

2006 – 2007  
July 2006 Volume 3



**CABINET  
AND  
COUNCIL  
MINUTES**



# CABINET AND COUNCIL MINUTE BOOK

## VOLUME 3: JULY 2006

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*[Notes: (1) A meeting of the School Organisation Committee was convened for 19 July 2006 but in the event was inquorate. The notes of informal discussions undertaken by the Committee members on that date are therefore not included in this Volume;*

*(2) a meeting of the Personnel Appeals Panel commenced on 24 July 2006 but currently stands adjourned to a date to be determined; the minutes of that meeting will therefore be included in the Minute Volume for the month in which the meeting is concluded].*



COUNCIL  
AND  
COUNCIL  
COMMITTEES



LICENSING AND  
GENERAL PURPOSES  
PANELS





## LICENSING PANEL

3 JULY 2006

Chairman: \* Councillor Mrs Lurline Champagne

Councillors: \* Robert Benson \* Mano Dharmarajah

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**26. **Appointment of Chair:**

**RESOLVED:** That Councillor Mrs Lurline Champagne be appointed Chair of the Panel for the purposes of this meeting.

27. **Declarations of Interest:**

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

28. **Arrangement of Agenda:**

**RESOLVED:** That (1) item 7, Application for a Premises Licence for Marina Melody be heard after item 8, Application for a Premises Licence for Gold's Gym, in order to allow time for the interested parties to attend and present their case;

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

29. **Minutes:**

(See Note at conclusion of these minutes).

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

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

31. **Licensing Procedures:**

The Chairman introduced the Panel and the officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

32. **Application for a Premises Licence for Gold's Gym:**

The Panel received a report of the Chief Environmental Health Officer, which detailed a new application for a Premises Licence for Gold's Gym, Manor Parade, Sheepcote Road, Harrow, Middx, HA1 2JN.

The application had been made by Mr Hickman, agent for the applicant, Ms Mohammad, for the sale of alcohol within Gold's Gym premises, and had been referred to the Panel as there had been two unresolved representations from Responsible Authorities.

Sergeant Carl Davis from the Metropolitan Police and Veronica Thakkar from the Environmental Health (Health and Safety) Team attended the meeting. Ms Mohammad, the applicant, and her solicitor, Mr Hickman were also present.

The applicant's representative, Mr Hickman, outlined the background to the premises. He informed Members that the previous bar/café owner had held a liquor licence but had not converted it during the transitional arrangements. He confirmed that his client had given an undertaking to abide by any conditions suggested by the Responsible Authorities and that CCTV had been installed following Police recommendation. The installation had not met with the Police standards and still was to be remedied.

In response to questions from Ms Thakkar, the applicant's representative stated that only members and their guests were permitted into the bar area and that drinks were restricted to only the bar and café area. He also confirmed that the sale of alcohol would commence following approval of the CCTV installation from the Police.

The Environmental Health (Health and Safety) officer questioned whether a risk assessment had been carried out or a separate public safety evacuation provided as the gym had been served a legal notice for failure to supply this information and therefore it was in the interest of public safety that the applicant provided one for her customers. The applicant explained that in an emergency situation, staff from the gym would assist and that either she or a member of her staff would be on hand to help. Mr Hickman confirmed that the bar remained open to the gym members still within the gym, once the gym had closed, and that no further admittance of persons would be permitted. He also confirmed that the gym staff would be on hand to monitor and assist with the patrons in the bar/café area.

Sergeant Davis confirmed that, as the CCTV equipment did not meet Police criteria, he would ask the Panel to consider adding a condition to the licence regarding the installation, maintenance and retention of tapes for 31 days, and that the applicant could not trade until the CCTV installation had been approved by the Police.

The Environmental Health (Health and Safety) officer concurred with Sergeant Davis and again reiterated her serious concerns in relation to health and safety issues and lack of any risk assessment. She requested that additional conditions be placed on the licence in relation to the monitoring of children entering/leaving the premises and health and safety. She advised Members that she had a copy of a letter from the Environmental Health (Health and Safety) Department, which had been sent to Gold's Gym concerning these issues, which gave cause for concern. In response, Mr Hickman confirmed that his client knew nothing of this letter and objected to it being tabled. The Legal advisor to the Panel advised that, in these circumstances, the letter was inadmissible.

