOLVED:** That the minutes of the Chief Officer Appointments Panel meetings held on 1 July, 16 July and 23 July 2004, having been printed into the Council Minute Volume, be signed as correct records.

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

The Panel having interviewed three short-listed external candidates for the post of Managing Director of the Arms Length Management Organisation (ALMO) (Spire Community Homes), it was

**RESOLVED:** That (1) no appointment be made at this time to the post of ALMO Managing Director;

(2) the relevant Chief Officers be requested to consider appropriate measures for reviewing the recruitment process to secure an appointment to the ALMO Managing Director post.

(Note: The meeting having commenced at 9.00 am, closed at 4.30 pm)

(Signed) COUNCILLOR NAVIN SHAH  
Chair

## CHIEF OFFICER APPOINTMENTS PANEL

15 SEPTEMBER 2004

Chair: \* Councillor N Shah (See Minute 24 below)

Councillors: Miss Bednell (1) \* C Mote  
\* Miss Lyne \* Stephenson (2)

\* Denotes Member present  
(1) and (2) Denote Nominee substitutes (see Minute 26 below).

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

24. **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 N Shah having been duly nominated and seconded, it was  
**RESOLVED:** That Councillor N Shah be appointed Chair of the Panel for the purposes of this meeting.
25. **Arrangement of Agenda:**  
**RESOLVED:** That the items appearing in Part II of the agenda (Minutes 29 and 30 refer) be considered with the press and public excluded on the grounds that they 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 and to particular employees of the Authority.
26. **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</u>                      |
|------------------------|--|
| Councillor D Ashton    | Councillor Miss Bednell (unable to attend) |
| Councillor Foulds      | Councillor Stephenson                      |
27. **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.
28. **Minutes:**  
**RESOLVED:** That the minutes of the Chief Officer Appointments Panel meeting held on 20 August 2004, be deferred until printed into the Council Minute Volume.
29. **Appointment of Executive Director (People First):**  
The Panel having interviewed two short-listed external candidates for the post of Executive Director (People First), it was  
**RESOLVED:** That Miss Lorraine O'Reilly, Director, Education and Lifelong Learning, Southend Borough Council be appointed to the post of Executive Director (People First) 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.
30. **Chief Officer Salary Scales:**  
The salary scales for Executive Director and Director posts had been agreed in October 2002 and March 2003.  
The Chief Executive reported on the review which had been sought as to the levels at which the Directors of Strategy were being appointed and in the context of relative differentials to the salaries agreed for Group Manager plus roles under the Middle Management Review. A comparison was drawn with current market rates for Executive Director and Director level posts in other authorities. The successful

recruitment to the Executive Director (People First) post was likely to require that the market rate be matched.

**RESOLVED:** (1) That the revised salary levels for the Directors of Strategy, Directors of Professional Services and Area Directors and for Executive Directors be approved as set out in Appendix 1 to the Chief Executive's report and to incorporate the Chief Officer pay award;

(2) that the new scales be implemented with effect from 1 July 2004 and the assimilation of current postholders onto the new scales be made on the basis proposed;

(3) that the additional cost in the current year be met from departmental budgets and the inflation allowed to accommodate the pay award;

(4) that it be recorded that the Panel's agreement to the salary levels in (1) above had been necessary to enable an appointment to be made to the post of Executive Director (People First) but it be noted that Members had approved this reluctantly;

(5) that, further to (4), the Chief Executive be requested to prepare a report to Cabinet on the establishment of a Remuneration Panel, with terms of reference to recommend to Cabinet or the Council, as appropriate, issues pertaining to Members' Allowances and Chief Officer Salaries such that these decisions would be an integral part of the Council's budget-making process.

[Note: Councillor Miss Lyne wished to be recorded as having voted against the decision at (1) above and Councillor C Mote wished to be recorded as having abstained].

(Note: The meeting having commenced at 1.15 pm, closed at 5.10 pm)

(Signed) COUNCILLOR NAVIN SHAH  
Chair



DEVELOPMENT  
CONTROL  
COMMITTEE



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**REPORT OF DEVELOPMENT CONTROL COMMITTEE**

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**MEETING HELD ON 7 SEPTEMBER 2004**

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Chair: \* Councillor Anne Whitehead

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

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

[Note: Councillor Mrs Kinnear and Councillor Silver also attended this meeting to speak on the item indicated at Minute 714 below].

**PART I - RECOMMENDATIONS****RECOMMENDATION I -Training for Members of Development Control Committee**

Your Committee gave consideration to a report of the Chief Planning Officer which advised that, following an independent review of the Development Control Committee undertaken for the Chief Executive and the recent evaluation of planning performance by the Office of the Deputy Prime Minister, arrangements for Development Control training for Members had been reviewed.

A suggested programme of training was set out and it was further proposed that the Committee recommend to Council that the Committee procedures be amended to ensure that attending an agreed training programme be a requirement of serving on the Development Control Committee. This would come into force once the initial programme had been completed and it was noted that the dates put forward in the officer report would form part of the compulsory requirement.

Members agreed that several different groups of Members would benefit from the courses and requested that the dates be flagged up to Members of the Environment and Economy Scrutiny Sub-Committee. A Member suggested that Group Leaders should also emphasise the importance of attending the courses to their Members.

**Resolved to RECOMMEND:** (To Council)

That the Committee Procedure Rules for the Development Control Committee be amended to require Members and Reserve Members to have undertaken an appropriate course of training prior to them taking seats on the Committee and voting on planning decisions.

(See also Minute 726).

**PART II - MINUTES**713. **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 Idaikkadar	Councillor Blann

714. **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 Mrs Kinnear	Planning Application 2/12, Main Agenda Items 14 and 29(i)
Councillor Silver	Planning Application 2/13

715. **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 2/12 – Land at 11 Brickfields, Harrow, R/O Byron House  
Councillor Knowles declared a personal interest in the above application on the basis that some years previously he had put in an offer to buy Byron House, which was adjacent to the application site. He advised that, for reasons of public perception, he would be leaving the room and taking no part in the discussion or decision-making on this item.

Councillor Mrs Kinnear, who was not a Member of the Committee but whom the Committee had given permission to speak on this item, declared a personal interest in this application arising from her position as a LEA appointed governor at Roxeth School and as Chair of the Governing Body's Finance Sub-Committee. She advised that she would remain and speak on this item.

- (ii) Planning Application 2/18 and 2/19 – 315 Station Road, Harrow  
Councillor Knowles declared a personal interest in the above applications arising from the fact that he was a customer of Natwest Bank. Accordingly he remained and took part in the discussion and decision-making on these items.

- (iii) Main Agenda Item 14 – 102, 104, 106 High Street, Harrow on the Hill  
Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay declared a prejudicial interest in the above item arising from the fact that a Member of the Conservative Group owned the freehold to the above property. Accordingly, they left the room and took no part in the discussion or decision-making on this item.

Councillor Mrs Kinnear, who was not a Member of the Committee but whom the Committee had given permission to speak on this item, advised that she believed she did not have a prejudicial interest in the above item as she did not have a close personal relationship with the Councillor in question and she would accordingly remain and speak on this item.

716. **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.

Agenda Item 32 - Prince Edward  
Playing Fields: Variation of Legal  
Agreement reference:  
EAST/148/01/OUT

This item is admitted to the agenda to allow  
consideration of the legal agreement, which  
would enable development to be resumed  
as soon as possible.

and;

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

717. **Minutes:**

**RESOLVED:** That it be agreed that, having been circulated, the Chair be given authority to sign the minutes of the meeting held on 28 July 2004 as a correct record once they have been printed in the Council Bound Minute Volume.

718. **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).

719. **Petitions:**

**RESOLVED:** To note the receipt of the following petitions, which were dealt with as indicated:

- Petition Objecting to Planning Application P/1585/04/DFU re: 218 Shaftesbury Avenue  
Councillor Mrs Kinnear presented the above petition, which had been signed by 11 local residents. The petition was considered with planning application 2/17 on the agenda.
- Petition re Planning Application P/2138/04/CFU re: 29 Peterborough Road  
Councillor Bluston presented the above petition, which had been signed by 36 local residents. The petition was referred to officers for consideration.

720. **Deputations:**

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution), the deputation request from Mrs L Benham in relation to Agenda Item 14 be heard.

(See Minute 727 – 102, 104, 106 High Street, Harrow on the Hill).

721. **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.

722. **Representations on Planning Applications:**

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), representations be received in respect of items 2/09, 2/12, 2/13 and 2/17 on the list of planning applications.

723. **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.

724. **ODPM Evaluation of Planning Performance:**

The Committee received a report of the Chief Planning Officer which advised Members of the outcome of the investigation on behalf of the Office of the Deputy Prime Minister (ODPM) into the Council's performance as a Local Planning Authority, and action proposed arising from this.

It was explained that the investigation had been initiated following the Authority's designation as a 'Standards Authority' for failure to meet ODPM standards for planning performance.

The Committee's attention was drawn to the fact that several pages of the letter from the Office of the Deputy Prime Minister and the accompanying report, which had been attached as an appendix to the above officer report, had been omitted from the agenda and a full copy had been circulated under cover of the addendum.

It was noted that considerable improvements to planning performance had been made since the investigation had been conducted in March 2004. For example, the team of officers which dealt with delegated applications had recently been restructured, and the Authority had continued to recruit staff, both of which had contributed to reducing case loads to a more manageable level and to speeding up the processing of planning applications. IT improvements were also being progressed. However, it was emphasised that, if the Authority was to maximise the allocation of the Planning Delivery Grant and not be subject to increased Government engagement and intervention it would need to continue to address those issues set out in the Improvement Plan, which was now to be revised to take into account the recommendations of the ODPM report.

During the discussion which followed, Members highlighted in particular a number of the comments contained in the ODPM report, including the difference of opinion regarding the Authority's performance on appeals and the suggestion that the Political Groups have shared Committee briefings. Some concern was also expressed that the Authority did not complete S106 agreements within target period.

Whilst a number of Members commented that they felt the ODPM report was, overall, fair, several other Members reiterated their commitment to improving the quality of the planning service, but felt that the Government's 'carrot and stick' approach to achieving this was heavy-handed and that there was too great an emphasis on meeting targets.

Members requested that their comments on the report be forwarded to Cabinet.

It was noted that a further report on this matter would be submitted to the Committee in the Autumn cycle.

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

(2) the Council's commitment to improvement be confirmed;

(3) the proposed actions be endorsed; and

(4) Member's comments on the report set out above be forwarded to Cabinet.

[REASON: To inform Members of the ODPM concerns and action being taken to address them].

725.

**Review of Planning Delegation Scheme:**

The Committee received a joint report of the Borough Solicitor and of the Chief Planning Officer which set out and sought agreement to a new scheme of delegation.

The Committee's attention was drawn to the fact that, further to cross party discussions following the publication of the agenda, further consideration had been given to amending the scheme of delegation and a revised schedule of delegation was set out at appendix 4 to the officer report, circulated under cover of the addendum for the meeting, replacing that circulated at appendix 1 to the officer report on the main agenda.

The Chief Planning Officer outlined the content of the revised scheme and explained the reasoning behind the changes proposed, in particular highlighting the outcome of the evaluation of planning performance recently undertaken by the Office of the Deputy Prime Minister.

It was noted that, if the Committee agreed the new scheme, a further report analysing the effectiveness of the scheme be submitted to the Committee in six months' time. A Member requested that a copy of both the report before the Committee that evening and the update report to be submitted in six months' time also be submitted to the Best Value Advisory Panel.

During the discussion which followed, several amendments to the revised scheme were proposed. Firstly, it was formally moved and seconded that all references to 400m<sup>2</sup> at paragraphs 5(c), 6 and 8 of the revised scheme be replaced by 300m<sup>2</sup>. Upon being put to a vote this was not carried. Councillors Marilyn Ashton, Mrs Bath, Janet

Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted in favour of the amendment.

It was then moved and seconded that paragraph 8(a), which referred to the exclusion from the scheme of delegation of applications for the change of use to Class A3 uses and which provision had been deleted from the revised scheme before Members, be reinstated. Upon being put to a vote this was also not carried. Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted in favour of the amendment.

Officers advised verbally of a minor amendment to the revised scheme: that all references to 'The Borough Solicitor' be replaced with 'The Borough Solicitor or his duly appointed representative'. This was agreed by general consensus. Upon a further vote on the substantive motion, as amended, it was

**RESOLVED:** That (1) it be agreed to give delegated authority to the Chief Planning Officer to determine applications as set out in the Revised Scheme of Delegation set out in Appendix 4 to the officer report, circulated under cover of the Addendum, subject to the amendment of the scheme to replace all references to 'The Borough Solicitor' with 'The Borough Solicitor or his duly appointed representative';

(2) it be noted that no changes have been recommended to the delegations to enforcement; and

(3) it be noted that a further report will be submitted in due course with recommendations for improving enforcement provisions.

[REASON: To agree an appropriate replacement scheme in the light of continuing concerns regarding meeting Government planning targets and the threat of ODPM intervention if performance is not improved and sustained].

726. **Training for Members of Development Control Committee:**

Further to Recommendation I above it was

**RESOLVED:** That the training programme set out in paragraph 6 of the officer report be agreed.

[REASON: To provide Members of the Development Control Committee with appropriate training to assist them in fulfilling their responsibilities].

727. **102, 104, 106 High Street, Harrow on the Hill:**

The Committee received a joint report of the Chief Planning Officer and of the Borough Solicitor regarding an unauthorised telecommunications micro-system, comprising an equipment cabin sited to the rear of 104 High Street, and two wall mounted microcell antennae on the front wall of 102 and the flank wall of 106 High Street, Harrow on the Hill.

The report considered the appropriateness of initiating enforcement action against the above, setting out relevant government advice, and concluded that it was unlikely that such action would be successful as the antennae did not appear to be detrimental to the character or appearance of the Harrow on the Hill Village Conservation Area, or the Locally Listed Building to which they were fixed.

It further recommended that the Committee, having weighed up the representations regarding health and the perception of health effects, having had regard to the survey carried out by a consultant in March 2004 and the Committee's previous decision in respect of this property, and also having taken into account the policy guidance in PPG8 and PPG15, agree that it would not be appropriate to undertake formal enforcement action on these grounds.

Prior to discussing this report, the Committee received a deputation from a local resident. The depute challenged the officer recommendation, arguing that the report did not present a balanced argument. She pointed out that PPG8 stated that health considerations and public concern could constitute material considerations and argued that the Committee could be in no doubt that there was a great deal of public concern regarding the health impact of the telecommunications equipment, particularly given the representations made on this matter by local residents at the meeting of the Committee held in March when the issue of the installation of a mobile phone base station at the above property had been considered.

She noted the statement that the emissions from the equipment complied with ICNIRP guidelines but pointed out that the readings had been taken in March and the microcell had not come into full use until July and the readings might therefore now be higher. She further expressed concern that, as there were a number of masts situated in the area, the cumulative emissions should be investigated.

Lastly, the depute voiced concern that the local residents and nearby school had not been consulted prior to formulating the recommendation on this matter. She urged the Committee to reject the officer recommendation.

During the discussion which followed, Members noted that no consultation of the local community on the microcells had taken place as the operator had not submitted a planning application for the equipment, but commented that operators were also required to undertake such consultation by the relevant code of practice issued by the Government and under the provisions of PPG8. They queried whether action could be taken to ensure that operators met their responsibilities under these.

They also noted the depute's comments regarding the validity of the readings taken in March and agreed that current readings from the microcell and information regarding the potential highest emissions of the microcell should be obtained. They agreed that the cumulative effect of emissions of telecommunications equipment in the area also be investigated and further legal advice then be sought.

Following representations from a Ward Member queries were also raised whether, if a number of masts were located in the vicinity, this constituted a base station.

It was

**RESOLVED:** That a decision on this matter be deferred to allow officers to investigate the points raised above and submit a further report on this matter to a future meeting of the Committee.

(See also Minute 715: Declarations of Interest).

728. **Tree Preservation Order (TPO)745 Brookshill (No. 7) 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 'Brookshill Gate', 'North lodge', 'Wykeham', 'Roxey', 'Oak Cottage' and 'Oak Lodge', Brookshill, Harrow Weald.

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

(1) make a new Tree Preservation Order (TPO) to be known as TPO 745 Brookshill (No. 7), 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 10, Area 30 and TPO 237 Brookshill (No. 2), Harrow Weald on confirmation of the above.

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

729. **Tree Preservation Order (TPO)746 Terrilands (No. 1) Pinner:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 1-9 Terrilands, 181, 183 and 'The Old Coach House' Moss Lane, and 1-11 Wakehams Hill, Pinner.

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

(1) make a new Tree Preservation Order (TPO) to be known as TPO 746 Terrilands (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 8 Pinner Court, Moss Lane, Pinner on confirmation of the above.

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



730. **Tree Preservation Order (TPO)747 Peterborough Road (No. 3), Harrow on the Hill:**  
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 'Heathfield', Peterborough Road and 'The Gables', Grove Hill, Harrow on the Hill.
- RESOLVED:** That the Borough Solicitor be authorised to
- (1) make a new Tree Preservation Order (TPO) to be known as TPO 747 Peterborough Road (No. 3), Harrow on the Hill, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 299, Peterborough Road (No. 1), Harrow on the Hill on confirmation of the above.
- [REASON: To accord with current policy (see paragraph 6.2 of the officer report)].
731. **Tree Preservation Order (TPO)748 London Road (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 70-94 London Road, 17-32 Kerry Court and 2 Kerry Avenue, Canons.
- RESOLVED:** That the Borough Solicitor be authorised to
- (1) make a new Tree Preservation Order (TPO) to be known as TPO 748 London Road (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 10, Area 45 on confirmation of the above.
- [REASON: To accord with current policy (see paragraph 6.2 of the officer report)].
732. **Tree Preservation Order (TPO)749 London Road (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 60-64 London Road, 'Braemont' and 'The White House', Reenglass Road and 7-9 Berry Hill, Canons.
- RESOLVED:** That the Borough Solicitor be authorised to
- (1) make a new Tree Preservation Order (TPO) to be known as TPO 749 London Road (No. 5), Canons, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 45 on confirmation of the above.
- [REASON: To accord with current policy (see paragraph 6.2 of the officer report)].
733. **Tree Preservation Order (TPO)750 Dennis Lane (No. 7) Canons:**  
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 40-46 and 'Burlington Park House', Dennis Lane and Oakmead Court, Valencia Road.
- RESOLVED:** That the Borough Solicitor be authorised to
- (1) make a new Tree Preservation Order (TPO) to be known as TPO 750 Dennis Lane (No. 7), Canons, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 44 on confirmation of the above.
- [REASON: To accord with current policy (see paragraph 6.2 of the officer report)].
734. **Tree Preservation Order (TPO)751 Valencia Road (No. 2) Canons:**  
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 18-24 Valencia Road and 4 'Cahleston', Knights Road, Canons.
- RESOLVED:** That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 751 Valencia Road (No. 2), Canons, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 44, Stanmore on confirmation of the above.

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

735. **Tree Preservation Order (TPO)752 Valencia Road (No. 3) Canons:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the area comprising 12-16 Valencia Road and 'Kerry House', Kerry Avenue.

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

(1) make a new Tree Preservation Order (TPO) to be known as TPO 752 Valencia Road (No. 3), Canons, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 44 on confirmation of the above.

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

736. **Tree Preservation Order (TPO)753 The Common (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 Magpie Hall Road, Heathbourne Road and The Common, Stanmore Park.

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

(1) make a new Tree Preservation Order (TPO) to be known as TPO 753 The Common (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 10, Area 42 and Woodland 2 on confirmation of the above.

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

737. **Tree Preservation Order (TPO)754 Sudbury Hill (No. 5) Harrow on the Hill:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for St George's Roman Catholic First and Middle Schools, Harrow on the Hill.

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

(1) make a new Tree Preservation Order (TPO) to be known as TPO 754 Sudbury Hill (No. 5), Harrow on the Hill, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 12, Harrow on the Hill (comprehensive) on confirmation of the above.

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

738. **Tree Preservation Order (TPO)782 Valencia Road (No. 4) Canons:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order (TPO) proposed for the land behind 2-24 Valencia Road, Oakmead Court, Burlington Park House and 44-46 Dennis Lane, Canons.

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

(1) make a new Tree Preservation Order (TPO) to be known as TPO 782 Valencia Road (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 10, Area 44 on confirmation of the above.

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

739. **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 28 July 2004, under the Urgent Non-Executive Action Procedure.
- RESOLVED:** To note the following action, taken under the Urgent Non-Executive Action Procedure:
- Subject: Legal Agreement re: North London Collegiate School
- Action Proposed: That the amended plan supplied at Appendix C to the Urgent Non-Executive Decision be authorised for inclusion within the above legal agreement.
- Reason for Urgency: The applicant had been successful in raising funds for this project and wished to commence development as soon as possible, but could not do so without Planning Permission and a S106 agreement. The next meeting of the Development Control Committee at which the inclusion of the amended plan in the S106 Agreement could be authorised was not until 7 September 2004.
- Decision: Officer Recommendation agreed.
740. **Prince Edward Playing Fields: Variation of Legal Agreement reference: EAST/148/01/OUT:**  
 The Committee gave consideration to a report of the Chief Planning Officer which proposed changes to the Community Use Agreement which was part of the Section 106 agreement in respect of the above site.
- A further proposed change was also set out on the addendum and the Committee were notified verbally of a further amendment to correct a typographical error in the Agreement: it was advised that paragraph 5.2 of the officer report and the first row of the schedule of proposed amendments to the agreement, set out at appendix II to the officer report, should read 'and 80%...' not 'or 80%...'.
- It was
- RESOLVED:** That it be agreed to vary the terms of the Community Use Agreement attached to the Section 106 Agreement as set out in the schedule at appendix II to the officer report, subject to the amendment set out above.
741. **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.
742. **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.
743. **Telecommunications Developments:**  
 The following telecommunications applications were reported on the agenda:
- (i) Location: 90 Osmond Close, South Harrow
- Proposal: Provision of 3 antennas and equipment housing with associated works on roof, P/2188/04/CDT.
- RESOLVED:** That (1) prior approval of siting and appearance BE REQUIRED; and
- (2) approval of details of siting/appearance be REFUSED for the following reason and subject to Standard Informative 41 – UDP Policies and Proposals (SD1, D4, D24):
- The proposed development would give rise to a proliferation of telecommunications equipment on the roof of 90 Osmond Close, to the detriment of the visual amenity of neighbouring residents and the locality.

- (ii) Location: Outside Leefe Robinson VC Public House, 76 Uxbridge Road, Harrow Weald

Proposal: Provision Of 12m High Column Antenna With 3 Equipment Cabinets, P/2224/04/CDT.

**RESOLVED:** That (1) prior approval of siting and appearance BE REQUIRED; and

(2) approval of details of siting/appearance be REFUSED for the following reason and subject to Standard Informative 41 – UDP Policies and Proposals (SD1, D4, D24):

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 amenity and appearance of the street scene and the area in general.

744. **Determination of Demolition Applications:**

**RESOLVED:** To note that there were no Demolitions Applications which required consideration.

745. **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 10.30 pm;

(2) 10.30 pm to continue until 11.00 pm;

(3) 11.00 pm to continue until 11.30 pm;

(4) 11.30 pm to continue until 11.40 pm;

(5) 11.40 pm to continue until 11.45 pm;

(6) 11.45 pm to continue until 11.50 pm; and

(7) 11.50 pm to continue until 11.55 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 11.55 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD  
Chair

**SECTION 1 – MAJOR APPLICATIONS**

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<b>LIST NO:</b>	1/01	<b>APPLICATION NO:</b>	P/1676/04/CFU
<b>LOCATION:</b>	Former Railway Hotel/Public House Site, 375-379 Uxbridge Road, Hatch End		
<b>APPLICANT:</b>	N P Taylor for Gladheath Ltd		
<b>PROPOSAL:</b>	4 Storey Building, Retail on Ground Floor, 12 Flats above and 10 Houses in 2 & 3 Storey, Terraces at Rear, Access and Parking.		
<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 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT**

<b>LIST NO:</b>	2/01	<b>APPLICATION NO:</b>	P/711/04/CFU
<b>LOCATION:</b>	Rustington, 49 The Common, Stanmore		
<b>APPLICANT:</b>	Andrew Neil Associates for Silverbay Investments		
<b>PROPOSAL:</b>	Provision of Double Car Port.		
<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, and the following amended condition reported on the Addendum and agreed by the Committee:  Amend Condition 5 to read:  “5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that order with or without modification)...”		

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<b>LIST NO:</b>	2/02	<b>APPLICATION NO:</b>	P/2065/04/CFU
<b>LOCATION:</b>	6 Kerry Avenue, Stanmore		
<b>APPLICANT:</b>	Christian Ennels for Mr & Mrs J Levy		
<b>PROPOSAL:</b>	Single 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>	2/03	<b>APPLICATION NO:</b>	P/1707/04/CFU
<b>LOCATION:</b>	30 Nelson Road, Harrow		
<b>APPLICANT:</b>	Miss Therese McKenna		
<b>PROPOSAL:</b>	Renewal of Planning Permission WEST/297/99/FUL for Two Storey Rear 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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**LIST NO:** 2/04                      **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:** 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/1795/04/CFU  
**LOCATION:** 7 Handel Close, Edgware  
**APPLICANT:** Steven Marcus  
**PROPOSAL:** 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:** 2/06                      **APPLICATION NO:** P/1168/04/CFU  
**LOCATION:** 58-62 High Street, Harrow on the Hill  
**APPLICANT:** Heseltons Solicitors for David Heselton  
**PROPOSAL:** Change of Use: Offices (B1) to Residential (C3) in Form of Conversion to Provide 2 Flats.  
**DECISION:** DEFERRED at officers' request in order to obtain the view of the CAAC.

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**LIST NO:** 2/07                      **APPLICATION NO:** P/633/04/DFU  
**LOCATION:** Alleys Adj. To Nos. 1 & 47 Newnham Way, 2 & 48 Radley Gardens  
**APPLICANT:** Mrs Jennifer Sillwood for CRNS  
**PROPOSAL:** Retention of Gates at Alley Entrances.  
**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: The Committee wished it to be noted that whilst they felt the above development was acceptable, better outcomes could be achieved for all concerned if the applicants discussed their proposals with officers prior to commencing work on them].

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**LIST NO:** 2/08                      **APPLICATION NO:** P/1993/04/CFU  
**LOCATION:** Land R/O 132 Butler Road, Harrow  
**APPLICANT:** White Associates for R & J Landscapes (London) Ltd  
**PROPOSAL:** Pair of Semi-Detached Houses and Detached Bungalow 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.

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Upon being out to a vote, this was not carried.

(3) The vote on the above motion was not carried upon the Chair exercising her extra, casting vote;

(4) The vote on the substantive motion to grant the above application was carried upon the Chair exercising her extra, casting vote].

(See also Minute 714: Right of Members to Speak and Minute 715: Declarations of Interest)

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<b>LIST NO:</b>	2/13	<b>APPLICATION NO:</b>	P/921/04/DFU
<b>LOCATION:</b>	25 Hawthorn Drive, Harrow		
<b>APPLICANT:</b>	Mel-Pindi for Bison Ltd		
<b>PROPOSAL:</b>	Conversion of Dwelling into Two Flats with Two Storey Side, Single Storey Front and Rear Extension.		
<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: <ol style="list-style-type: none"><li>1. The proposed under-provision in parking would give rise to overspill parking on this busy and narrow road to the detriment of highway safety and to the loss of residential amenity.</li><li>2. The proposed development would give rise to increased noise and activity which would be detrimental to the amenity of neighbouring residents.</li></ol>		

[Notes: (1) Prior to discussing the above application, the Committee received a representation from an objector who spoke on behalf of a number of local residents.

The objector informed the Committee that the application site was not in fact wider than surrounding properties, as claimed, and that the proposed development was unsuitable for this location and would dwarf and overshadow the neighbouring bungalow. He argued that it would change the character of the road and would set a precedent for the conversion of properties in the road into flats. He further argued that there would be an under-provision of parking and the development would exacerbate existing parking problems. For these reasons he considered that the development would be detrimental to the amenity of neighbouring residents. He urged the Committee to reject the application.

Following the receipt of the above representation, the Committee asked a number of questions of the objector.

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

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

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

(4) Councillors Bluston, Miles and Anne Whitehead wished to be recorded as having voted against the decision to refuse the above application].

(See also Minute 714: Right of Members to Speak)

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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:** 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:

6. The applicant is advised that, in implementing the landscaping and tree protection conditions, particular regard is had to the retention of the existing tree screen along the boundary with numbers 2, 3 and 4 Georgian Way.

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**LIST NO:** 2/15                      **APPLICATION NO:** P/1779/04/CVA

**LOCATION:** Headstone Lawn Tennis Club, 20 Hillfield Close, Harrow

**APPLICANT:** Mrs Julia Ginger

**PROPOSAL:** Variation of Condition 2 of Planning Permission P/1564/03/CCO dated 15 September 03 to Permit Use of Floodlighting between 09.00 and 21.30 hours Monday-Sunday inclusive.

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

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**LIST NO:** 2/16                      **APPLICATION NO:** P/1/04/CFU

**LOCATION:** Moon and Sixpence Public House, 250 Uxbridge Road, Hatch End

**APPLICANT:** Lawrence Beckingham Field Arch for J D Wetherspoon PLC

**PROPOSAL:** Enclosure of Forecourt and Use as External Seating Area.

**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 set out on the Addendum and agreed by the Committee:

4. Prior to the use of the forecourt as a sitting out area as hereby approved, the curtilage of the forecourt shall be defined with the provision of metal studs.

REASON: To ensure that no obstruction of the public highway occurs.

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**LIST NO:** 2/17                      **APPLICATION NO:** P/1585/04/CFU

**LOCATION:** 218 Shaftesbury Avenue, South Harrow

**APPLICANT:** Ada Architecture for Mr Azhar Aslam

**PROPOSAL:** Conversion to Four Self-Contained Flats with Alterations to Vehicular Accesses and Two Storey Side to Rear Extensions, Single Storey Rear Extension and Rear Dormer.

**DECISION:** 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:

1. The proposed development, by reason of the excessive number of units with the associated disturbance and activity, would result in an overintensive use and amount to overdevelopment of the site, to the detriment of neighbouring residents.

2. The space provided for parking is inadequate in size for the number of parking spaces, which do not provide room for manoeuvre and, given the present highway and traffic conditions, would be likely to have an adverse effect on highway and safety movement.

[Notes: (1) Prior to discussing the above application, the Committee received a representation from an objector who spoke on behalf of a number of local residents.

The objector emphasised that she did not object to the principle of family housing but felt this development was too big for the site. She advised that she would like to see the number of proposed units reduced, for example by bringing the first floor extension into line with the rest of the building. She argued that it was unrealistic to expect that occupiers of the flats would not use cars and, given that the on-site parking provision was inadequate, the pressure on on-street parking would increase and exacerbate the parking problems on this already very congested road.

Following the receipt of the above representation, the Committee asked a number of questions of the objector.

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

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

(3) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted in favour of the decision to refuse the above application].

(See also Minute 719: Petitions).

**LIST NO:** 2/18                      **APPLICATION NO:** P/1075/04/CFU  
**LOCATION:** 315 Station Road, Harrow  
**APPLICANT:** Lewis & Hickey Architects Ltd for Royal Bank of Scotland Group  
**PROPOSAL:** Installation of Ramp with Associated Handrails and Steps, Provision of External Lighting and Relocation of A.T.M.  
**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 715: Declarations of Interest).

**LIST NO:** 2/19                      **APPLICATION NO:** P/1076/04/DLB  
**LOCATION:** 315 Station Road, Harrow  
**APPLICANT:** Lewis & Hickey Architects Ltd for Royal Bank of Scotland Group  
**PROPOSAL:** Listed Building Consent: New Steps and Ramp to Front and Side, Relocation of Cash Machines and Internal Alterations.  
**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 715: Declarations of Interest).

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**LIST NO:** 2/20                      **APPLICATION NO:** P/1526/04/CFU  
**LOCATION:** 3 Buckingham Parade, The Broadway, Stanmore  
**APPLICANT:** Mahmut Hilmi – Architects for Mr Sailesh Amlani  
**PROPOSAL:** Change of Use: Class A1 to A2 (Retail to Financial and Professional Services).  
**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:** 2/21                      **APPLICATION NO:** P/1708/04/CFU  
**LOCATION:** 54 Roxborough Park, Harrow  
**APPLICANT:** G M Simister for Mrs C Miller  
**PROPOSAL:** Replacement Rear Dormer with Rooflights at Front (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.

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

**LIST NO:** 3/01                      **APPLICATION NO:** P/934/04/CFU  
**LOCATION:** Eastcliff, 4 Brookshill Drive, Harrow  
**APPLICANT:** Mrs S Tobias  
**PROPOSAL:** Retention of Single Storey Side Extension.  
**DECISION:** 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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SCRUTINY  
SUB-COMMITTEES



**HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE****8 SEPTEMBER 2004**

Chair: \* Councillor Marie-Louise Nolan

Councillors: \* Ann Groves \* Mrs Joyce Nickolay (2)  
\* Lavingia \* Thammaiah  
\* Vina Mithani Versallion

Advisor (non-voting): (Vacancy)

\* Denotes Member present  
(2) Denotes category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**167. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-Ordinary Member  
Councillor Myra MichaelReserve Member  
Councillor Mrs Joyce Nickolay168. **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.169. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.170. **Minutes:****RESOLVED:** That the minutes of the meeting held on 7 June 2004, having been circulated, be taken as read and signed as a correct record.171. **Public Questions, Petitions and Deputations:****RESOLVED:** To note that no public questions were put, or petitions/deputations received at the meeting under the provisions of Overview and Scrutiny Procedure Rules 8, 9 and 10 respectively.172. **Implementation of the Recommendations of the Scrutiny Review of Support to Carers - Update Report:**

The Sub-Committee received a report of the Head of Community Care, which provided an update on the action plan drawn up in response to the recommendations made by the Sub-Committee in their review of services for carers.

A Member congratulated officers on the early completion of the action taken to improve the quality and accessibility of information available to carers. She also commended officers on the inclusion of the Alzheimer's Association in the report.

Responding to questions regarding support for black and minority ethnic carers, an officer informed Members that there was a Black and Minority Ethnic Mental Health (BME MH) carer support worker whose task was to try and locate BME MH carers and advise them of the support network available to them. The BME MH carer support was bilingual and, in the event of difficulties, an interpreter was brought in.

The Chair queried why the work to identify young carers in Harrow had not been extended to first and middle schools and was only currently being undertaken in two high schools. The Sub-Committee was advised that the schools targeted were those where there were a large number of young carers. It was hoped that this would be extended to first and middle schools in the near future.

The Chair thanked the officer and welcomed the review of Older People's provided services to be undertaken in November. She requested that each Member be sent a carers support pack.

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

173. **Patients' Forums:**

The Sub-Committee received a presentation from Betty Arrol, Director of Age Concern Harrow, who was accompanied by Usha Prema, Chair of the Harrow PCT Patient and Public Involvement (PPI) Forum and Anne Lando, Vice-Chair of the North West London Hospitals Trust PPI Forum. Also in attendance was Paul Brynes, a member of the Central and NWL Mental Health Trust. Information was provided on:-

- management responsibility for the four Patients' Forums in Harrow and Brent;
- the Forums' procedural functions, such as Membership, Chairs, Vice-Chairs and Terms of Reference;
- budget constraints;
- meetings attended; and
- concerns about the lack of public awareness.

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

The Chair suggested that publicity was needed to raise public awareness of the PPI Forums, and that the Council could help advertise the forums through its website and the Harrow People.

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

174. **Annual Report of the Social Care Complaints Procedures 2003-2004:**

The Sub-Committee received the statutory annual report on social care complaints procedures for 2003-2004.

An officer advised Members that the report aimed to give an overview of the complaints received over the year and to give a feel for the nature of these complaints and their outcomes. The officer highlighted the figures in the report that detailed the number of formal complaints received under the Community Care and Provided Services category and explained that, although the numbers seemed high, it was not a reflection of poor service. In fact, many of the complaints were not upheld or were only partially upheld. Members were advised that the complaints process was being reviewed positively and that the outcomes of complaints were being fed back into the process for learning purposes. A new statutory complaints procedure was expected to come into force on 1 April 2005.

A Member congratulated the officer on the valuable information provided.

**RESOLVED:** That the Annual Report on the Social Care Complaints Procedure for 2003-2004 be noted.

175. **Redevelopment of the Northwick Park Hospital Campus:**

David Powell, Project Director for the Redevelopment of the Northwick Park Hospital Campus made a presentation to the Sub-Committee on the future proposals for the site. The following issues were discussed:

- Benefits – reduce waiting times, not fully functional hospital, not designed as a working hospital, unattractive site
- Objectives – clinical change, attractive design, neighbourhood development
- New Service Model – the idea was to integrate services with the Primary Care Trust
- Bed Numbers – it was anticipated that a total of 51 beds would be lost
- Money – the estimated cost was £305 million
- Stakeholder Involvement – genuine partnership, informal consultation held in March 2004, system of Health Impact Assessments, agreements with Scrutiny Sub-Committee, formal consultation planned to be completed by early 2005.

**RESOLVED:** That the presentation be welcomed.



176. **Attendance by the Chief Executive of Harrow PCT:**

Andrew Morgan, Chief Executive of the Harrow Primary Care Trust (PCT), was in attendance at the meeting and made a brief presentation. He assured Members that he would be regularly attending Sub-Committee meetings and also welcomed informal contact outside the meetings. Part of his aim whilst in post was to concentrate on 4 main priorities:

- Supporting people with long term conditions
- Access to services and cutting down on long waiting times
- Patient and user experience
- Improving the health of the population

He was keen to improve the PCT rating to 3 star as soon as possible, integrating services and ensuring the PCT fulfilled its leadership for health role.

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

177. **Scrutiny Review of Delayed Transfers of Care - Update:**

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

178. **Extension of the Meeting:**

At 10pm, during discussion of the above item, the Chair drew the attention of the meeting to the time.

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

179. **Annual Report of the Overview and Scrutiny Committee 2003/04:**

The Sub-Committee considered a report of the Director of Organisational Performance, which sought approval to the Chair's report on the Sub-Committee's work over the past year, for inclusion in the Overview and Scrutiny Committee Annual Report 2003/04.

The Chair advised that she had already made some amendments to Appendix A to the report, and asked Members if they were happy to approve it.

**RESOLVED:** That the draft Chair's report on the Sub-Committee's work over the past year be approved for inclusion in the 2003/04 scrutiny annual report.

180. **Mount Vernon Hospital:**

The Chair gave a verbal update on this issue.

She expressed concern that, although she had heard that there would be a consultation on the future of services at Mount Vernon in autumn 2004, the Sub-Committee had not yet received any details of this. In light of the amount of work which had been involved last year in preparing a response to a previous consultation, it was felt that the Sub-Committee should have been given notice by now if this new consultation was going ahead.

**RESOLVED:** That the Chair write a strongly-worded letter to the Health Authority emphasising the need for the Sub-Committee to receive the details of the consultation.

181. **Progress Reports on Reviews: Members' Verbal Updates:**

- (i) Review of Domiciliary Care

**RESOLVED:** That the Scrutiny Support Officer contact Members to agree dates for meetings of the review group.

182. **Any Other Business:**

- (i) Dr Shahed Ahmad

The Chair wished to express the Sub-Committee's thanks to Dr Shahed Ahmad, former Director of Public Health for Harrow and Advisor to the Sub-Committee, for all his contributions and, in particular, his work on the 2003 Public Health report, which had influenced the Sub-Committee's work programme. She advised that she would personally be writing him a letter of appreciation. The Chair also asked Members to agree that the new Director of Public Health be invited to become the Advisor to the Sub-Committee.

**RESOLVED:** To invite the new Director of Public Health to become the Advisor to the Sub-Committee.

- (ii) Susie Schwartz  
The Chair also wished to thank Susie Schwartz, Scrutiny Officer, for her input into the review of Domiciliary Care Services, and for the care and attention with which she had undertaken the work.

(Note: The meeting having commenced at 7.45 pm, closed at 10.20 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN  
Chair

**ENVIRONMENT AND ECONOMY SCRUTINY SUB-COMMITTEE****27 SEPTEMBER 2004**

Chair: \* Councillor Blann

Councillors:	* Arnold	* Miles
	* Knowles	* Seymour
	* Lavingia	* Anne Whitehead (4)

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**105. **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 Lent	Councillor Anne Whitehead

106. **Declarations of Interest:****RESOLVED:** To note the following declaration of interest by a Member present relating to the business to be transacted at this meeting: -

<u>Member</u>	<u>Nature of Interest</u>
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.

107. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.108. **Minutes:****RESOLVED:** That the minutes of the meeting held on 9 June 2004, having been circulated, be taken as read and signed as a correct record.109. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.110. **Petitions:****RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.111. **Deputations:****RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.112. **Reference from the Meeting of the Cabinet held on 29 July 2004:**

The Sub-Committee received a reference from the meeting of the Cabinet held on 29 July 2004, asking the Sub-Committee to comment on the recommendation regarding the Housing Department entering a partnering contract and appointing contract administrators for the delivery of the stock investment capital programme for 2005/06, 2006/07 and 2007/08.

In response to a query from the Chair regarding the estimated cost of fees being 10% of the work costs, officers replied that it was anticipated that 10% would be sufficient for budget purposes as the service would be put out to tender and the tendering process would ensure keen prices at less than 10% of work costs.

A Member queried the purpose of the reference from Cabinet as the decision on the matter had already been taken.

In response to this comment, officers stated that there was an opportunity to influence the process and the content of the contract.

A Member raised concerns regarding the partnering contract as a similar arrangement had led to an overspend in the provision of the response maintenance service during the last financial year.

Officers confirmed that the overspend had arisen in the closing of the financial year ended 31 March 2004 in order that the partnering contracts could be put in place and become effective from 1 April 2004. The partnering contracts were not responsible for the response maintenance overspend.

In response to a question regarding the ALMO, officers replied that the ALMO would be launched in the period leading up to 31 December 2004. It was advised that the estimated budget for the following year's capital housing investment programme was based on the assumption that the Council would achieve the two star rating.

Members stressed that the Council should work towards the implementation of the agreement with the ODPM regarding the launch of the ALMO and not postpone this to future years.

In response to a Member's concern regarding the budget being manageable, officers stated that the estimated budget for the next year had been reduced, with compensatory increases included in 2006/07 and 2007/08.

**RESOLVED:** That the comments above be brought to the attention of Cabinet.

113. **Presentation on the Green Belt Management Policy:**

The Sub-Committee received an officer presentation on the development of a Green Belt Management Strategy in Harrow.

The green belt made up 15% of the land in Harrow and the Council owned half of this. It was advised that six consultancy firms had been asked to suggest strategies on the development of the green belt with a view to increasing amenities and tourism, protecting the natural environment and identifying funding opportunities. The chosen firm would start the assignment on 1 November and the strategy was expected to be finalised in late February. A consultation with landowners and members of the community on the future of the green belt would be included in the tasks undertaken by the consultants. The strategy would focus on Council-owned land, although private land would be affected through planning requirements, which would be in line with the strategy on the green belt.

In response to a question from a Member regarding the costs of developing and implementing the strategy, officers reported that the consultants were expected to include the estimated costs of the implementation in their bids.

Members agreed that a letter be written to the Portfolio Holder to ask that a copy of the consultants' final report be submitted to the Sub-committee once published.

**RESOLVED:** That (1) the report regarding the Green Belt Management Strategy be submitted to the Sub-Committee for comments prior to consideration by the Cabinet and;

(2) the report be noted.

114. **Flooding:**  
The Sub-Committee received a report of the Director of Professional Services, Urban Living regarding flooding in Harrow.
- Officers advised that responsibility for drainage was split between several agencies, including the Council, and the public sewers were controlled by Thames Water. It was advised that there was no statutory duty to prevent flooding as this would be extremely expensive. Officers reported that problematic areas had been identified and that the cleaning of sewers had improved.
- Members felt that, as the Council had limited responsibility and the Sub-Committee only carried out one or two in-depth reviews per year, flooding should not be scrutinised by the Committee. It was agreed that the Sub-Committee would revisit the decision should flooding become a more frequent problem, and that maps on high-risk areas be distributed to Members.
- RESOLVED:** That (1) no in-depth review on flooding be undertaken at this stage; and  
(2) the report be noted.
115. **Waste Management BVPIs:**  
The report of the Area Director, Urban Living, provided the Sub-Committee with a review of the Council's BVPI performance for 2003/04, which had been undertaken by consultants to prepare for the Best Value Inspection.
- It was reported that the recycling rate over the last year had improved mainly due to the roll-out of the Brown Bin Scheme. This roll-out was continuing with one round being introduced in September 2004 and three more scheduled for early 2005/06. The growth in waste per household, in 2003/04, was 1% lower than the national average. The report noted a significant increase in the BVPI for the cost of waste collection. It was felt, however, that this depended more on how the BVPI was calculated than any significant decline in efficiency. Nevertheless, the Council was to investigate this area further.
- It was noted that the kitchen waste trial would start in October, with a report to the Cabinet in April on the results of the scheme. Members were reminded that landfill costs were gradually increasing and that augmented recycling rates would lead to significant savings in the long term.
- RESOLVED:** That (1) officers report back on the final conclusions of the Audit; and  
(2) the report be noted.
116. **Progress Report on the Scrutiny Review:**  
The Chair reported that Members of the Sub-Committee had carried out several visits with regard to the in-depth review of Waste Management; to date, the London Borough of Bexley and Daventry District Council had been visited. It was noted that the Sub-Committee planned to visit the London Borough of Barnet to look at their policies on waste management which included the issuing of penalties to those who did not participate in the recycling scheme. Members would also monitor the development of Harrow's Brown Bin Scheme and the kitchen waste trial.
- RESOLVED:** That the verbal report be noted.
117. **Housing Need & Supply Annual Statistical Summary 2003/2004:**  
The Sub-Committee received a report of the Director of Strategy, Urban Living outlining the statistics relating to housing need and supply during 2003/04.
- It was noted that homelessness had been reduced and that housing alternatives for risk groups had successfully been found. It was advised that people from Black and Minority Ethnic communities were slightly overrepresented in homelessness figures across London.
- In response to a question from a Member regarding the number of applicants who were not considered by officers to be eligible for housing, officers replied that the figures for all applications and decisions regarding housing were available.
- Responding to a question regarding the anticipated sale of housing stock, officers informed the Sub-Committee that these figures depended on government legislation, the right to buy and discounts available.

The statistics in 'Rent Arrears and Voids for LA Housing Stock', set out in the Information Circular, were discussed and the Sub-Committee requested that in future reports:-

- the graphs be labelled;
- the statistics display the results over several months to a year; and
- figures for long outstanding rental arrears (2 to 3 months) be included.

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

118. **Annual Report of the Overview and Scrutiny Committee 2003/04:**

**RESOLVED:** That the draft Chair's report of the Sub-Committee's work over the past year for inclusion in the 2003/04 scrutiny annual report be approved.

(Note: The meeting having commenced at 7.32 pm, closed at 9.33 pm)

(Signed) COUNCILLOR ALAN BLANN  
Chair

STANDING ADVISORY  
COUNCIL FOR  
RELIGIOUS  
EDUCATION







**RESOLVED:** That, subject to the amendments above, the minutes of the meeting held on 17 June 2004, having been circulated, be taken as read and signed as a correct record.

119. **Early Years Resources:**

The Chair reported that packs of early years' resources were being ordered for nurseries across the Borough.

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

120. **World Citizen Project:**

It was reported that posters inviting pupils aged 8-18 to take part in the World Citizen Project would be sent to schools and colleges throughout the Borough in October 2004.

**RESOLVED:** That a covering letter be written on behalf of SACRE to accompany the posters and support the project.

121. **Membership:**

The meeting noted that there was currently no Christian Orthodox representative on SACRE. The Chair reported that she had invited a nomination from the local Greek Orthodox Church.

The meeting heard that Mr Mike Bishop had retired from teaching, but still held a deep concern for Religious Education in the Borough and felt that he had much to offer the Council. Reverend David Varcoe, one of the Borough's Ecumenical Deans nominated Mr Bishop to remain as a member of SACRE as a representative of the Free Churches. The Chair thanked Mr Bishop for his work as a teacher for SACRE and looked forward to working with him in the future.

**RESOLVED:** That Mr Bishop continue as a member of SACRE as a representative of the Free Churches.

122. **News from schools:**

The Chair welcomed Mr Phil Mead who was a member of Hatch End High School's Spiritual Development Forum and a teacher in the Science Department. Mr Mead explained that the forum, which drew members from pupils and staff from different departments, met on a regular basis. The forum was based on the philosophy that it was important to develop and build common beliefs among different groups of people.

The forum had organised two successful International Evenings since being founded in 2001, and had helped to raise money for charity in the process. The International Evenings included a wide range of entertainment including music, drama and dance from different religious groups. One particularly successful Hindu play had been written by a member of staff and put on CD. Members suggested that this could be a useful resource for other schools in the Borough.

It was reported that the next International Evening would take place in March 2005. Leaders of faith groups had been invited to take part. Any Member requiring further details of the event were asked to contact Mr Mead at Hatch End High School. The Chair thanked Mr Mead for his contribution to the meeting.

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

123. **Determinations:**

Members questioned the suitability of the 1988 Education Act in multi-cultural areas such as Harrow.

**Roxeth Manor Middle School**

Members discussed the application from Roxeth Manor Middle School. It was noted that although a questionnaire had not been used to collect parental opinion, Governors had discussed the determination with parents at open evenings. Members agreed the determination subject to two provisions. Firstly, the school should be asked to provide greater detail of the collective worship. Secondly, the Council requested that the form be signed and dated by the Chair of Governors.

**Glebe First and Middle School**

Members discussed the application from Glebe First and Middle School, the paperwork for which was tabled at the meeting. It was suggested that the wording 'Siri Guru Nanak Devji' of section 5.9 of the Collective Worship Policy be changed to read 'Siri Guru Granth Sahib.'

**RESOLVED:** That (1) a letter be written on behalf of SACRE to the Department for Education and Skills requesting a review of the stipulation that Collective Worship should be wholly or mainly, broadly Christian;

(2) the application from Roxeth Manor Middle School be agreed, subject to the provisions detailed above; and

(3) the application from Glebe First and Middle School be agreed.

124. **Draft SACRE Constitution:**

Introduction

It was noted that the Education Act 1996 (section 390), had superseded the Education Act 1988 (section 11). The Chair agreed to check if there had been any changes to the wording. It was agreed that the full stops would be deleted from S.A.C.R.E.

Section 2

Members agreed to the following amendments;

- an additional paragraph was inserted under Group A to read: 'Representatives of such religious denominations as may approach and be agreed by SACRE for membership.'
- the wording in Group B was amended to read: 'Three representatives of the Church of England, to be nominated by Harrow Deanery Synod.'
- the wording in Group C was changed to read: '...one of which should be drawn from each of the three sectors...'

Quorum

It was agreed that the quorum for SACRE would be one Member from each of Groups A, B, C and D.

**RESOLVED:** That the constitution be ratified subject to the points listed above and clearance from Harrow Legal Services.

125. **SACRE Handbook:**

Members were invited to comment on the SACRE Handbook.

Education Service Review - Headlines for Religious Education and Collective Worship

An evidence trail was discussed and the current situation compared to previous performance.

OFSTED reports

Members discussed extracts from recent OFSTED reports on schools, pertaining to Religious Education, Collective Worship and Opportunities for Spiritual Development.

**RESOLVED:** That (1) Members feed back comments on the SACRE Handbook to the Chair by 1 November 2004;

(2) the Chair write to schools on behalf of SACRE, praising their strengths and offering help, in conjunction with School Development Services where appropriate; and

(3) any subsequent responses from schools be reported back to SACRE.

126. **Agreed Syllabus Conference:**

Members were reminded that the Harrow Agreed Syllabus of Religious Education had been previously approved in 2000. Therefore the syllabus was due for review in 2005. Members agreed unanimously that Harrow Council should be advised to arrange a Conference, in order to begin the review of the syllabus. It was anticipated that the process would be completed by September 2005. The first meeting would take place in December 2004.

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

127. **News:**

Black History Month

It was noted that the full programme for the Black History Month would be available in the near future. On 1 October the Mayor would be opening the exhibition on the hidden history of African women. This was to be followed by the official launch of the

Black History Month on 2 October at the Elliot Hall. Patrick O'Dwyer asked for biographies of black people who worked out principles of faith in their life.

Inter Faith Festival (27 June – 4 July 2004)

Members were advised that the festival was incorporated into the Borough's 50<sup>th</sup> Anniversary Celebrations. It was noted that material produced by pupils for the festival had been displayed at the Civic Centre and Harrow Baptist Church. It was further noted that funding had been made available to laminate the material, allowing it to be used as a resource for schools. The Harrow Inter Faith Council was congratulated for a very good and worthwhile event.

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

128. **Correspondence:**

Festival of Light at St Ann's

Members discussed the Festival of Light in November 2004. It was explained that Harrow Council were organising the festival and were hoping that faith groups throughout the Borough would provide material for the event. Members were asked to discuss the issue with their faith groups and feed back any suggestions to the Chair.

Wealdstone Centre

It was hoped that representatives of each faith group would take part in the blessing ceremony of the new Wealdstone Centre.

SACRE News

Copies were distributed to Members.

Multi Faith Harrow Photograph

A photograph of the members of various faiths in Harrow had been published in the Harrow People Magazine. A plaque of the picture would be displayed permanently in the Civic Centre as part of the 50<sup>th</sup> Anniversary Celebrations exhibition. It was suggested that it might be appropriate to produce the design on a card.

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

129. **Any Other Business:**

**RESOLVED:** To note that there was no other business to be discussed at this meeting.

130. **Dates of Future Meetings:**

Members noted that future SACRE meetings had been scheduled for:

- 9 December 2004
- 10 March 2005

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

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

(Signed) (PAT STEVENS)  
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 9 SEPTEMBER 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 - NIL****PART II - MINUTES**

577. **Minute Silence:**  
 Cabinet stood and observed a one minute silence in memory of the victims of the siege at school 1 in Beslan, Russia.
578. **Councillor Margaret Davine:**  
 Cabinet expressed their good wishes to Councillor Margaret Davine for her convalescence.
579. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
10. Various Housing Matters	Miss Lyne	The Member indicated a personal interest in that she was a Member of the ALMO Shadow Board. She would remain in the room whilst the matter was considered and voted upon.
14. Establishment of the Harrow 14-19 Skills Centre	Foulds	The Member indicated a personal interest in that he was employed by Stanmore College. He would vacate the Chair for this item but remain in the room whilst the matter was considered and voted upon.
17. Byron Park Area Regeneration	C Mote	The Member indicated a personal interest in that he was Vice President of Harrow and Wealdstone Swimming Club. He would remain in the room whilst the matter was considered and voted upon.
23. Urgent item - Prince Edward Playing Fields Development	Burchell	The Member indicated a personal interest in that he was the Council's representative on Prince Edward Playing Fields Trust. He would remain in the room whilst the matter was considered and voted upon.
	Foulds	The Member indicated a personal interest in that he was employed by Stanmore College. He would vacate the Chair for this item but would remain in the room whilst the matter was considered and voted upon.

580. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 29 July 2004, having been circulated, be taken as read and signed as a correct record.

581. **Arrangement of Agenda:**

The Chair indicated that he was prepared to consider the note from the Budget Review Working Group meeting held on 2 September 2004, as a matter of urgency, to enable Cabinet to consider the Group's views on the budget consultation process at the earliest opportunity and prior to their consideration of a full report on 14 October 2004. He advised that he was also prepared to consider a tabled Part I item on the Post Office Closure Programme, as a matter of urgency, in order to meet the tight consultation timescale set by the Post Office. Members noted that the Chief Executive would also make an oral report in Part II of the agenda on this matter.

The Chair further indicated that the Chief Executive would be tabling a confidential report on the Harrow Town Centre Development, which required consideration as a matter of urgency in order to meet the necessary timescales.

Members noted that the Chair was also prepared to consider the confidential report on Prince Edward Playing Fields Development, as a matter of urgency, to allow the re-building work to start as quickly as possible in order to achieve completion in Summer 2005. Members noted that it had not been possible to finalise the report until details had been received from the developer.

**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>
21. Business Transformation 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 confidential information about expenditure proposed to be incurred by the Authority under a particular contract.
22a. Urgent item - Post Office Closure Programme	The report contained exempt information under Paragraph 12 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information about advice received in connection with the determination of any matter affecting the Authority.
22b. Urgent item – Harrow Town Centre Development	The report contained exempt information under Paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information about terms proposed by or to the Authority in the course of negotiations for a contract for the acquisition or disposal of property.
23. Urgent item - Prince Edward Playing Fields Development	The report contained exempt information under Paragraphs 7 and 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information about the financial or business affairs of a particular person (other than the Authority) and the terms proposed to the Authority in the course of negotiations for the disposal of land.

582. **Petitions:**

**RESOLVED:** To note that no petitions had been received.

583. **Public Questions:**

**RESOLVED:** To note that no public questions had been received.

584. **Gerald Balabanoff:**  
Each of the Group Leaders paid tribute to Gerald Balabanoff, the Borough Solicitor, who was retiring after 18 years with the Authority. Members conveyed their thanks for his valuable, unbiased and balanced advice.
- Particular mention was made of Mr Balabanoff's role in the preservation of Harrow Magistrates' Court.
- Gerald Balabanoff thanked Members for their tributes.
585. **Tony McNulty MP:**  
The Chair drew Cabinet's attention to the promotion of Tony McNulty MP to the post of Senior Transport Minister.
586. **Forward Plan 1 September - 31 December 2004:**
- RESOLVED:** To note the contents of the Forward Plan for the period 1 September – 31 December 2004.
587. **Reports from the Overview and Scrutiny Committee or Sub-Committees:**
- RESOLVED:** To note that no reports had been received.
588. **Audit Commission Report - Public Realm Maintenance Services - Stage 2 Inspection:**  
The Chair welcomed the Neil Williams, Rhonda Wootten and David Summersgill, Inspectors employed by Deloitte's to provide Inspection Services commissioned by the Audit Commission, to the meeting. The Inspectors circulated a presentation to Cabinet, which outlined the key findings from their Stage 2 Inspection of the Public Realm Services. Members were asked to note that the results of the inspection did not contribute to the Comprehensive Performance Assessment score.
- Rhonda Wootten detailed the main findings of the inspection and Neil Williams advised that the Stage 3 inspection would take place in 2005. He thanked Members and Officers for their co-operation during the inspection.
- In response to a Member's question, David Summersgill advised that there was an onus on the Authority to demonstrate that value for money had been considered.
- The Portfolio Holder for Environment and Transport confirmed that there was a dedicated call centre for each of the operational areas but requested that officers check that the Civic Centre switchboard was aware of the various call centre telephone numbers.
- In response to a question in relation to the collection of grass cuttings, the Area Director (Urban Living) indicated that he would discuss this matter with the Member concerned outside of the meeting.
- The Chair indicated that staff were to be congratulated on their success in winning several awards in the area of public realm maintenance.
- RESOLVED:** That the report be noted.
- Reason for Decision:** To note progress in respect of the New Harrow Project Public Realm Maintenance Services improvement.
589. **Presentation on Performance Management:**  
Members received a presentation on Performance Management from the Director of Organisational Performance. Officers from Agilysis were also in attendance. Members noted that it was recommended that Cabinet act as a Performance Board periodically to provide leadership on Performance Management and a coherent strategic view of the Council's performance.
- The Director of Organisational Performance drew Members' attention to the Strategic Performance report, which had been circulated on the second supplemental agenda. He reported that officers were trying to take a holistic and balanced look at performance and he outlined the balanced scorecard. He added that by 31 March 2005, each department would have a service plan and strategic performance report in place. By 4 October 2004, performance information would be available to all managers on the intranet.

Members endorsed the proposals and the format and style of the Strategic Performance report and conveyed their congratulations to the Director of Organisational Performance and his team for their work. Members requested that there be further consideration of the dates that Cabinet would meet as the Performance Board due to conflicts with the budget setting process each February and possible changes of Cabinet membership each May and Administration every four years.

**RESOLVED:** (1) That Cabinet meet once a quarter in its role as "Performance Board" for the purpose of receiving and considering a strategic performance report;

(2) that the terms of reference for its Performance Board role, attached at Appendix A to the report of the Director of Organisational Performance, be approved.

**Reason for Decision:** To enable Members to form a coherent strategic view of the Council's performance in achieving corporate priorities and to provide leadership on performance management.

(3) That quarterly performance indicator reports and quarterly reports on the Council's Improvement Plan no longer be submitted to Cabinet;

**Reason for Decision:** Key issues from these reports would be addressed in the new Strategic Performance report.

(4) That the framework for the Strategic Performance Report and the wider approach to Performance Management across the Council contained in the presentation by the Director of Organisational Performance be approved.

**Reason for Decision:** To improve performance management across the Council.

590. **Key Decision - Various Housing Matters:**

Members considered the report of the Chief Executive which advised that as the Housing Revenue Account 2003/4 was being closed, a serious overspend against the Housing Repairs Budget had been revealed. Following the outcome of the investigation, the Chief Executive had authorised a further disciplinary investigation and the senior manager concerned was suspended. The report updated Members on various issues, gave the outcome of the disciplinary investigation and commented on the overspend within the Housing Revenue Account.

The Chief Executive reported that, as detailed briefings had already been provided to the three party Leaders, she wished to draw Members' attention to the re-tendering of the maintenance contracts and advised that she proposed option 3, as set out in paragraph 6.10 of her report, for dealing with the remaining issue of £194,000.

An amendment in the name of Councillor Burchell was moved, put to the vote and it was

**RESOLVED:** That (1) the various actions that had taken place be noted;

(2) the action detailed in option 3 (paragraph 6.10) and Section 6 to the report of the Chief Executive to balance the housing repairs budget, and the re-tendering of maintenance contracts as described in paragraph 5.3 of her report, be approved; and

(3) the report be referred to the Tenants' and Leaseholders' Consultative Forum for consideration.

**Reason for Decision:** To keep Members informed of various housing issues and advise on the implications of the overspend within the Housing Revenue Account.

(See also Minute 579).

591. **Progress Report on Social Care Financial Management:**

The Executive Director (Business Connections) introduced the report which advised Members on the progress made since the previous report to their meeting in February 2004.

In response to a question in relation to the financial stability of the Primary Care Trust (PCT), the Executive Director (Business Connections) reported that he understood that the PCT were in a position to pay off potential debts. He advised that it was his intention to submit a report to a future meeting of Cabinet on this issue shortly. The

Director of Financial and Business Strategy added that there had been considerable progress with the PCT and that a review of debt across the Council was underway.

The Executive Director (Business Connections) undertook to discuss and clarify the cost of secure units with a Member who expressed concern in relation to this matter outside of the meeting.

The Portfolio Holder for Finance and Performance Management requested that thanks be conveyed to the Group Manager, People First Finance, and her team for all their work.

**RESOLVED:** (1) That the progress made to date be noted and to note the developments planned for 2004/5;

(2) that the budgets, as set out in the budget book summary attached at Appendix 1 to the report of the Executive Director (Business Connections), be approved.

**Reason for Decision:** To advise Members on the progress made to date and to seek approval for the revised Social Care Budgets.

592. **Local Government Ombudsman Finding of Maladministration:**

The Executive Director (People First) introduced the report which advised that the Council needed to respond to the Ombudsman following a finding of maladministration and explain what action it had taken or was intending to take. He advised Members that it had taken 18 months for the Ombudsman to conclude this investigation.

**RESOLVED:** That the recommendations made by the Ombudsman be agreed as follows:-

- The Council fund a re-assessment by an independent agency of the needs of the person with learning disability
- An ex gratia payment of £500 be offered to the complainant
- The management of complaints between partner agencies in the NHS and the Council be strengthened in accordance with awaited Department of Health guidance.

**Reason for Decision:** Council was required, under Section 31(2) of the Local Government Act 1974, to consider the report and to tell the Ombudsman, within 3 months of receiving it, the action taken or proposed to be taken.

593. **Development of a Multi-Agency Strategy for Services to Refugees and Asylum Seekers:**

The Executive Director (People First) introduced the report and presented the draft Strategy for formal noting prior to its circulation to other stakeholders. The Strategy had been developed through detailed work with departments and other agencies. He added that the report drew attention to untapped funding to support the strategy and advised on the strategic issues around fragmentation and other matters.

An amendment in the name of Councillor Foulds was moved, put to the vote and it was

**RESOLVED:** (1) That the draft Strategy be noted and circulated to all other key stake-holding organisations for their formal comment and endorsement and to seek their assistance in drawing up a more substantial Action Plan;

(2) that, following comment and endorsement by stakeholders, the Cabinet receive the final Strategy for approval and onward transmission to the Harrow Strategic Partnership.

**Reason for Decision:** Formal approval of the draft Strategy was required before it could be circulated to other stakeholders for their consideration and endorsement.

594. **Key Decision - Establishment of the Harrow 14-19 Skills Centre:**

Councillor Navin Shah took the Chair for this item in place of Councillor Foulds who had indicated a personal interest.

The Executive Director (People First) introduced the report, which sought Member approval for the development of a training base for the Harrow 14-19 Skills Centre. The Executive Director (People First) advised that the Centre would broaden the access of students to a range of courses not currently provided in Harrow, but he

emphasised that the business case was contingent upon securing sponsorship. He also drew Members' attention to the proposed new report format, which had been devised following their comments at Cabinet in July 2004.

In response to a Member's concern about young people attending a centre on the Depot Site, the Portfolio Holder for Partnership and Property advised that a risk assessment had been carried out and the issues arising from that assessment had been taken on board.

The Portfolio Holder for Education and Lifelong Learning congratulated officers and Members from all parties for their assistance in persuading the Learning and Skills Council to increase their contribution.

In supporting the new report format, Members commented that paragraphs should be numbered, that supporting information should appear on the website as well as in the Group Offices and that a paragraph to address current/future budget demands be included.

**RESOLVED:** (1) That, subject to the relevant planning approvals being obtained and funding being secured, the redundant Council archive store, part of Unit 4, on the Central Depot site be released and developed into a training base for the Harrow 14-19 Skills Centre;

(2) that the Learning and Skills Council contribution of £300,000 be acknowledged;

(3) that officers work with the Learning and Skills Council, Schools and Colleges and local businesses to secure contributions and sponsorship.

**Reason for Decision:** The Skills Centre would be a key element of the 14-19 provision in Harrow and would increase opportunities across the 14-19 learning and skills agenda. It would contribute to the corporate priority to promote Harrow as a centre of lifelong learning by offering the highest quality education service, by raising aspirations and outcomes of achievement, and by providing activities for cultural, artistic and leisure pursuits which reflect the profile and interests of all communities.

(Note: at the conclusion of this item, Councillor Foulds resumed the Chair).

(See also Minute 579).

595. **Appointment of LEA Governors:**  
The Chair advised Members that this item had been withdrawn from the agenda.

596. **Under One Sky (Carnival / Mela):**  
The Executive Director (People First) introduced the report which advised Cabinet on ways of furthering the Cultural Strategy Action Plan's proposal to "facilitate...a carnival steering group to assist community groups in ... an annual carnival reflecting local diversity". He reported that the proposed title, 'Under One Sky', was drawn from the Millennium.

The Executive Director (People First) drew Members' attention to the sentence contained in the report 'to ensure aspirations are realistic' given officer capacity.

The Portfolio Holder for Education and Lifelong Learning undertook to discuss any issues with the Nominated Members but indicated that the project was at an early stage.

The Portfolio Holder for Planning, Development, Housing and Best Value advised that he would circulate the date of an event being held by the Chinese Community in Harrow Town Centre. He advised Members that there would be a 'switching on' of lights in the town centre for Diwali and Christmas.

**RESOLVED:** (1) That a Steering Group, with the membership and remit set out in paragraph 6.13 of the report of the Director of Learning and Community Development's, report be approved;

(2) that funding of £25,000 be made available to appoint a temporary Project Co-ordinator;

(3) that the event be developed as the "Under One Sky" proposal for the reasons outlined in the report of the Director of Learning and Community Development.

**Reason for Decision:** Approval would enable officers to progress the development of the event through the formalisation of community participation in a Steering Group and the appointment of a Project Co-ordinator, both of which were urgently needed for the successful delivery of the event by Summer 2005.

597. **Byron Park Area Regeneration:**

The Executive Director (Urban Living) introduced the report and advised that work had been on-going for some time to finalise proposals for the development of the Driving Centre and Swimming Pool sites adjacent to Byron Recreation Ground. He reminded Members that, in July 2004, Cabinet had agreed that the indoor Tennis Centre also be located on this site as would a number of other facilities.

The Portfolio Holder for Planning, Development, Housing and Best Value outlined the prospects for development and offered to visit the site with opposition group Cabinet Members. The Portfolio Holder for Environment and Transport advised of his support for the master planning and emphasised the need to get local people to use the facilities.

A Member suggested that the Council might wish to contact the Amateur Swimming Association (ASA) in relation to the development of the outdoor pool, as he understood that funding was available. It might be possible to convert the pool to Olympic size, which would be advantageous to the Borough if London were to be successful in its 2012 Olympic bid.

**RESOLVED:** (1) That the principle of master planning the proposed redevelopment of the Byron Park area to achieve sustainable development be approved;

(2) that the proposal to upgrade Byron Park and environment around the Harrow Leisure Centre be approved, in principle, and that such improvements be steered by the relevant Portfolio Holders, subject to further consideration of costed proposals at a future meeting.

**Reason for Decision:** To enable design and development work to continue without delay.

(See also Minute 579).

598. **ODPM Evaluation of Planning Performance:**

The Executive Director (Urban Living) introduced the report, which informed Members of the outcome of the investigation of the Office of the Deputy Prime Minister (ODPM) into the Council's performance as Local Planning Authority, and proposed actions arising as a result. He advised that the criticisms levelled at the Council were taken seriously and added that the ODPM had requested that the Chief Executive take responsibility for endorsing the trajectory. The Executive Director (Urban Living) drew Members' attention to the reference from the Development Control Committee, which had been circulated on the third supplemental agenda.

The Executive Director (Urban Living) reported that since receipt of the letter from the ODPM, performance had improved significantly. It was, however, essential to ensure that performance was sustained and he added that dealing with non-delegated applications was a key issue.

The Executive Director (Urban Living) stated that there was now a mechanism in place to tackle this area of poor performance. The Chief Executive indicated that, given the current planning performance, she would have no difficulty in writing to the Minister in the terms sought within the next 4-5 weeks.

**RESOLVED:** To note the report, confirm the Council's commitment to improvement and to endorse the proposed actions set out in the report of the Chief Planning Officer.

**Reason for Decision:** To inform Members of the ODPM concerns and action being taken to address them.

599. **Confirmation of Article 4(2) Direction - Little Common Conservation Area:**

Members considered a report, which sought confirmation of the Article 4(2) Direction made on 17 June 2004, covering properties within the Little Common Conservation Area, intended to remove various permitted development rights relating to various works.

**RESOLVED:** That the Article 4(2) Direction made on 17 June 2004, covering the Little Common Conservation area be confirmed and that various permitted development

rights for development which would front the highway, waterway or open space be removed.

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

600. **Urgent item - Budget Consultation Process:**

The Portfolio Holder for Finance and Performance Management introduced the note from the Budget Review Working Group in relation to the budget consultation process. He advised that the Group had agreed to set up an all party Working Group to consider the parameters of the consultation.

**RESOLVED:** To note that the parameters of the consultation would have to be set and the questions agreed.

**Reason for Decision:** To keep Cabinet informed of the views of the Working Group in relation to the budget consultation process.

601. **Urgent item - Post Office Closure Programme:**

The Chief Executive tabled a briefing paper on the Post Office Closure Programme and advised Members of the short timescale in which to respond to the Post Office Consultation. She reported that the scrutiny process was set out in the briefing paper and that the closing date for the consultation was 13 October 2004.

Members expressed concern at the short timescale for the consultation. The Chief Executive suggested that the proposed way forward be discussed in Part II of the agenda.

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

**Reason for Decision:** To keep Members informed of Post Office Closure Programme.

602. **Business Transformation Partnership:**

Members considered a confidential report from the Executive Director (Business Connections) in relation to the Business Transformation Partnership.

**RESOLVED:** That the shortlisting of potential partners for the Business Transformation Partnership be delegated to the Finance and Performance Management Portfolio Holder following consultation with the ICT Members Group.

**Reason for Decision:** To facilitate the progression of the procurement process of an incremental strategic partner and minimise risk of delay to the process so that the work outlined in the approved ICT Strategy could be delivered.

603. **Urgent item - Post Office Closure Programme:**

The Chief Executive gave a confidential oral report setting out her proposals for the Council's response to the Post Office consultation. She added that, due to the tight timescales, it would not be possible to wait until the next Cabinet for authority to proceed with the proposed course of action but that she would consult with the 3 party Leaders.

**RESOLVED:** That the proposed way forward, detailed by the Chief Executive, be approved.

**Reason for Decision:** In order to respond to the Post Office consultation within the specified timescale.

604. **Urgent item - Harrow Town Centre Development Issues:**

The Chief Executive tabled a confidential report outlining development issues in relation to Harrow Town Centre.

**RESOLVED:** That it be agreed in principle that the assurance sought by Transport for London be given for the reasons outlined by the Chief Executive in her report.

**Reason for decision:** To facilitate progress of the re-development.

605. **Urgent item - Prince Edward Playing Fields Development:**

Councillor Navin Shah took the Chair for this item in place of Councillor Foulds who had indicated a personal interest.



Members considered a confidential report from the Director of Professional Services (Urban Living) in relation to the Prince Edward Playing Fields Development.

**RESOLVED:** (1) To note and agree the terms and conditions for a revised lease as set out in the report of the Director of Professional Services;

(2) that any subsequent changes to the lease which might be required be agreed by the Director of Professional Services following consultation with the Portfolio Holder for Partnership and Property.

**Reason for Decision:** To facilitate a restart on site and the completion of the Prince Edward Playing Fields Project.

(Note: at the conclusion of this item, Councillor Foulds resumed the Chair).

(See also Minute 579).

606. **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:** To continue the meeting until 10.15 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.11 pm).

(Signed) COUNCILLOR A T FOULDS  
Chair



CABINET  
ADVISORY  
PANELS



## BEST VALUE ADVISORY PANEL

3 AUGUST 2004

Chair: \* Councillor Bluston

Councillors: \* D Ashton \* Idaikkadar  
\* Burchell \* Vina Mithani  
\* Currie \* Pinkus

\* Denotes Member present

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

110. **Appointment of Chair:**  
**RESOLVED:** To note the appointment of Councillor Bluston as Chair of the Best Value Advisory Panel for the 2004/2005 Municipal Year, as agreed at the Cabinet meeting held on 20 May 2004.
111. **Attendance by Reserve Members:**  
**RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.
112. **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.
113. **Arrangement of Agenda:**  
**RESOLVED:** That all items be considered with the press and public present.
114. **Minutes:**  
**RESOLVED:** That the minutes of the meetings held on 25 March 2004 and 28 April 2004, having been circulated, be taken as read and signed as a correct record.
115. **Appointment of Vice-Chair:**  
**RESOLVED:** That Councillor Burchell be appointed as Vice-Chair of the Best Value Advisory Panel for the 2004/2005 Municipal Year.
116. **Public Questions:**  
**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
117. **Petitions:**  
**RESOLVED:** To note that no petitions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).
118. **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).
119. **Procurement - Update Against Improvement Plan:**  
The Panel received a verbal report from the Procurement Manager, which detailed the progress made in relation to procurement across the Council.  
  
The Procurement Manager firstly advised the Panel that a sizeable project had recently been put out to tender, consisting of the construction of a business portal for local firms in Harrow. This would allow greater and more efficient communication between them. Members were informed that the project was likely to commence in October 2004.

The Procurement Manager further reported that from 2 August 2004 it was a requirement that new suppliers to the Council be approved by the Procurement Team. Members were informed that this would allow greater scope for challenge, for example to question whether there were local suppliers available for use and to observe whether or not suppliers had complied with standing orders. In addition the Procurement Manager stated that this process was being completed electronically which was therefore minimising administration time and costs. Both the Chair and the Chair of the Tenants' and Leaseholders' Consultative Forum asked the Officer whether the ALMO from its projected launch date of 1 September 2004, would have the same significant input and consideration as Council departments, to which the reply was affirmative.

Members were also advised that important communication networks were being built. For example collaboration was taking place with the West London Alliance and neighbouring Councils, with regard to issues such as abandoned vehicles and temporary staff.

The Procurement Manager also updated the Panel on the project on grounds maintenance, which Members were informed had recently been put out to tender, and the purchasing card system. With regard to the latter, the Procurement Manager advised the Panel that 175 cards across the authority were now in use and assured Members that the system was working well. It was added that training in Procurement strategies had also now begun across the Council.

Finally, the Panel noted that the contract procedure rules were to be formally added to the Constitution and that Business Connections were currently in the process of tracking the total savings made to date. The Panel was informed that the report on saving targets would be finalised at the end of August 2004 and at the next meeting of the Best Value Advisory Panel a report concerning the Improvement Plan would be delivered, as well as any further updated statistics on savings and other relevant matters.

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

(2) an update report on procurement be submitted to the meeting of the Panel in September 2004.

120. **Planning & Development Improvement Plan 2004/05 - 2006/07:**

The Panel received a report of the Chief Planning Officer, which detailed the actions proposed to bring all of the functions involved within the Planning and Development Services up to a standard which would place Harrow within the higher performing authorities in the next CPA (Comprehensive Performance Assessment).

The Chief Planning Officer emphasised that efficiency and effectiveness were key to obtaining funds from Central Government and securing the maximum Planning Delivery Grant. Members were referred to two tables on pages 38 and 39 of the agenda which illustrated that, over the last four to five years the number of planning applications submitted to the Authority had increased by 50% and that determining these within the 8 week target set by the Government had proved challenging. The Chief Planning Officer explained that this was due in part to problems in recruiting staff, problems which Members were assured were being addressed at present.

The Chief Planning Officer updated the Panel with regard to the Authority's performance in determining planning applications within 8 weeks. Members were informed that this had improved from 46% of applications in 2000/2001 to 65% in 2003/2004.

The Panel were referred to the Application Performance Targets on page 49 of the agenda. The Chief Planning Officer commented that the BVPI (Best Value Performance Indicator) targets were now split into three categories – Major, Minor and Other Applications. Members were advised that although the Planning and Development Services were likely to meet the targets set for Major and Other Applications, they were unlikely to meet the set targets in relation to Minor Applications as only 58% of planning applications were currently being determined within the 8 week time frame. However, it was added that this figure was being improved upon.

The Chief Planning Officer emphasised that over the next two years of the three year Improvement Plan, it was very important to meet the targets set in order to secure the maximum Planning Delivery Grant. This would be vital for ensuring the efficiency and effectiveness of the Planning and Development Services, for example through recruiting and training staff as well as upgrading the I.T. systems. Members were informed that the employment market for planners was very volatile and competitive and the ability to retain and recruit staff would be critical if targets were to be met.

Discussion turned to the percentage of planning applications delegated to officers. The Chief Planning Officer advised that at present 87% of planning applications were delegated to officers, with the remaining 13% being referred to Committee, as against a target of 95% delegation. A Member queried the process behind compiling the target figures, voicing concern over how scientific the process was. The Member thought that it would be helpful to view the thought process behind constructing the percentage targets in order to determine how workable they were.

**RESOLVED:** That (1) the contents of the report and Improvement Plan be noted;

(2) any comments be forwarded to the Portfolio Holder for Planning, Development and Housing for consideration; and

(3) the Chief Planning Officer be requested to provide an analysis on the percentage targets for report to the Development Control Committee in September 2004.

121. **Best Value Review Programme:**

The Panel received a verbal report of the Director of Organisational Performance, regarding the Best Value Review Programme, further to the recommendation submitted by the Panel to the meeting of Cabinet held on 29 July 2004.

Members were reminded that although six areas had originally been chosen for review, the Panel decided to prioritise three areas to put before Cabinet. These were 'the Harrow Economy', 'Sport and Leisure' and 'Law and Administration'.

The Director of Organisational Performance advised Members that both 'the Harrow Economy' and 'Sport and Leisure' had been agreed by Cabinet for review, however 'Law and Administration' had not been endorsed for further review. The Director confirmed that the Chief Executive had additionally reported to the Cabinet meeting of 29 July on a restructuring of the Law and Administration Division, arising from a Tribal Consultancy review of the Department, which restructuring was to be implemented through the latter part of 2004 and in to 2005. In addition, the Panel were informed that 'Cultural Services' would be inspected by the Audit Commission in February 2005. Therefore, there was a need to construct a programme of self-assessment and an improvement plan. Members were advised that an initial scoping report would be submitted in September 2004. This inspection would have the same scope as a 'Sport and Leisure' review.

The Director of Organisational Performance informed Members that in relation to 'the Harrow Economy' there was a need for careful scoping, given the potential wide remit of the area. Members were advised that the subsequent report would be delivered to the Panel for deliberation in November 2004.

During the discussion that followed, Members sought clarification on a number of issues including whether Cabinet had in fact rejected 'Law and Administration' as an area for review. The Director of Organisational Performance agreed to clarify this issue. In addition, Members questioned the difference between the functions of Best Value and Scrutiny. The Director of Organisational Performance acknowledged that there was some degree of overlap, but stressed the need for both Best Value and Scrutiny to work in a complimentary way.

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

(2) the Director of Organisational Performance clarify issues in relation to Cabinet decisions made on 29 July 2004.

122. **Any Other Business:**

**RESOLVED:** To note that there was no other urgent business.

(Note: The meeting having commenced at 7.30 pm, closed at 9.40 pm)

(Signed) COUNCILLOR HOWARD BLUSTON  
Chair





## BEST VALUE ADVISORY PANEL

8 SEPTEMBER 2004

Chair: \* Councillor Bluston

Councillors: \* D Ashton \* Idaikkadar  
\* Burchell \* Vina Mithani  
\* Currie \* Pinkus

\* Denotes Member present

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

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

124. **Declarations of Interest:**

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

125. **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>
8. Procurement Cross-Cutting Best Value Review	This report was not available at the time the agenda was printed and circulated. Members agreed to consider this item, as a matter of urgency.

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

126. **Minutes:**

**RESOLVED:** That the signing of the minutes of the meeting held on 3 August 2004 be deferred until printed in the next Council Bound Minute Volume.

127. **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).

128. **Petitions:**

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

129. **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).

130. **Procurement Cross-Cutting Best Value Review:**

The Panel received a report of the Procurement Manager, which detailed the strategic objectives for procurement for 2004/2005, with regard to 'Providing Leadership and Building Capacity', 'Partnering and Collaboration', 'Doing Business Electronically' and 'Stimulating Markets and Achieving Community Benefits'.

In relation to the above themes, the Procurement Manager informed Members that new service plans were being agreed and contract orders were due to be launched in October 2004.

The Panel was notified that the Procurement Improvement Plan related to a national context and a revised strategy in procurement would be drafted in November/December 2004. Members were advised that the West London Alliance would be influential in this revision process and information from the Corporate Management Team would be sought.

Discussion having turned to the contents of the report, several Members voiced their concern that there was a lack of information regarding the savings made to date across the Council, and requested that the Improvement Plan, including updated statistics, be circulated to Members before the next meeting of the Panel in November 2004. The Procurement Manager agreed to circulate the figures within the next 7 days.

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

(2) the Panel agree a review process to close the first Procurement Improvement Plan and to issue a new Improvement Plan for 2005/2006;

**REASON:** To address the new procurement strategy launched by the ODPM (Office of the Deputy Prime Minister).

(3) updated statistics be circulated to Members before the next meeting of the Panel in November 2004, as above;

(4) an update report on procurement be submitted to the meeting of the Panel in November 2004; and

(5) an update report on procurement be submitted to the Panel in the new year, once the revised procurement strategy has been agreed.

**REASON:** To conform with the Panel's requests on this matter.

131. **Culture Inspection in 2005:**

The Panel received a joint report of the Director of Learning and Community Development and the Director of Organisational Performance which informed Members of the focus of the Culture Inspection due to take place in the first quarter of 2005. The report detailed the preparation already underway for the inspection and advised Members of future reports they would receive before the inspection commenced.

The Panel was advised that the formation of a corporate methodology for inspections was important for two reasons. Firstly, it allowed the service involved to optimise their ratings in the inspection and, secondly, the process provided useful pointers for service improvement.

Officers informed Members that the first formal stage of the preparation process was a self-assessment. The Panel was provided with a list of questions Cultural Services would use to undertake this self-assessment. Members were advised that there were several stages to complete before an improvement plan could be drawn up. Officers emphasised that these processes were important for highlighting the Services' strengths and weaknesses and subsequently to devise an improvement plan.

In the discussion that followed, Members sought clarification on a number of issues. With regard to a query relating to the process of administering questions, officers advised the Panel that inspectors sought advice concerning who should be consulted, but ultimately could choose to ignore their recommendations. In response to a query regarding the overall benefits to be gained from obtaining a good score in the Culture Inspection, the Panel was informed that a good score would contribute to (potentially) raising Harrow's overall rating to 'good' by 2006 in the CPA (Comprehensive Performance Assessment).

A Member commented that self-assessment should be an ongoing process, not one that occurred only when an inspection was due. Officers confirmed that service performance should be under continuous review, but added that a specific self-assessment was now required by inspectorates in advance of each inspection.

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

(2) the Panel note the intention to produce a self-assessment and an improvement plan for Cultural Services prior to an Audit Commission Culture Inspection in 2005; and

(3) the Panel receive the self-assessment for consideration at its meeting in November 2004.

**REASON:** The self-assessment will follow Best Value principles. It would therefore be appropriate for the Panel to consider this self-assessment before it is submitted to the Audit Commission.

(Note: The meeting having commenced at 7.32 pm, closed at 8.05 pm)

(Signed) COUNCILLOR HOWARD BLUSTON  
Chair



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****24 AUGUST 2004**

Chair: \* Councillor Toms

Councillors: \* Kara (1) \* Omar (3)

Advisers: Mr D A Jones  
(Vacancy)

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

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

On 24 August 2004 there were 23 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>
P1	6	Pinner Wood
P2	3	Grange
P3	6	Marlborough
P4	4	Marlborough
P5	6	Roxeth
P6	6	Roxeth
H1	11	Bentley Wood
H2	11	Bentley Wood
H3	11	Bentley Wood
H4	11	Canons
H5	9	Canons
H6	10	Harrow
H7	11	Nower Hill
H8	9	Whitmore
H9	11	Rooks Heath
H10	11	Rooks Heath
H11	11	Canons
H12	11	Harrow
H13	11	Nower Hill
H14	11	Canons
H15	11	Rooks Heath
H16	11	Whitmore
H17	11	Park

[Note: In relation to case numbers H9 and H10, Members requested that their concern regarding the home circumstances of these two pupils be raised with Social Services. In addition, Members were informed that case number P7 had been withdrawn from the agenda.]

**PART II - MINUTES**261. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Choudhury  
Councillor Janet Cowan

Reserve Member

Councillor Omar  
Councillor Kara

262. **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.

263. **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>
9. 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.

264. **Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 8 June and 22 June 2004, having been circulated, be taken as read and signed as a correct record; and

(2) the signing of the minutes of the meeting held on 6 July be deferred until printed in the next Council Bound Minute Volume.

265. **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).

266. **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).

267. **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).

268. **Dates of Future Meetings:**

**RESOLVED:** That it be agreed that meetings of the Panel be scheduled for 5.00pm on the following days:

Tuesday 7 September 2004  
 Tuesday 21 September 2004  
 Tuesday 5 October 2004  
 Tuesday 19 October 2004  
 Tuesday 2 November 2004  
 Tuesday 16 November 2004  
 Tuesday 30 November 2004  
 Tuesday 14 December 2004

269. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.45 pm)

(Signed) COUNCILLOR KEITH TOMS  
 Chair

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**7 SEPTEMBER 2004**

Chair: \* Councillor Toms

Councillors: \* Choudhury \* Janet Cowan

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member present

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

On 7 September 2004 there were 34 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>
H18	9	Nower Hill
H19	10	Nower Hill
H20	10	Nower Hill
H21	9	Park
H22	10	Park
H23	9	Whitmore
H24	10	Whitmore
H25	9	Rooks Heath
H26	9	Whitmore
H27	9	Rooks Heath
H28	9	Harrow
H29	9	Rooks Heath
H30	9	Park
H31	10	Canons
H32	10	Whitmore
H33	10	Rooks Heath
H34	10	Hatch End
H35	10	Harrow
H36	10	Harrow
H37	10	Harrow
H38	10	Park
H39	10	Canons
H40	10	Rooks Heath
H41	10	Canons
H42	10	Canons
H43	11	Canons
H44	11	Harrow
H45	11	Park
H46	11	Park
H47	11	Bentley Wood
H48	11	Canons
H49	11	Harrow
H50	11	Harrow
H51	11	Hatch End

**PART II - MINUTES**
**270. Attendance by Reserve Members:**

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

271. **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.

272. **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.

273. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held on 6 July, having been circulated, be taken as read and signed as a correct record; and

(2) the signing of the minutes of the meeting held on 24 August be deferred until printed in the next Council Bound Minute Volume.

274. **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).

275. **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).

276. **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).

277. **Admissions to County Schools:**

See Recommendation 1.

278. **Date of An Additional Meeting:**

**RESOLVED:** To agree that an additional meeting of the Panel be scheduled for 3.00pm on 9 September 2004, in order to determine the remaining cases unable to be resolved at this meeting.

(Note: The meeting having commenced at 5.00 pm, closed at 5.45 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**9 SEPTEMBER 2004**

Chair: \* Councillor Toms

Councillors: \* Choudhury \* Janet Cowan

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member present

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

On 9 September 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>
P7	3	Roxeth Manor
P8	3	Grange

**PART II - MINUTES**
**279. Attendance by Reserve Members:**

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

**280. 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.

**281. Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the provisions of the Local Government (Access to Information) Act 1985, the following late 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>
8. Admissions to County Schools	This report was not available at the time the agenda was printed and circulated. It was admitted to the agenda in order to allow the Panel to determine the cases as soon as possible.

(2) the following 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 of 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.

**282. Minutes:**

**RESOLVED:** That the signing of the minutes of the meetings held on 24 August and 7 September 2004 be deferred until printed in the next Council Bound Minute Volume.

283. **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).

284. **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).

285. **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).

286. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 3.00 pm, closed at 3.30 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**21 SEPTEMBER 2004**

Chair: \* Councillor Toms

Councillors: \* Choudhury \* Janet Cowan

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member/Adviser present

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

On 21 September 2004 there were 5 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>
P10	4	Norbury
H52	11	Park
H53	11	Rooks Heath
H55	11	Canons
H56	10	Canons

[Note: Case no. H54 was withdrawn from the agenda as an offer of a place had already been made].

**PART II - MINUTES**
**287. Attendance by Reserve Members:**

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

**288. 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.

**289. 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 of 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.

**290. Minutes:**

**RESOLVED:** That the signing of the minutes of the meetings held on 24 August, 7 September and 9 September 2004 be deferred until printed in the next Council Bound Minute Volume.

291. **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).

292. **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).

293. **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).

294. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.05 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair

## PUBLICATIONS ADVISORY PANEL

2 SEPTEMBER 2004

Chair: \* Councillor Marie-Louise Nolan

Councillors: \* Branch \* Osborn (1)  
 \* Foulds (1) \* Stephenson  
 \* Jean Lammiman

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Council Notice Boards**

The Panel received a joint report of the Executive Director (Urban Living) and the Head of Communications outlining the current arrangements involving the community notice boards.

Officers explained that the Council had a contract with the advertising company Adshel, which included the supply and maintenance of notice boards. The contract was due to be re-negotiated and a review would start in November this year. The Panel was asked to comment on the current arrangements and the siting of the notice boards.

A Member commented that the community notice boards could be included in a general review of the communications strategy. It was noted that the current fee might prevent local groups from advertising. It was suggested that a review of the sitings be made and that the possibility of mobile posting be explored.

**Resolved to RECOMMEND: (To Cabinet)**

That a thorough review of the Council's policy on community notice boards be made including the siting, cost and the form of advertising with a focus on IT solutions for notice boards.

**REASON:** To revise the Council's policy on community notice boards.

**PART II - MINUTES**154. **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 Knowles	Councillor Osborn
Councillor Harrison	Councillor Foulds

155. **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.

156. **Arrangement of Agenda:**

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

157. **Minutes:**

**RESOLVED:** That, having been circulated, (1) the minutes of the meeting held on 24 May 2004 be taken as read and signed as a correct record; and

(2) the minutes of the Special meeting held on 17 June 2004 be taken as read and signed as a correct record, subject to the following amendment:

Minute 152, 23<sup>rd</sup> Paragraph, add the following suggestion to 'News to Come': "Policy on keeping animals in Council flats".

158. **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).

159. **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).

160. **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).

161. **Summer Edition of Harrow People:**

A Member expressed satisfaction that the Panel's suggestions had been included in the final version of the summer edition of Harrow People.

The Chair commended the magazine's continuous improvements and suggested that Harrow People participate in a competition to win an award.

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

162. **Autumn Edition of Harrow People:**

The Panel had received a draft copy of the Autumn Edition of Harrow People by post prior to the meeting. Officers explained that Members would receive the pages that had not yet been designed at a later stage.

The Panel gave consideration to each page of the magazine. A number of drafting proposals and issues of clarification were discussed, as follows:

Front Cover: It was suggested that the picture on the cover be replaced with a photo showing young people taking part in the consultation on Harrow Town Centre.

**Page 6**

Harrow Town Centre consultation: It was requested that reference be made to the fact that the document was available in other languages.

**Page 12**

Harrow's libraries are the best says independent survey: It was requested that contact details for library services be included in the text.

**Page 14**

Terrific childminders: Officers reported that parents' permission was sought prior to the publication of photos of children in the magazine.

**Page 16**

Harrow Arts Festival 2004: The Panel asked for more pictures from the Harrow Arts Festival.

**Page 18**

Multi-Cultural Harrow: It was suggested that reference be made to religious communities as well as ethnic groups.

**Page 34**

"We're the safest place in London, but we are not complacent": It was suggested that the public be asked to submit their questions to the Borough Commander and that his answers feature in the next edition of the magazine.

**News to come**

It was noted that a Councillor profile was not included in this copy of the magazine but would feature in the next issue.

**RESOLVED:** That the draft copy of the magazine, as amended, be noted.

163. **Area Newsletters:**

The Panel commented on the most recent Area Newsletters, which had been distributed throughout the Borough.

It was suggested that the Leisure Card scheme be promoted through the Area Newsletters.

It was noted that the Communications Unit was considering future strategies for Harrow People and the Area Newsletters. A report in this regard would be submitted to the Cabinet and the Panel shortly.

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

164. **Council Notice Boards:**  
(See Recommendation 1).165. **Web Site Development:**

The Panel received a report of the Executive Director (Business Connections), which outlined the development of the Council's web site following the Panel's recommendation to the Cabinet at the meeting on 24 May 2004.

Officers explained that although the Communications Unit managed the editorial development of the web site, this was part of a wider programme to meet e-Government strategies. There were several e-targets that the Council would shortly have to meet because as many services as possible were to be provided electronically by next year. A separate budget for the Communications Unit to develop the web site would therefore not be appropriate.

It was explained that the Communications Unit was responsible for the content and design of the web site. A Web Steering Group had been formed to set the priorities for the development of the web site and the Communications Unit would have representatives on the Group so that they would be able to influence the Council's IT strategy directly.

Members felt that the Communications Unit should control the web site budget as the development of the web site should be more focused on editorial competence than on technological aspects. It was suggested that the Web Steering Group report to the Publications Advisory Panel.

Members agreed that the Panel should dedicate more time to the web site as Internet use increased.

**RESOLVED:** That (1) a web site update be a regular item on the agenda;

(2) a report be made to every third meeting of the Panel from the Web Steering Group and;

(3) the report be noted.

166. **The Use of the Council Logo:**

The Panel received a verbal report which updated the Panel on the use of the Council logo and the crest.

Officers explained that the introduction of the Council logo was a gradual process and that the logo was in place on vehicles and signs. It was reported that the crest was used by the Mayor, on civic invitations and on souvenir items. Officers explained that there was no policy for individual Councillors on how to use the logo and the crest on their business cards or letterheads.

The Panel was reminded that it had already asked that the use of the crest on the Council Summons be retained and that the policy on the use of the Council logo be implemented by all departments.

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

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

It was noted that the next meeting of the Panel was due to be held on Wednesday 10 November 2004.

The Chair advised that a Special meeting could be held prior to this meeting pending the report on the strategies for Harrow People and the Area Newsletters.

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

(Note: The meeting having commenced at 7.35 pm, closed at 9.35 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN  
Chair



## GRANTS ADVISORY PANEL

13 SEPTEMBER 2004

Chair: \* Councillor Harrison

Councillors: \* Arnold \* Mrs Joyce Nickolay  
\* Nana Asante \* Anjana Patel  
\* Marilyn Ashton \* Mrs R Shah  
\* Bluston \* Thammaiah

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**134. **Attendance by Reserve Members:**

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

135. **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.

136. **Arrangement of Agenda:**

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

137. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 27 July 2004, having been circulated, be taken as read and signed as a correct record.

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

**RESOLVED:** To note that there were no public questions, petitions or deputations submitted to this meeting under the provisions of Advisory Panel and Consultative Forum Rules 15, 13 and 14 (Part 4E of the Constitution) respectively.

139. **Strategic Review of Grants - Update:**

The Panel received a report of the Director of Financial and Business Strategy, which set out the proposed recommendations arising from the strategic review of support to voluntary organisations.

An officer informed the Panel that a new draft strategy for supporting the voluntary sector in Harrow had been produced, incorporating feedback following the 2-stage consultation. Members were asked for final observations on the draft prior to the document being submitted to Cabinet on 14 October 2004.

The officer noted the comments made by the Panel, in particular the suggested rewording of some phrases, and undertook to incorporate them into his report to Cabinet.

A Member requested some literature on the European funding organisation. She felt that voluntary organisations may be able to tap into their funds and that Members therefore needed to be familiar with their existence. She suggested that the officer responsible be invited to the next meeting to answer any questions Members may have.

**RESOLVED:** That (1) the Panel's comments on the new strategy for supporting the voluntary sector in Harrow be approved;

(2) the proposal that Cabinet approve the new strategy, as now amended and attached at Appendix 1, be endorsed;

(3) the method of allocating space in the Community Premises become grants-based and subject to the Community Strategy criteria; and

(4) the Council's Funding Officer be invited to the next meeting of the Grants Advisory Panel.

140. **Harrow Council for Racial Equality (HCRE) - Request for additional funding in 2004/05:**

The Panel received a report of the Director of Financial and Business Strategy which asked Members to consider a request from the Harrow Council for Racial Equality (HCRE) for additional funding of £3,000 for 2004/05.

The HCRE had assumed responsibility for monitoring cases of racial incidents reported to Harrow Police since the Racial Harassment Sub-Committee's funding had not been renewed by the Council in the current financial year. The Racial Harassment Sub-Committee had previously undertaken this task. The HCRE needed either to finalise its budget for the current financial year, or to seek funding from alternative sources in relation to the additional duties they had undertaken since 1 April 2004.

Members were asked to consider whether HCRE could undertake these responsibilities within their existing resources, or whether they needed additional funding. Members requested further information on the racial incidents monitoring carried out by the Racial Harassment Sub-Committee ahead of making any decision on the request from HCRE.

**RESOLVED:** That a decision on the request from HCRE for additional funding be deferred until the next Panel meeting, to enable Members to receive additional information.

141. **Any Other Urgent Business:**

**Voluntary Organisation Applications**

A Member suggested that a model completed application form should be despatched to voluntary organisations when they requested application forms, as an organisation had faced difficulties completing their form. Members agreed, and the Chair also requested that a letter go out at the same time advising voluntary organisations that Members of the Panel were happy to receive invitations to visit and discuss matters regarding mutual interest.

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

(Note: The meeting having commenced at 7.30 pm, closed at 9.00 pm)

(Signed) COUNCILLOR CYRIL HARRISON  
Chair



## **Harrow Council Strategic Review of Support to Voluntary Organisations: Proposed Strategic Recommendations**

The following headings set out the strategic principles recommended for adoption:-

### **1. Common Grants Criteria**

To encompass a Council-wide approach to supporting the voluntary sector, a consistent strategic approach is essential.

The Council's Community Strategy sets out the Council's commitments to strengthening Harrow's community. Clearly therefore, in considering a consistent approach to supporting community organisations, there is a need to ensure that the priorities of the strategy are embedded in the grants processes.

Therefore the following criteria, which are based on the community strategy priorities, are recommended as an over-arching framework for supporting voluntary organisations in Harrow.

Proposals must be consistent with one or more of the headings within the Council's Community Strategy: -

- **Empowering Local Communities** - To promote the objectives of community cohesion, equality of access to services and life opportunities for all, enhancing the quality of life of older people, working with the voluntary and community sector as equal partners and celebrating the diversity of the communities of Harrow.
- **Safer Harrow** - To promote and increase the safety of the whole community by working in partnership to reduce crime, disorder and the fear of crime; to reduce the incidence of personal, home, fire and road accidents within Harrow.
- **Regenerating Harrow** - To create a more vibrant and sustainable community with a diversity of employment, thriving businesses, a broad range of good quality and affordable homes and a dynamic town centre.
- **Greener Harrow** - To create a cleaner, greener, sustainable and more attractive Harrow in which to live, work and visit.
- **Children and Young People** - To ensure that the life chances of children and young people are enhanced and supported by the provision of

universal and targeted services. To ensure that services are provided for children, young people and their families at appropriate times in their development and transition in an accessible, transparent and seamless fashion across all agencies. To ensure that every child has the chance to fulfil his or her potential by reducing levels of educational failure, ill health, substance misuse, teenage pregnancy, abuse and neglect, crime and anti-social behaviour.

- **Learning for All** - To create a borough where everybody has the opportunity to fulfil their potential through improved standards of education and wider participation in lifelong learning.
- **Making ICT Work** - To develop the availability and use of Information and Communications Technology (ICT) across Harrow to enable better and faster access to information and services for the residents of Harrow and facilitate “joined up” working between all partner organisations.
- **Healthy Harrow** - To improve the health of local people by tackling health inequalities and enhancing health and social care services in Harrow.

## 2. Grants Conditions

It is proposed that in future applicants should satisfy the following conditions:

- The applicant must be a voluntary group based in Harrow, with 80% of its members either living or working in Harrow.
- The organisation must be properly constituted, have a management committee and a bank account in the name of the organisation.
- The organisation must not promote or oppose any political party.
- The activities the organisation provides must not be of a religious nature.
- The organisation must not be profit making.
- The organisation must demonstrate commitment to the Council's equal opportunities policy.
- The organisation must set out in its application any existing funding provided, from whatever source.
- For community premises applications – the organisation must have no accommodation of their own. The Council reserves the right to review the tenure after a period of 3 years.
- The organisation should be able to accept all financial transactions from the Council electronically.
- The organisation must agree to provide a report on the use of the grant, and audited accounts (where audited accounts are not available, management accounts and copy bank statements as appropriate).
- Organisations in receipt of funding in excess of £1,000 per annum from Harrow Council, must display the Council logo on their stationery acknowledging they are “supported by Harrow Council”.
- Organisations must commit themselves to explore all alternative / additional sources of funding

It is recommended that the criteria and conditions will apply to the central grants and SLA's, and community lettings, but not the departmental arrangements or discretionary rate relief. The latter are necessarily based on separately identified needs and criteria.

### **3. Emphasis on Certain Organisations and Activities**

It is recommended that particular emphasis be placed on the following types of organisation and activity. Those that:

- Have been awarded the Community Legal Services quality mark, or any other recognised quality assurance award.
- Are proposing projects dealing with consumer advice, debt counselling, immigration, housing, and mental health.
- Are serving disadvantaged black and minority ethnic groups and communities, refugees and asylum seekers and address domestic violence issues.

### **4. Grants v SLAs**

Under the present support given by the Grants Panel, there is no clear rationale over why some organisations are given SLA funding as opposed to a grant.

It is therefore recommended that a threshold of £10,000 be established for SLA funding. Grants below this threshold will be subject to a simple funding letter setting out the purpose of funding and reporting requirements.

New SLAs will include details of any conditions attached to the funding, objectives and performance measures, clear reporting requirements linked to staged payments, and “clawback” arrangements, to reduce the financial risks to the Council.

In addition, it is recommended that funding for grants and grants-based SLA's will in future be based on a 3 year term, which would offer organisations more financial security, enable them to plan services on a longer term basis and assist them in their attempts to secure funding from other sources. In addition a three-year funding cycle would fit well within the Council's medium term budget strategy.

### **5. The Balance of Funding**

In order to shape funding decisions, it is recommended that the application forms and monitoring requirements are amended to collect information on :-

- Location of activity
- Type of activity
- Equality issues (for the organisation itself and its service users).

In the longer term this will enable the Council to compile data and assess the balance of funding over a period of time across geographical areas / activities / equalities groups. It will also enable comparison with the vitality profile.

In addition, the Council's overall financial support to voluntary organisations will

be collated centrally and shared with all relevant parties within the Council in order to ensure funding is based on the wider understanding of how the Council supports the voluntary sector. This information will be provided annually commencing July 2005.

## **6. Transitional Funding**

With the introduction of new community strategy-based funding, it is recommended that transitional arrangements be established to enable historically funded groups that may no longer qualify for funding to make other arrangements. Transitional funds would also provide start-up grants for emerging organisations not yet meeting the new criteria. The Council will endeavour to assist groups affected by these changes.

## **7. Community Lettings**

Under the new strategy, community lettings will encompass the education lettings service, community premises and any other appropriate Council facility which will come under the remit of the Grants Advisory Panel. The system of allocation is recommended to change from the current system involving the allocation of space to one of grant funding to enable the applicant to purchase the let. These will be administered by the grants unit.

If an organisation finds alternative and / or lower cost premises, favourable consideration will be given by the Grants panel to the difference in cost.

**WEALDSTONE REGENERATION ADVISORY  
PANEL****20 SEPTEMBER 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/Adviser present

† Denotes apologies received

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Byron Park Area Regeneration**

The Panel received, for information, a report of the Executive Director (Urban Living) regarding the regeneration of the Byron Park Area, which report had been submitted to the Cabinet meeting held on 9 September 2004.

The report explained that a number of developments were proposed for the area, including an Indoor Tennis Centre, and it proposed the 'master-planning' of the developments to ensure the coordinated and sustainable development of the area. It also proposed upgrading Byron Park and the environment around the Leisure Centre, which, together with the 'master-planning', would enhance the area and create a sense of place and community.

The Director of Strategy (Urban Living) who spoke to this report, advised that she hoped to bring along the project architects to a future Panel meeting to discuss their vision for the area.

Turning to discussion of the report, a Member welcomed the holistic approach being taken to the regeneration of the area. She noted that the report had recommended that the improvements would be steered by Portfolio Holders and advised that she felt strongly such a project required commitment and input from all parties. She therefore considered that a cross-party Strategy Panel, along the same lines as the Town Centre Project Panel, should be established to steer the project. The Member added that Members of the Development Control Committee should not sit on the Panel to ensure that they did not prejudice their consideration of future planning applications for the site.

The Member's comments were echoed by several other Members and advisers to the Panel and it was agreed by general consensus that a recommendation would be submitted to Cabinet requesting that a Panel be established.

Members and advisers also sought clarification on a number of issues. In response to a question regarding the Wealdstone Regeneration Budget which was mentioned in the report, the Director of Strategy advised that this was a 'one-off' sum which had been set aside specifically to progress the planning of the project proposed. She explained that officers would need to bid for money to carry out the works from the Council's budget.

In response to a further question, officers confirmed that potentially some improvements to the area might be funded by Section 106 agreements which, it was explained, were legal agreements attached to planning permissions which secured

funds from a developer to pay for community benefits. It was stressed that the Authority could not accept a scheme which would not otherwise be acceptable in planning terms, purely because of a Section 106 agreement attached to the scheme.

The Panel noted that community involvement was pivotal to the project and that the Authority would be drawing up a community involvement strategy which would set out the plans for public consultation. The Chair requested that this be submitted to a future Panel meeting, along with a timetable for the consultation process, as soon as it was available.

**Resolved to RECOMMEND:** (To Cabinet)

That a cross-party Strategy Panel along the same lines as the Town Centre Project Panel be established to steer the Byron Park Area Regeneration Project.

(See also Minute 170 below).

**RECOMMENDATION 2 - Feedback on Concerns Regarding Speeding Buses which were Referred to the Bus Liaison Committee**

At the previous meeting of the Panel it had been agreed that concerns which had been expressed by the Panel about speeding buses be referred to the Council's Bus Liaison Committee by one of the advisers to the Panel who was also the Chair of that Committee.

The adviser now confirmed that he had raised the matter with the bus companies. He explained that the bus companies were of the view that speeding was a perceived rather than an actual problem but they had nonetheless agreed to put notices in the bus garages at Edgware and Harrow Weald reminding drivers of the speed limits and had also agreed to carry out management checks. The adviser further explained that plain clothes inspectors also made regular journeys on buses across London and fed back any concerns arising from these. They could, for example, recommend that a driver be retrained, and overall their visits aimed to improve the quality of bus services.

Several Councillors recounted personal experiences of buses speeding and/or braking to a sudden halt and advised of the many complaints passed to them by residents. They expressed particular concern that elderly passengers were vulnerable to injury when buses braked suddenly and pulled away before passengers had had an opportunity to sit down. The adviser informed the Panel that if residents noted the time, date, place of an incident and the registration number of the vehicle involved, he could raise the matter with the bus companies and this would enable them to pin down those drivers who were causing the problem. The Chair welcomed this advice and suggested that, given that speeding buses appeared to be a Borough-wide problem, the advice could be disseminated to the general public via area newsletters. It was agreed that the Panel would refer the matter to the Publications Advisory Panel suggesting that an article be included in the next issue of the newsletters.

It was further agreed that the Chair would write to the bus companies expressing the Panel's concerns and the Environment and Transport Portfolio Holder would be requested to write an additional letter. The adviser to the Panel confirmed that he would also continue to pursue the matter of speeding buses via the Bus Liaison Committee.

**Resolved to RECOMMEND:**

That the Environment and Transport Portfolio Holder write to the local bus companies expressing the Panel's concerns regarding speeding buses.

(See also Minute 177 below).



**PART II - MINUTES**162. **Attendance by Reserve Members:**

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

163. **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.

164. **Arrangement of Agenda:**

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

165. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 5 July 2004, having been circulated, be taken as read and signed as a correct record.

166. **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).

167. **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).

168. **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).

169. **Proposal for an Indoor Tennis Centre: Reference from the Cabinet Meeting held on 29 April 2004:**

The meeting received a report of the Executive Director (Urban Living), which had been referred to the Panel by Cabinet for information. The report set out details of the proposal to establish an Indoor Tennis Centre at Harrow Leisure Centre. It was noted that Cabinet had agreed the recommendations set out in the report.

The Strategic Director (Urban Living), who spoke to the report, explained that the project would be funded in part by the Authority and in part by a grant from the Lawn Tennis Association.

It was pointed out that the Council's own Unitary Development Plan, its Cultural Strategy and the Audit Commission all acknowledged the relative inadequacy of sports and leisure provision in the Borough and this proposal would address that gap and significantly add to the range and quality of leisure facilities offered. It was also anticipated that the establishment of the Centre would assist in regenerating Wealdstone.

During the discussion which followed, several Members reiterated the comments of some Members set out in the minute of the Cabinet's discussion of the report, advising that whilst they recognised the potential benefits of the Centre they were concerned regarding its sustainability and the cost implications. Several other Members also expressed concerns regarding the affordability of access to the Borough's leisure facilities and that the Centre would cater for and appeal to only a very limited number of residents.

In response, the Strategic Director (Urban Living) emphasised that the Authority would be drawing up a usage agreement which would set out its commitment to aiming the Centre at all sections of the community. She also pointed out that similar schemes in other local authorities, such as Islington, had proved extremely successful with very

high usage by the local community. She further referred to the new Harrow Leisure Card Scheme which offered concessionary tariffs to specified groups.

Finally, the Panel noted that the Indoor Tennis Centre Project was part of a much wider audit of leisure facilities within the Borough and a drive to improve provision and standards.

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

170. **Byron Park Area Regeneration:**  
Further to Recommendation I set out above it was

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

(2) the community involvement strategy and the timetable for the consultation process for the project be submitted to a future meeting of the Panel, as soon as they become available;

(3) it be noted that it is proposed that the architects for the project attend a future Panel meeting to discuss their vision for the area.

171. **Provision for Children and Young People in Wealdstone:**  
The Panel received a report of the Executive Director (People First) which set out an overview of out-of-school provision for children and young people in Wealdstone.

The Chair welcomed the report but requested that more detailed information be provided. She proposed that an audit of the activities be carried out to ascertain, for example, the numbers attending/participating in each activity and the age groups involved, and the information then be submitted to the Panel under cover of a further report. Officers advised that there was no existing mechanism for collecting this information but agreed that groups could be approached and requested to provide the information.

Arising from the discussion on this report, several Members of and advisers to the Panel commented that, despite increased police presence on Wealdstone streets, antisocial behaviour was still a significant problem, particularly amongst young adults, and that there was not currently an adequate Police response.

It was agreed that the Panel would invite the Borough Commander, Chief Superintendent Bob Carr, and a senior member of the Safer Neighbourhoods Team to the next Panel meeting to discuss their concerns. It was also suggested that the Council's Anti-Social Behaviour Co-ordinator be invited.

**RESOLVED:** That (1) officers be requested to undertake an audit of out-of-school activities in Wealdstone and submit the information under cover of a further report to the Panel;

(2) the Borough Commander, Chief Superintendent Bob Carr, a senior member of the Safer Neighbourhoods Team and the Council's Anti-Social Behaviour Co-ordinator be invited to the next Panel meeting to discuss the Panel's concerns regarding anti-social behaviour.

172. **Update on Key-Worker Accommodation:**  
The Director of Strategy (Urban Living) addressed the Panel on a number of issues relating to key-worker accommodation in response to queries raised at the previous Panel meeting. In particular, a number of queries had been raised regarding the marketing of the accommodation in Wealdstone to relevant employers. Members and several advisers expressed some concern as to whether properties were being marketed effectively to employers such as the Northwick Park Hospital.

The Director of Strategy explained that officers from the relevant housing association had been appointed to market the accommodation in Wealdstone and she had requested a formal report from them as to who they had marketed to and what kind of key workers had taken the properties occupied so far. She advised that she had not yet received a response but she would circulate it to the Panel when she had. She acknowledged the Panel's concerns and reported that the Authority intended to draw up a policy which set out the standards of marketing which they would expect to be met in future.

She added that there was some anecdotal evidence that the slow take up of accommodation by key workers might reflect that the demand was for family housing

but, due to the nature of the policy framework within which the Council operated, and in particular the London Plan, much of the accommodation was in the form of flats. If this demand was borne out by statistical evidence and the policy was therefore not allowing the Borough to meet its needs she advised that the Authority would seek to revise the policy.

It was noted that it had been agreed at the previous meeting of the Panel to extend an invitation to a representative of Acton Housing to attend a Panel meeting and the Chair advised that they would be contacted to attend the next meeting.

**RESOLVED:** That (1) once available, information regarding the marketing of the key-worker accommodation in Wealdstone be circulated to Members of the Panel; and

(2) a representative of Acton Housing be invited to the Panel's next meeting.

173. **Report back on the Possibility of Utilising Mobile Classrooms as a Venue for the Grant Road After-School Club:**

Further to the request at the previous meeting that the possibility of utilising mobile classrooms as a venue for the Grant Road After-School club be investigated, the Panel now received a verbal update from the Assistant Youth Service Manager on this matter. He advised that Ofsted did not consider mobile classrooms to be a suitable venue for an After-School Club and officers were trying to secure another venue to relocate the Club. It was noted that the After-School Clubs were self-funding and there was therefore no budget attached to cover the cost of renting a venue.

One option under consideration was developing the provision at Belmont First and Middle Schools, and letters had recently been sent out to all parents of Belmont pupils to try and ascertain the level of interest in a club located there.

It was noted that there were currently only 2 users of the Grant Road After-School club and they were now being transported to Cedars After-School Club. The Chair suggested that this did not necessarily reflect a low level of interest from parents in the area but more that many parents had found alternative after-school provision due to the uncertain future of the Grant Road Club.

Members once again stressed their concern that a venue be found for the Club.

**RESOLVED:** That an update on the relocation of the Grant Road After-School Club be provided at the next meeting of the Panel.

174. **Update on Progress on Enforcement Action against the Greengrocer in High Street, Wealdstone who is Repeatedly Obstructing the Highway:**

It was noted that the Panel had been due to receive a verbal update on this item but there was no officer in attendance to provide the update. The Chair advised the Panel that she would pursue this matter.

The Chair advised that she and the Chair of the Wealdstone Traders' Association had recently made an informal approach to the greengrocer in question and he had agreed to tidy up the boxes which obstructed the highway. Several Members and advisers expressed support for this approach as, whilst they were concerned that the area around the greengrocer was currently untidy and unsightly, they noted that if the Authority resorted to taking enforcement action, they would have to taken an even-handed approach to all the retailers in the area and other retailers creating an obstruction. For example, those with advertising boards would also be approached. Local retailers were concerned that this might have a negative impact on local businesses.

**RESOLVED:** That the above information be noted.

175. **Arrangements for a Workshop to Discuss Traffic Issues in Wealdstone:**

Further to the decision at the previous Panel meeting to hold a workshop to discuss traffic issues relating to Wealdstone, the Chair addressed the Panel regarding the arrangements for the workshop. She advised that it had proved difficult to identify a suitable date for the meeting to take place on and queried whether Thursday 4<sup>th</sup> November was suitable for those present. It was agreed that it was.

A Member suggested that the Panel should take a holistic approach to solving traffic problems in Wealdstone and therefore proposed that the workshop should also examine the projected impact of the regeneration of Byron Park Area on local traffic. The Director of Strategy (Urban Living) explained that, as part of the proposals for the Byron Park area, traffic movement studies would be carried out to assess the impact

on ring roads and local roads and to evaluate whether the existing road system could accommodate the traffic. She agreed that she would submit this information to the Panel once it was available but advised that it was unlikely to be available by 4<sup>th</sup> November and it would therefore not be possible to have an informed discussion on the impact of the project on that date.

A Member suggested that the workshop be delayed, pending the availability of the above information, but several other Members felt that it would be possible to progress a solution to some of the traffic issues in the meantime and were reluctant to delay the workshop further. Following further debate it was therefore agreed that the workshop would go ahead to discuss traffic and to examine the proposals previously submitted to the Panel by the Wealdstone Traders' Association, and other issues relating to the regeneration of Byron Park.

**RESOLVED:** That 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 be scheduled to take place at 6.30pm on Thursday 4 November 2004 for the purposes of discussing traffic issues in Wealdstone and issues relating to the regeneration of Byron Park.

176. **Report back on the possibility of acquiring the Sam Maquire/Queens Arms Public House Site:**

The Chief Planning Officer addressed the Panel with regard to the suggestion put forward at the previous Panel meeting that the site of the Queen's Arms Public House be acquired by the Council.

He advised that he was currently examining the suggestion in conjunction with Legal officers, but explained that to acquire the site compulsorily, the Authority would need to demonstrate that they had an appropriate alternative use for the site in mind and, preferably, planning permission for that use also.

A Member suggested that the site could be used for car parking but the Chief Planning Officer reasoned that, as there were under-utilised car parks in Wealdstone it might be difficult to make a case for this use. He suggested that a use which would contribute to the regeneration of Wealdstone might be more appropriate.

Following further discussion it was agreed that suggestions for a use for the site would be sought at the workshop scheduled to take place on 4<sup>th</sup> November.

**RESOLVED:** That suggestions for a use for the site be sought at the workshop scheduled to take place on 4<sup>th</sup> November 2004.

177. **Feedback on Concerns Regarding Speeding Buses which Were referred to the Bus Liaison Committee:**

Further to Recommendation II above, it was

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

(2) the Panel refer its concerns regarding speeding buses to the Publications Advisory Panel and request that the advice given be outlined in an article to feature in the next issues of the Area Newsletters; and

(3) the Chair of the Panel write to the local bus companies expressing the Panel's concerns.

178. **Wealdstone Active Community:**

The representatives of Wealdstone Active Community (WAC) updated the Panel on recent activities organised by WAC.

It was noted that a Community Safety Day would take place on Saturday 25 September and would include children's activities.

The representatives also informed the Panel that the painting of the mural on the metal fence adjacent to the railway station had now been completed. The official unveiling would take place on 4 October at 4.00 pm. In response to a query from a member of the Panel, it was explained that the names of the children who participated in painting the mural would not be added to it as it had not been possible to compile a definitive list. Only one name would appear and that would be in memory of a child who had contributed to the mural but had since died.

Finally, the WAC representatives advised that they had lost some of their sponsorship for the Wealdstone Live Newsletter. They requested suggestions for sources of funding. They advised that they would possibly be applying for a grant from the Council to fund their work for the following year.

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

179. **Date of Next Meeting:**

**RESOLVED:** That the next meeting of the Panel be held at 6.30pm on Tuesday 30 November 2004.

180. **Any Other Business:**

- **Official Opening of the Wealdstone Community Centre**

The Chair advised the Panel that the official opening of the new Wealdstone Centre located at Premier House would take place between 3.30 pm and 8.00 pm on Wednesday 12 January 2005.

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

(Note: The meeting having commenced at 6.30 pm, closed at 9.14 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN  
Chair



## TRAFFIC AND ROAD SAFETY ADVISORY PANEL

22 SEPTEMBER 2004

Chair: \* Councillor Miles

Councillors: \* Arnold \* Ismail  
\* Burchell \* Kara  
\* Choudhury \* John Nickolay  
\* Harriss \* Anne Whitehead

\* Denotes Member present

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Kenton Park Road/Avenue Estate - Petition**

Your Panel received a report of the Interim Head of Environment and Transport on this matter which advised of the receipt of a petition requesting the closure of Kenton Park Road and provision of a right turn arrow from Kenton Road to Kenton Lane. The report considered the request and options for addressing the problems. Prior to discussing the report, your Panel received a deputation from a resident of Kenton Park Road, Harrow.

The depute informed the Panel that since Brent Council had banned the right turn from Kenton Road into Kenton Lane in November 2002, an increasing volume of traffic had been passing through Kenton Park Road in order to avoid the traffic lights at the junction of Kenton Road and Kenton Lane. The Panel was advised that congestion further increased when the sports club on Kenton Lane was in use, as parking tended to occur on both sides of the road. Although Brent Council had provided motorists with a signed route for accessing Kenton Lane by passing through the junction and turning left into Woodgrange Avenue and left again into Woodcock Hill, the depute informed Members that few drivers made use of this option and continued to use Kenton Park Road as their preferred route. The effects of this increased traffic flow included noise pollution, congestion and several cases of road rage.

The depute advised Members that the installation of a barrier was the only solution to the problems faced by residents and the advantages of this were outlined. These included an increase in the personal safety of residents, particularly children, an improvement in access to driveways and fewer incidents of damage to parked cars.

In relation to the alternative solutions outlined in the officer report, such as the removal of the right turn ban or the installation of speed humps, the depute set out what he considered to be their disadvantages which included issues of cost, their inability to solve the problem of congestion and the timescale in which these options could be implemented. In addition, he also indicated that the petitioners' proposed location of the barrier at the junction of Kenton Park Road and Kenton Park Avenue would in his view be a more suitable location.

The depute concluded by proposing that the emergency services and cyclists should be made exempt from the restrictions imposed by the barrier.

In the discussion that followed, Members sought clarification on a number of issues. With regard to a query concerning funding for the long-term option of installing a third westbound lane in Kenton Road, as recommended in the officer report, the Panel was advised that the earliest a bid could be submitted to Transport for London (TfL) would be 2005, for construction to commence in 2006/2007. In response to a query regarding the location of the barrier and accessibility for refuse and other large vehicles, an officer informed Members that both options were unacceptable because of the lack of a proper turning facility but a barrier at the junction of Kenton Lane and Kenton Park Road would be the better option, as refuse vehicles could manoeuvre using the crossover at the front of the sports ground. However, officers advised that a smaller refuse vehicle might be required once the barrier was in place.

Members commented that there was unlikely to be one, wholly adequate solution to the problems faced by residents. However, following a vote the Panel unanimously agreed that the installation of a barrier would be the best option under the circumstances and the recommendations outlined in the officer report should be amended to take account of the above discussion.

**Resolved to RECOMMEND:** (To the Portfolio Holder for Environment and Transport)

That (1) officers continue to investigate the feasibility of widening Kenton Road and reinstating the (currently banned) right turn into Kenton Lane, whilst retaining two straight ahead lanes (option 3);

(2) a barrier be installed within the next 3 months under an experimental order under section 9 of the Road Traffic Regulation Act 1984, for a temporary period of one year at the junction of Kenton Lane and Kenton Park Road with appropriate monitoring and consultation to be carried out by the Council during this period;

(3) both cyclists and the emergency services be made exempt from the restrictions imposed by the above barrier;

(4) the results of the monitoring and consultation be submitted to the Panel at the end of the experimental period to facilitate a decision on the future of the barrier; and

(5) the head petitioners be informed accordingly.

[REASON: To improve safety and residential amenity.]

**RECOMMENDATION 2 - Concerns re: access to/egress from Uxbridge Road from Westfield Park**

Your Panel received a reference from the Development Control Committee meeting held on 7 July 2004 which set out their concerns regarding access to/egress from Uxbridge Road from Westfield Park. Members commented that they were sympathetic to the concerns of the residents of Hatch End and that there was a need for further parking restrictions on both sides of the road in Westfield Park.

**Resolved to RECOMMEND:** (To the Portfolio Holder for Environment and Transport)

That (1) officers take all necessary action to implement 'No Waiting at Any Time' restrictions on both sides of the road in Westfield Park over a distance of 20 metres measured along the centre line of Westfield Park from its intersection point with the northerly channel of Uxbridge Road (as shown on the plan in Appendix 1 of the officer report), subject to consultation and the consideration of any objections; and

(2) the consultation include the option suggested by the Hatch End Association to extend the restrictions up to the Oakdene Close junction.

[REASON: To deter obstructive parking.]

**RECOMMENDATION 3 - Petition From Residents of Wynchgate and Whitegate Gardens on an Urgent Matter of Public Safety**

Your Panel received a reference from the Cabinet meeting held on 29 July 2004 asking the Panel to consider a petition from the residents of Wynchgate and Whitegate Gardens in relation to an urgent matter of public safety. Members were informed that an ambulance had recently been obstructed by school parking on and around the small roundabout at the junction of Wynchgate and Whitegate gardens.

A Member queried the ability to enforce further parking restrictions during the School Safety Zone period, to which an officer replied that it would be difficult as parents tended to stay close to their vehicles and move them once an enforcer approached.

Members suggested that officers ask the Headteacher to warn all parents of the possibility of further parking restrictions if they did not act in a more responsible manner. It was also proposed that the police should be more vigilant in the area around schools that had problems of this nature.

**Resolved to RECOMMEND:** (To the Portfolio Holder for Environment and Transport)

That (1) the suggestions outlined above be given consideration;

(2) officers investigate, design and consult on further waiting restrictions to address the problem of obstructive parking; and

(3) the head petitioner be informed accordingly.

[REASON: To respond to concerns raised by the petitioners.]



**RECOMMENDATION 4 - Edgware Controlled Parking Zone (CPZ) Review - Objections to the Advertised Traffic Management Orders and Petitions**

Your Panel received a report of the Interim Head of Environment and Transport which detailed and gave consideration to the objections received in relation to the Edgware Controlled Parking Zone.

Several Members commented that a general approval and consensus had now been achieved and hoped that the revised recommendations would please the majority.

**Resolved to RECOMMEND:** (To the Portfolio Holder for Environment and Transport)

That (1) the objections to the traffic orders for alterations and extension of Edgware Controlled Parking Zone be set aside for reasons given in the report;

(2) the advertised waiting restrictions in Winton Gardens be amended to operate between 2.00 pm and 3.00 pm, Monday to Friday;

(3) officers proceed with the amended traffic order making and implementation of the scheme shown at Appendix D of the officer report and in accordance with the details at Appendix F under Sections 6, 45, 46 and 49 of the Road Traffic Regulation Act 1984; and

(4) the objectors and head petitioners be informed accordingly.

**[REASON:** To control parking.]

**RECOMMENDATION 5 - Old Church Lane and Abercorn Road - Traffic Conditions**

Your Panel received a report of the Interim Head of Environment and Transport regarding the speed and volume of traffic in Old Church Lane and Abercorn Road. The report proposed an investigation into traffic speed and outlined possible measures to reduce it.

The Chair referred the Panel to item 6.8 in the officer report which proposed the erection of speed activated signs as a possible solution to the problems. An officer informed Members that there were three possible messages the sign(s) could display. The first would highlight the speed the driver was travelling at, the second would display the 30 mph speed limit and the third would also display this limit but with the additional message of 'Slow Down'. Members agreed that the third option was preferable.

**Resolved to RECOMMEND:** (To the Portfolio Holder for Environment and Transport)

That (1) the erection of speed activated sign(s) as a means of reducing traffic speed be agreed; and

(2) the sign(s) display the message '30 mph' and 'Slow Down'.

**[REASON:** To improve road safety.]

**PART II - MINUTES**46. **Appointment of Chair:**

**RESOLVED:** To note the appointment of Councillor Miles as Chair of the Traffic and Road Safety Advisory Panel for the 2004/2005 Municipal Year, as agreed at the Cabinet Meeting of 20 May 2004.

47. **Attendance by Reserve Members:**

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

48. **Declarations of Interest:**

**RESOLVED:** To note the following declaration of interest:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
Item 11(d)	Councillor Burchell	The Member declared a non-prejudicial interest arising from the fact that he was a Governor of Cedars First and Middle School.

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

**RESOLVED:** That Councillor Choudhury be appointed as Vice-Chair of the Traffic and Road Safety Advisory Panel for the 2004/2005 Municipal Year.

50. **Arrangement of Agenda:**

**RESOLVED:** That (1) all items be considered with the press and public present;

(2) item 10 on the Main Agenda be considered before item 9; and

(3) item 12(a) on the Main Agenda be considered after item 9.

51. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 3 March 2004, having been circulated, be taken as read and signed as a correct record subject to the following amendment:

Amend minute 46, paragraph 3 to reflect the fact that it had been agreed that officers needed to collaborate with Brent officers and TfL before the expiry of the experimental period to find an appropriate solution to the problems at this junction, and that they should report back to the Panel on the outcome.

52. **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).

53. **Petitions:**

**RESOLVED:** To note the receipt of the following petition, which was referred to officers for consideration:

**Petition Requesting the Inclusion of Thornley Drive in the South Harrow CPZ (Controlled Parking Zone)**

Councillor John Nickolay presented the above petition which had been signed by 20 residents.

54. **Appointment of Advisers to the Panel for the 2004/2005 Municipal Year:**

**RESOLVED:** To appointment the following advisers to the Panel for the 2004/2005 Municipal Year:

<u>Adviser</u>	<u>Association</u>
Mr J Gloor	CTC/Right to Ride
Mrs Rhoda Carratt	Harrow Association of Disabled People
Mr A Wood	Harrow Public Transport Users' Association

55. **Deputation Request re: Kenton Park Road/Kenton Park Avenue Estate from Mr Tony Taylor:**

**RESOLVED:** To note the receipt of the above deputation.

(See Recommendation 1).

56. **Kenton Park Road/Avenue Estate - Petition:**

(See Recommendation 1).

57. **Petition Requesting Traffic Calming Measures at Whitefriars First and Middle School:**  
The Panel received a reference from the Council meeting held on 26 February 2004 which requested that the Panel consider a petition regarding traffic calming measures at Whitefriars First and Middle School. Officers commented that a bid of £110,000 had been submitted to Transport for London for the introduction of a 20 mph zone, incorporating traffic calming measures around Whitefriars School.
- RESOLVED:** That the reference be noted.
58. **Problems with Traffic and Parking from Rayners Lane Station to Village Way:**  
The Panel received a reference from the Tenants' and Leaseholders' Consultative Forum meeting held on 4 March 2004 asking the Panel to consider the problems with traffic and parking from Rayners Lane Station to Village Way. It was proposed that officers take note of the suggestions made in the next Rayners Lane Controlled Parking Zone Review, scheduled to start in the next financial year (2005/2006).
- RESOLVED:** That (1) the reference be noted; and
- (2) that officers take account of the suggestions made in the next Rayners Lane Controlled Parking Zone Review, scheduled to start in the next financial year (2005/2006).
59. **Petition Requesting a Right Filter Light at the Junction of Station Road and Pinner Road, North Harrow:**  
The Panel received a reference from the Council meeting held on 29 April 2004 which requested that the Panel consider a petition regarding the installation of a right filter light at the junction of Station Road and Pinner Road, North Harrow. It was advised that officers would be considering this option and another report was to be expected in due course.
- A Member commented that the junction made it difficult for pedestrians to cross Station Road safely and the provision of a pedestrian refuge should be established. It was agreed that this suggestion would be given consideration.
- RESOLVED:** That (1) the reference be noted; and
- (2) the suggestion outlined above be given consideration.
60. **Petition Objecting to the Traffic Scheme in Stafford Road:**  
The Panel received a reference from the Council meeting held on 29 April 2004 which asked the Panel to consider a petition objecting to the traffic scheme in Stafford Road. The Chair advised Members that while a school safety zone had been agreed by the Portfolio Holder for Environment and Transport, the issue of parking conditions in Stafford Road needed to be given further consideration and a report would be issued in due course.
- A Member commented that the problem was caused by parents taking their children to school by car and the installation of speed humps was required in order to protect children's safety.
- RESOLVED:** That the reference be noted.
- (See also Minute 48).
61. **Planning Application P107/04/CFU/GM Re Land R/O Ballard Mews, High Street, Edgware:**  
The Panel received a reference from the Development Control Committee meeting held on 18 May 2004.
- RESOLVED:** That the reference be noted.
62. **Concerns re: access to/egress from Uxbridge Road from Westfield Park:**
- (See Recommendation 2).
63. **Petition from Residents of Wynchgate and Whitegate Gardens on an Urgent Matter of Public Safety:**
- (See Recommendation 3).

64. **Edgware Controlled Parking Zone (CPZ) Review - Objections to the Advertised Traffic Management Orders and Petitions:**

(See Recommendation 4).

65. **Old Church Lane and Abercorn Road - Traffic Conditions:**

(See Recommendation 5).

(Note: The meeting having commenced at 7.32 pm, closed at 9.24 pm)

(Signed) COUNCILLOR JERRY MILES  
Chair

CONSULTATIVE  
FORUMS



## EDUCATION CONSULTATIVE FORUM

23 SEPTEMBER 2004

Chair:	* Councillor Stephenson	
Councillors:	* Mrs Bath * Miss Bednell * Gate	* Ismail * Janet Mote * Ray
Teachers' Constituency:	† Mr R Borman * Ms C Gembala	Ms J Lang * Ms L Snowdon
Governors' Constituency:	† Ms H Henshaw * Mrs C Millard	* Mr N Rands * Ms H Solanki
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	

\* Denotes Member present  
† Denotes apologies received

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Standard School Year Model and School Term Dates for 2006-07**

The Forum received a report of the Director of Strategy, People First on the progress on the consultation on school term dates and the setting of dates for the school year 2006-07.

It was reported that the Forum had agreed provisional procedures for the setting of term dates in Harrow and that neighbouring Boroughs' decisions were an important factor in this process. The Association of London Government (ALG) was looking to reach a Pan-London agreement on a standard school year model, which included a fixed spring break and five development days to be chosen by the individual schools to cater for the specific needs of their communities. It was suggested that the Working Group undertake a consultation on the ALG term dates for 2006-07 when the ALG had agreed the proposed term dates.

**Resolved to RECOMMEND:** (to Portfolio Holder)

That (1) a consultation on the ALG standard school year model, with agreed principles for determining the school term dates for the school year 2006-07 and beyond, be undertaken as outlined in the officer report in paragraphs 7.2 to 7.4;

(2) the consultation be undertaken in the Spring term 2005 when the ALG's final proposed dates for the school term dates for 2006-07 have been received as outlined in the officer report in paragraph 7.5(i) and

(3) the outcome of the consultation be reported back to the Education Consultative Forum for a final recommendation to Cabinet without any further consultation.

**REASON:** To agree the school term dates for 2006/2007.

**PART II - MINUTES**

124.

**Minute's Silence:**

The Forum observed a one minute silence in memory of the victims of the siege at school 1 in Beslan, Russia.

125. **Attendance by Reserve Members:**

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

126. **Apologies for absence:**

It was noted that apologies had been received from the following Members of the Forum:

Mrs J Rammelt	- Denominational Representative
Mr R Borman	- Teachers' Constituency
Ms Henshaw	- Governors' Constituency

The Chair informed the meeting that Ms Langdon had resigned from the Forum as she was no longer an employee of Harrow Council. Members wished her well and commended her contribution over the years.

A Member of the Teachers' Constituency read out a statement from the Chair of HTCC and the Vice Chair of the Forum, Mr Paul Large, advising that he was stepping down from the Forum due to other commitments. The Forum asked for their thanks to Mr Large to be recorded and wished him luck in the future.

The Chair asked the Members of the Teachers' Constituency to nominate a new Vice-Chair.

127. **Declarations of Interest:**

In relation to this item, Council Members re-stated the governorships, which they each held, as set out in the minutes of the meeting of the Education Consultative Forum on 15 July 2004 (Minute 110).

**RESOLVED:** That the Declarations of Interest now made by Council Members be noted.

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 15 July 2004, having been circulated, be taken as read and signed as a correct record.

130. **Matters Arising from the Minutes:**

To note that there were no matters arising from the minutes.

131. **Public Questions:**

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

132. **Petitions:**

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

133. **Deputations:**

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

134. **Appointment of Members of the Teachers' Constituency:**

**RESOLVED:** That Ms Snowdon and Ms Lang be appointed as Members of the Teachers' Constituency of the Education Consultative Forum.



135. **Update Report on the Implementation of Fixed Penalty Notices for School Non-attendance:**

The Forum received a report from the Executive Director, People First outlining the progress regarding the implementation of fixed penalty notices under the Anti-Social Behaviour Act 2003. Penalty notices would be issued as an alternative to prosecution and only in the cases where there was evidence that parents did not ensure their children's school attendance. Harrow had a low level of non-attendance. Penalty notices would be considered along with the other options available to support parents to ensure their children attended school.

In response to a Member's query regarding the information submitted to the School Attendance Panel, officers replied that the investigating officers would have to gather all available information and meet with the family prior to attending the Panel to ensure that the views of the family were reflected.

Some Members queried the effectiveness of the enforcement procedures to ensure school attendance as the cost of prosecuting and issuing penalties might exceed the benefits of the proposal.

The Forum suggested that a wide consultation be undertaken with all Governing Bodies, Headteachers and parents on how to implement the code of conduct for issuing penalties.

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

136. **Drug Testing Pupils:**

The report of the Director of Learning and Community Development provided the Forum with an update on the national guidance on drugs for schools.

Officers reported that following the newly issued national guidelines on drugs, a draft amended version outlining Harrow's policy would go out for consultation in the autumn. It would be recommended that drug testing of pupils would not usually be an appropriate response for the reasons outlined in Appendix 10 of the national guidance. In exceptional circumstances, where schools deemed it necessary to consider drug testing, the schools would be advised to refer to the guidance in Appendix 10. Schools would also be advised to consult with Governors and parents prior to making a decision.

In response to a question from a Member whether the 'leading teachers' had been appointed, officers replied that some schools had selected teachers to have special training on drug related issues. This was to develop their particular expertise in the area as part of a strategy to strengthen drugs education in schools.

In response to Members' concern regarding drug dealers around schools, officers advised that the community police were very supportive and worked closely with schools. It was reported that students who were excluded from school for selling drugs were referred to support workers.

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

137. **Standard School Year Model and School Term Dates for 2006-07:**

See Recommendation 1.

138. **Implementation of the Joint Single Status Agreement:**

The report of the Executive Director, Organisational Development provided the Forum with information on the key issues arising from the implementation of the Joint Single Status Agreement and outlined the action taken to compensate staff and minimise the impact on those most adversely affected.

Members of the Governors' Constituency raised concern that the agreement would demotivate staff as there was a general feeling among employees that they would have to work longer for less pay. It was felt that the information had been received late and that no time had been given to consult with Governors or staff who were not members of UNISON.

In response to the comments, officers stated that the process was accelerated as the Council was facing a deadline for implementation under a regional agreement. It was advised that the Council had agreed with UNISON that to avoid conflicting information, only joint statements would be issued during negotiations hence information had been limited to these statements.

It was noted that many members of staff had benefited from the agreement and that the Council was trying to ensure that those adversely affected would be compensated and that pension entitlements would remain unaffected. Officers reported that the Council would provide support to schools to assist in the implementation of the change in working hours. It was noted that those Local Authorities which had only implemented increased working hours for newly recruited staff could only do this on a temporary basis and would need to address this as an Equal Pay issue at a later stage.

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

139. **Public Library Position Statement and Standards Report 2004:**  
The Forum noted the progress in the library services, the extended opening hours and forthcoming initiative to expand and integrate the services at Wealdstone Library with other partners. Members thanked the library staff for all their hard work.

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

140. **Date of Next Meeting:**  
It was noted that the next meeting of the Forum was due to take place on 7 December 2004.

(Note: The meeting having commenced at 7.37 pm, closed at 9.50 pm)

(Signed) COUNCILLOR BILL STEPHENSON  
Chair

## COMMUNITY CONSULTATIVE FORUM

28 SEPTEMBER 2004

Chair: \* Councillor Nana Asante

Councillors: \* Arnold \* Currie  
 \* Bluston (1) \* Lavingia  
 \* Janet Cowan \* Anjana Patel

\* Denotes Member present

(1) Denotes category of Reserve Member

**[NB Attendance at this meeting by representatives of community organisations and representatives of the Local Authority is recorded at Appendix 1].**

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**98. **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 Omar	Councillor Bluston

99. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8.	Councillor Nana Asante	Declared an interest arising from the fact that she is a member of both the community groups.
9.	Councillor Bluston	Declared an interest arising from the fact that he is Chair of the Best Value Advisory Panel.
12.	Councillor Arnold	Declared an interest arising from the fact that he is a Member of the Grants Advisory Panel.
	Councillor Nana Asante	Declared an interest arising from the fact that she is a Member of the Grants Advisory Panel.
	Councillor Bluston	Declared an interest arising from the fact that he is a Member of the Grants Advisory Panel.
15.	Councillor Bluston	Declared an interest arising from the fact that he is a Director of ALMO.
17.	Councillor Bluston	Declared an interest arising from the fact that he is an Executive Member of Harrow Sports Council.

100. **Arrangement of Agenda:**

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

101. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 30 June 2004, having been circulated, be taken as read and signed as a correct record.

102. **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).

103. **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).

104. **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).

105. **Presentation by a Community Group:**

The Forum received a presentation from two community groups. The first was delivered by two representatives from Harrow in Europe (HiE), which detailed the work undertaken by the group in their 25 year history and outlined the group's plans for the future.

The Forum was informed that the aim of Harrow in Europe was to promote cultural understanding. This was achieved through organised community events and school exchange programmes with Douai in France. One such event was outlined which included plans to celebrate the group's Silver Jubilee through a thanksgiving event, further school exchanges and a competition sponsored by 'Kodak'.

It was advised that the group was funded through a small grant, organised community events and fees from other organisations. The representative emphasised that this funding was important in order that children could continue to sample French culture and build positive attitudes towards Europe and other parts of the world.

The second presentation was delivered by a representative from the African SANG who detailed the plans in place for Black History Month, which included an item regarding the African perspective on the history of migration.

The Forum was informed that there were varying types of migration and the motivations for African populations to migrate were diverse, for example, war, natural disasters and the wish to share beliefs.

With regard to Black History Month, it was advised that the final day would include an awards ceremony where children would be given the opportunity to debate the statement that 'Black History Month has not achieved anything over the last 80 years.'

The representative closed the presentation by inviting the Forum to make donations to the Darfur in Sudan and the Mayor's Charity.

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

(See also Minute 99).

106. **Safer Harrow Crime and Drugs Audit to Strategy Consultation Progress and Audit Findings:**

The Forum received a report of the Interim Head of the Crime Reduction Unit/DAT which detailed the findings of the 'Safer Harrow Crime and Drugs Audit'. The item was presented by Dr Kennison of Middlesex University.

The Forum was informed that while the fear of crime remained high amongst residents, the reality was that Harrow accounted for only 2% of all the crimes in London and was the second safest Borough in which to live.

Dr Kennison advised that to deal with anti-social behaviour was to deal also with crime as the two were connected. The Forum was informed that since 2001, the majority of Harrow's disorder issues included disturbances in public places, criminal damage and

drunkenness, all of which had increased over the last two years. This increase had also applied to motor vehicle crime and violence against the person (VAP). However, with regard to offences surrounding racist crime, drugs and street crime, the statistics demonstrated a decrease in their occurrence.

In response to a query regarding the impact of the new licensing laws, Dr Kennison stated that there was a need for the Police to make informed recommendations to the Licensing Committee and for these two bodies to work together.

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

(See also Minute 99).

107. **Establishing Local Priorities for Community Strategy 2005:**

The Forum received a report of the Executive Director (Organisational Development) which detailed the work that had been undertaken by the Harrow Strategic Partnership (HSP) Board and Executive in order to identify local priorities for partnership action.

The Forum was advised that the aim of the HSP Board and Executive was to devise a Community Strategy for 2005 which fulfilled the needs of Harrow's residents by highlighting 12 priorities for action, examples of which included 'Anti-Social Behaviour', 'Housing Need' and 'Public Transport'. There were 6 principles underpinning each of the priorities, some of which included 'Targeting Neighbourhoods', 'Community Cohesion' and access to 'Sport and Leisure'.

At the request of a Member, an officer undertook to report back to the Forum with any comments and updates once the report had been submitted to the Strengthening Communities Scrutiny Sub-Committee. In addition a monitoring report on the progress of the current community strategy for 2004 would also be presented.

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

(2) the officer liaise with the Chair concerning update reports on the progress of identifying local priorities for partnership action.

108. **Our Achievements in Employment Opportunities:**

The Forum received a joint verbal presentation by the Principal Employee Relations Officer and the Group Manager - Human Resources Strategy (Harrow Council) which detailed the progress made to date in relation to revised equal opportunities legislation and related achievements within the Council.

The Forum was advised that the formulation of a new directorate structure within the Council had driven a review of the Council's framework for managing equality of opportunity. The Forum was further advised of the work undertaken by the Asian Applicants' Review Group, a working group set up by elected members with the aim of researching why Asian applicants appeared to be disadvantaged by the recruitment process. The officer stated that the group had also been influential in the Council's recent Middle Management Review and had had a positive impact in improving relations with the Asian community. With regard to other areas of equality, the Forum was informed that the Council was using the staff attitude survey to collect workforce information around religious belief and sexuality and was planning to sponsor the 'Disabled Go Project'.

The Group Manager - Human Resources Strategy concluded by outlining future challenges and emphasised the importance of drawing together all the strands of equal opportunities to improve services for the whole community.

In the discussion that followed, the Director of the Harrow Council for Racial Equality congratulated the Council and the officers present on the progress made in this area.

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

109. **Strategic Review of Grants:**

The Risk and Insurance Manager (Harrow Council) delivered a verbal presentation which detailed the background to the proposed strategic recommendations resulting from the review of support to voluntary organisations.

The Forum was informed that the strategic review of grants to voluntary organisations had commenced in January 2004. It was stated that the Grants Advisory Panel had considered the review at 3 of its meetings and the resulting strategy took account of Members' decisions which themselves had been shaped by a comprehensive consultation process with the voluntary sector. It was advised that the Grants Advisory

Panel's recommendations would be presented to the Cabinet on 14 October 2004 for consideration and approval.

In response to a query regarding the consultation process, the Risk and Insurance Manager stated that this had initially involved consultation with the umbrella community groups, followed by a questionnaire and interviews. However, it was added that the workshops conducted with community groups had varied according to the nature of the group.

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

(See also Minute 99).

110. **Reassurance Policing:**  
Inspector Whittaker of The Metropolitan Police delivered a verbal presentation which detailed the implementation and impact of Reassurance Policing Policies across the Borough of Harrow.

The Forum was informed that the fear of crime was increasing across London, despite the fact that there had been a reduction in the number of violent crimes over the last 5 years. In part this increase in fear was due to the perceived lack of a police presence in the community. In order to breach this 'Reassurance Gap' it was advised that Harrow had been chosen to pilot a new scheme designed to increase the presence of the police across London. The Forum was informed that 3 wards within Harrow had been piloted – Wealdstone, Marlborough and Roxbourne - and each Ward had so far been assigned 6 additional officers to police the streets, with the aim that this would increase to an additional 126 officers overall in the Borough. It was added that if the scheme proved to be a success then it would be implemented in other London Boroughs.

Inspector Whittaker informed the Forum that the feedback from local residents had so far been positive. There had been a marked reduction in the number of incidents of anti-social behaviour and local residents were feeling more confident to report these incidents and to name known perpetrators to the Police. It was added that work was underway to address the reasons behind anti-social behaviour and the aim was for the police to work more closely with community groups regarding these issues in the future.

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

111. **Area Development in People First:**  
The Forum received a verbal presentation by the Area Director of People First (Harrow Council) which detailed the aims of area development and its implementation in the future.

The Forum was advised that area development was intended to increase local access, improve joined-up services and pilot new initiatives/assess their outcomes. One such initiative included a pilot study to consult with families and local residents in Harrow regarding the services offered by schools and how these services could best meet their needs.

In response to a query regarding the distribution of funds and resources, the Area Director stated that areas of relative disadvantage were highlighted and prioritised for the allocation of resources. However, once these needs had been met other areas could be targeted.

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

112. **What is an ALMO?:**  
The Interim Managing Director of Spire Community Homes delivered a verbal presentation which detailed the work undertaken by the Arms Length Management Organisation (ALMO) and the way in which the organisation was managed.

The Forum was informed that an ALMO was an organisation specifically set up by the local authority in order to manage and improve all or part of its housing stock. It was advised that the establishment of this organisation arose from the Government's 'Decent Homes Standard', which stated that homes should be provided in a reasonable standard of repair, with modern facilities and a reasonable degree of thermal comfort. The officer stated that provided the ALMO was assessed as delivering a good service by the Audit Commission, additional funds would be available to bring Harrow's homes up to the these standards by 2010.

In relation to the ALMO's Board of Management, it was advised that this included 5 Councillors, 5 residents and 5 independent members of the community. In response to a query regarding the recruitment of ethnic minorities to the Board of Management, the officer stated that this had proved challenging, although the situation was being addressed.

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

(See also Minute 99).

113. **Development of a Multi-Agency Strategy for Services to Refugees and Asylum Seekers:**

The Forum received a report of the Executive Director (People First) which detailed a draft multi-agency strategy for the development of local services to refugees and asylum seekers in the Borough of Harrow.

The Forum was advised that the District Audit Review of these services had highlighted a need for policies to take on a broader approach in this area. Arising from this recommendation the Forum was informed that consultation had occurred with the Harrow Refugee Forum and the opinions of refugees and asylum seekers in the area had been sought.

An officer emphasised the uncertainties surrounding attitudes and responses towards refugees and asylum seekers both from the general public and on the part of local authorities. In addition the fragmented nature of current services and the need for a coherent agenda were also highlighted.

With regard to the proposed draft strategy, it was advised that this included the establishment of a new multi-agency group, and suggestions for the Harrow Refugee Forum and Organisation to take on a service provider role on the condition that funding could be gained from organisations such as 'Renewal'.

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

114. **Harrow Leisure Centre:**

The Chair introduced the Sports Strategy Officer for Harrow Council to the Forum and advised that he was present in order to lead a Question and Answer session relating to issues surrounding Harrow Leisure Centre and in particular the booking of Byron Hall. The Forum was informed that this session had arisen from requests by community groups at the last meeting of the Forum on 30 June 2004.

The Sports Strategy Officer informed the meeting that the Leisure Centre was managed by the company Leisure Connections Plc, the Contract Manager for which was Mark Cribb. With regard to bookings, it was advised that Shirley White was currently responsible.

In response to a query regarding the lack of free access to the swimming facilities for pensioners, it was stated that this had ceased as a result of the contract the Leisure Centre had signed with Leisure Connections Plc that had stipulated a requirement for a Borough Leisure Card. The introduction of this scheme meant that all pensioners were now obliged to pay a fee of £2.50 per year for a card in return for the use of the leisure facilities. However the Forum was informed that Leisure Card holders who were over 60 years of age and lived in the Borough would continue to receive free early morning swimming activities.

Discussion having turned to Byron Hall, the lack of facilities and the poor state of some of the equipment were questioned. In response, the Sports Strategy Officer advised that as a result of the new contract, the hire of the hall no longer included the provision of equipment. However, the Forum was informed that Leisure Connections Plc would be able to provide the public with details of hire companies that could provide this service.

The officer concluded by providing a verbal summary of the charges to hire out Byron Hall in comparison with Brent Town Hall and indicated that to hire out the former was to achieve better value for money.

A Member commented that the public were keen to see an improvement in the condition of Byron Hall as they did not feel that they were receiving value for money when making a reservation.

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

(2) the comments outlined above be given consideration.

(See also Minute 99).

115. **Young and Vulnerable Adults Facing Forced Marriage:**

The Forum received a verbal presentation from the Equal Opportunities Development Manager (Harrow Council) which detailed the aims of the 'Forced Marriages Working Group' and invited those from a minority ethnic community to join.

It was advised that the group had been established as a response to the recommendations contained in the Home Office document entitled 'Young People and Vulnerable Adults Facing Forced Marriage – Practice Guidance for Social Workers.' The Forum was informed that the aims of the group included the development of guidelines and a training programme to help raise awareness of the issue and safeguard those at risk of a forced marriage, the monitoring and sharing of information amongst professional and volunteer communities and the development of partnerships with multi-faith groups in order to aid those at risk of harm or forced into a marriage against their will.

The Equal Opportunities Development Manager advised that at present the membership of the group was not especially diverse and there was a particular need for those from an African community to join. She concluded by inviting attendees and their associates to become members.

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

(2) those interested in becoming members of the 'Forced Marriages Working Group' register their interest with either the Equal Opportunities Development Manager or the Committee Administrator for the Community Consultative Forum.

116. **Open Forum:**

**RESOLVED:** To note that there were no suggestions of topics for discussion at future meetings.

117. **Any Other Urgent Business:**

The Chair invited the Forum to attend a community event which would include talks and presentations.

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

(Note: The meeting having commenced at 7.32 pm, closed at 10.24 pm)

(Signed) COUNCILLOR NANA ASANTE  
Chair



## APPENDIX 1

**COMMUNITY CONSULTATIVE FORUM – 28 SEPTEMBER 2004****(1) Representatives of Community Organisations who Attended**

M Barntefs	African SANG
A M Twunasi	Harrow in Europe
S Rooke	Harrow in Europe
S Blann	Harrow in Europe
H Ibvahium	Somali Family Support Group
K Mahmood	Harrow Muslim Education Society
	Euro Pakistan Society
M Rahim	Harrow Bengali Association
M Badale	Harrow Council for Racial Equality
K Nagda	Sangat Community Centre
F Mahmood	Pakistan Women's Association (Harrow)
V Bavishi	Harrow MENCAP
P Pawar	Harrow Council for Racial Equality
L Gorasia	Hindu Council (Harrow)
	KMK (UK)

**(2) Apologies Received by Community Organisations**

V Lodhia	Sarvedesic Satya Samai
P Perinparaja	Kala Anjali Arts Circle

**(3) Officers who Attended**

Ian Pearce	Crime Reduction Manager
Bindu Arjoon	Service Manager of Policy and Partnership
Sangeeta Jerath	Principal Employee Relations Officer
Jon Turner	Group Manager – Human Resources (HR) Strategy
David Ward	Risk and Insurance Manager
Michael Hart	Area Director (People First)
Ann Lucas	Interim Managing Director of Spire Community Homes
Martyn Ellis	Head of Plan and Performance Management
Clifton Jackson	Sports Strategy Officer
Vijay Malik	Equal Opportunities Development Manager



EXECUTIVE  
SUB-COMMITTEES



## TOWN CENTRE PROJECT PANEL

28 SEPTEMBER 2004

Chair: \* Councillor Burchell

Councillors: \* D Ashton \* O'Dell  
\* Miss Lyne \* Stephenson (1)  
\* C Mote

\* Denotes Member present

(1) Denotes category of Reserve Member

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Public Realm Proposals for Clarendon Road/Harrow Town Centre Public Realm Strategy**

The Panel received a presentation on the Public Realm proposals for Clarendon Road in the private session of the meeting from Alsop Architect, consultants appointed by the Council to oversee its preparation in this process.

The Panel also considered a confidential report of the Director of Strategic Planning which partly addressed the Public Realm proposals for Clarendon Road. The remainder of the report covered matters relating to

- the funding of the Public Realm Strategy
- a complementary traffic management scheme and street scene improvements for both College and Clarendon Roads.

**Public Realm Proposals for Clarendon Road**

The presentation from Alsop Architects set out the objectives of the Public Realm Strategy and the bespoke approach to improvements to Clarendon Road, which would help transform the area in its vicinity and establish Clarendon Road as a safe and welcoming north/south route. The Panel was informed how this could be achieved and advised of the outline costs of the measures proposed.

The Panel noted the presentation from Alsop Architect and requested that additional information on the proposal(s), as set out below, be provided to the Panel:

- the precise costs
- a detailed breakdown of the costs
- the maintenance costs, including man-hours required, for the proposed 'Hanging Gardens' and other associated costs such as lighting.

In addition, the Panel requested that research ought to be carried out to ascertain the demand for market stalls proposed as part of the overall proposals for Clarendon Road.

The Panel noted that, in addition to the issues raised above, a number of other issues set out in the officer report needed to be clarified, and noted that a further report would be presented to its next meeting.

**Complementary Traffic Management and Street Scene Improvements for College and Clarendon Roads**

The Panel also discussed, at length, the traffic management and street scene improvements proposed for both College Road and Clarendon Road. The Panel noted

- that the improvements would be funded by a grant from Transport for London (TfL)
- the rationale behind these improvements
- that the proposals would involve the removal of guardrails in some areas.

The pros and cons of removing the guard rail were discussed. It was noted that the proposal included a number of safety advantages, for example re-siting the crossing onto the main desire line, widening and raising the crossing.

Members were assured that consultations with key stakeholders had taken place and that discussions with frontagers had also taken place.

The Panel noted that, if approved, work in College Road would start in the current financial year 2004/05 and in Clarendon Road during 2005/06. It was planned that the work would commence during the 'quiet' trading months (January – March) in order to minimise disruption.

The Panel was advised that the proposals would improve the environment and help reduce the speed of traffic and increase safety for pedestrians. Members were advised that the proposed works were considered to be a good investment even if some of the proposed works had to be revised at a later stage as part of the overall proposals for Harrow Town Centre. Moreover, these measures would signal the Council's commitment to deliver on its vision for Harrow Town Centre.

A Member asked for the sight line between buses and the taxi rank to be checked following which the Panel, having noted the presentation from Alsop Architect on the Public Realm proposals for Clarendon Road and that there were issues outstanding which needed to be resolved before taking a decision to proceed with the proposals for Clarendon Road,

**Resolved TO RECOMMEND: (To Cabinet)**

(1) That the highway proposals set out in paragraphs 8.3 and 8.4 of the Director of Strategic Planning's report, as shown in Appendices 1 to 4, be agreed;

(2) that officers be authorised to:

(a) take all necessary steps under Section 6 of the Road Traffic Regulation Act 1984 to:

- (i) remove loading restrictions on the north side of College Road over a length of 10 metres outside of No. 66 (Hygeia House) as shown in Appendix 3 of the report of the Director of Strategic Planning;
- (ii) extend the time of the loading restrictions in Clarendon Road to 'no loading at any time' between its southerly junction with Kymberley Road/College Road and the exit to the multi storey car park as shown in Appendix 4 of the report of the Director of Strategic Planning;
- (iii) introduce a loading bay at the northerly junction of Clarendon Road and Kymberley Road (at the north west corner of Kings House) as shown in Appendix 4 of the report of the Director of Strategic Planning;

the details of which be delegated to officers and subject to any formal objections to the traffic order;

(b) take all necessary steps under Section 23 of the Road Traffic Regulation Act 1984 to:

- (i) relocate the pelican crossing in College Road by Harrow-on-the-Hill Station approximately 10 metres to the west and widen the crossing to 8 metres as shown in Appendices 1, 2 and 3 of the report of the Director of Strategic Planning;
- (ii) relocate the pelican crossing on Greenhill Way by No. 58 approximately 15 metres to the east as shown in Appendix 4 of the report of the Director of Strategic Planning;

the details of which be delegated to officers;

(c) take all necessary steps under Section 6 of the Road Traffic Regulation Act 1984 or instruct Transport for London under the London Hackney Carriages Act 1850 to:

- (i) reduce the capacity of the taxi rank in College Road by Harrow on the Hill station from 3 to 2 taxis;
- (ii) introduce a new taxi rank on the south side of College Road outside of No. 51 (former post office);

as shown in Appendices 1 and 3 of the report of the Director of Strategic Planning, the details of which be delegated to officers and subject to any formal objections to the traffic order.

**Reason for Decision:** To improve the pedestrian environment within Harrow Town Centre.

(See also Minute 31).

## **PART II - MINUTES**

### 24. **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 Stephenson

### 25. **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.

### 26. **Arrangement of Agenda:**

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

<u>Item(s)</u>	<u>Reason</u>
7/8.	The reports contained 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 and 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.
9.	The report contained exempt information under paragraph 12 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) on the grounds that it contained instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with <ul style="list-style-type: none"> <li>(a) any legal proceedings by or against the authority; or</li> <li>(b) the determination of any matter affecting the authority;</li> </ul> whether, in either case, proceedings have been commenced or are contemplated.
10.	The report contained exempt information under paragraphs 7 and 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial and 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.

### 27. **Minutes:**

**RESOLVED:** That it be agreed that the Chair be given authority to sign the minutes of the meeting held on 22 July 2004, which had been circulated, as a correct record.

28. **Matters Arising:**

Revised Town Centre Development Strategy (Minute 19, Resolution 2 refers)

The Panel was informed that consultants had been appointed to carry out a feasibility study for performance/exhibition space.

29. **Petitions:**

**RESOLVED:** To note that there were no petitions submitted to this meeting.

30. **Public Questions:**

**RESOLVED:** To note that there were no public questions to be received under the provisions of Executive Procedure Rule 15.

31. **Public Realm Proposals for Clarendon Road/Harrow Town Centre Public Realm Strategy:**

The Panel, having made a recommendation to Cabinet on the complementary traffic management and street scene improvements for College and Clarendon Roads,

**RESOLVED:** That the presentation from Alsop Architect on the Public Realm proposals for Clarendon Road be noted and that it be also noted that there were issues outstanding which needed to be resolved before taking a decision to proceed with the proposals for Clarendon Road.

**Reason for Decision:** To improve the pedestrian environment within Harrow Town Centre.

(See also Recommendation 1).

32. **Update on Consultation:**

The Panel considered a confidential report of the Director of Strategic Planning updating Members on the consultations carried out on the draft Supplementary Planning Guidance (SPG) for land at Harrow-on-the-Hill Station.

The report also included Counsel's opinion on compliance with new planning legislation.

The Panel noted that the number of completed questionnaires received had gone up from 130 to 250 and that an article in the Council's own publication, 'Harrow People', which was delivered to all households in the Borough, was expected to increase this number. The Panel was encouraged by the number of responses received via the online survey.

Members noted that the offer to make presentations to a number of Residents' Groups had not yet been taken up and they asked that this offer be made again. Members agreed that the consultations had been exhaustive and following a number of questions, it was

**RESOLVED:** (1) That the progress on the consultation carried out to date on the draft Supplementary Planning Guidance for land at Harrow-on-the-Hill Station be noted; and

(2) that the Counsel's opinion be noted.

**Reason for Decision:** To ensure appropriate public consultation of draft SPG for land at Harrow-on-the-Hill Station.

33. **Discussions with Transport for London (TfL) and Dandara Ltd:**

The Panel considered a confidential report of the Director of Strategic Planning setting out the discussions held recently by the Council with Transport for London (TfL) and Dandara Ltd, owners of the former Post Office site.

The Director of Strategic Planning also reported that the case for Harrow-on-the-Hill Station had been submitted to the TfL for their consideration in the forthcoming review of their business plan.

He mentioned that the meeting with Dandara Ltd had centred around the company's own proposals for the old Post Office building and the Council's proposals for the bus station as part of the Harrow-on-the-Hill Station Masterplan.



Members made some comments on the report and asked questions of the Director of Strategic Planning, following which it was

**RESOLVED:** (1) To note the report on progress made with TfL and Dandara Ltd;

(2) to note that further reports would be submitted to the Panel to keep Members up to date.

**Reason for Decision:** To ensure that Members were fully informed of progress and the options available.

34.

**Date of Next Meeting:**

During discussion on the report at item 10 of the agenda (Minute 32 refers), Members discussed the possible need for an additional meeting of the Panel before the scheduled meeting on 18 November 2004. The Director of Strategic Planning stated that this was dependent on further discussions between the Council and Dandara Ltd and that Members would be consulted on an additional meeting, if it was required.

(Note: The meeting having commenced at 7.30 pm, closed at 8.47 pm)

(Signed) COUNCILLOR KEITH BURCHELL  
Chair