Summing up, Mr Hickman asked Members to grant the amended application and confirmed that alcohol would not be served until the CCTV was fully operational. He also confirmed that Gold's Gym was not out of time in presenting their health and safety report to the Authority.

**RESOLVED:** That the application for a Premises licence for Gold's Gym, Manor Parade, Sheepecote Road, Harrow, Middx, HA1 2JN be granted, with the following additional conditions:

**ADDITIONAL CONDITIONS:**

1. CCTV equipment shall be installed, operated and maintained in good working order and in accordance with the reasonable recommendations of the Police or Crime Prevention Officer.  
**REASON:** Prevention of crime and disorder and public nuisance.
2. All alcoholic drinks may only be consumed in the bar and café area.  
**REASON:** Public safety.
3. There must be an evacuation procedure for the bar and café area to be used in the event of an emergency.  
**REASON:** Public safety.
4. An adequate and appropriate supply of first aid equipment and materials shall be available in the bar and café area at all times.  
**REASON:** Public safety.
5. At least one suitably trained first-aider who shall be responsible for first aid be on duty when the public are present.  
**REASON:** Public safety.

33. **Application for a Premises Licence for Marina Melody:**

The Panel received a report of the Chief Environmental Health Officer, which detailed a new application for a Premises Licence for Marina Melody, 274-278 Northolt Road, Dawson House, South Harrow, Middlesex, HA2 8EB.

The application had been referred to the Panel as there had been three unresolved representations from Responsible Authorities and two from an interested party. The Chief Environmental Health Officer's representative informed the Panel that since the agenda had been printed and circulated, the applicant had resolved issues with all three Responsible Authorities, who had subsequently withdrawn their representations. The representation from Mr and Mrs Marling and Mr Roberts, the interested parties both still remained.

The applicant Aziz Damania was present with his representative, Ken McLeay, Hodders Solicitors. The interested parties namely, Mr and Mrs Marling and Mr Roberts were not in attendance.

The applicant's representative, Mr McLeay, confirmed that his client was happy to accept the amended hours, as recommended by the Planning Control Department. He commented that the Panel should not put too much weight on the representations from the interested parties as they had not attended the meeting.

In response to questions from the Panel, Mr McLeay stated that his client was agreeable to include a 30 minute drinking up time and that the maximum capacity for the Banqueting Hall was 150 patrons

**RESOLVED:** That the application for a Premises licence for Marina Melody, 274-278 Northolt Road, Dawson House, South Harrow, Middlesex, HA2 8EB be granted as amended, including the hours as set out on Page 77 of the agenda, subject to the following additional condition:

**AMENDMENTS TO THE APPLICATION:**

Sale of Alcohol

Sunday to Thursday: 9.00 am to 10.30 pm  
Friday and Saturday: 9.00 am to 11.00 pm

Hours Premises is Open to the Public

Sunday to Thursday: 9.00 am to 11.00 pm  
Friday and Saturday: 9.00 am to 11.30 pm

**ADDITIONAL CONDITION:**

1. The sale of alcohol shall cease 30 minutes before the closing time each day.  
**REASON:** The prevention of crime and disorder.

34. **Extension and Termination of the Meeting:**

In accordance with the provisions of Committee Procedure Rule 15.2 (ii) (Part 4B of the Constitution), it was;

**RESOLVED:** At 10.00 pm to continue until 10.30 pm.

(Note: The meeting having commenced at 7.40 pm, closed at 10.15 pm)

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman

[Note: Licensing Panel minutes are:-

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

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



**PENSION FUND INVESTMENTS PANEL****3 JULY 2006**

Chairman: \* Councillor David Ashton

Councillors: \* Keith Ferry (1) \* Richard Romain  
\* Thaya IdaikkadarCo-optee \* Mr Howard Bluston  
(Non-voting):\* Denotes Member present  
(1) Denotes category of Reserve Member[Note: Other Attendance: Mr George Henshilwood of Hymans Robertson attended in an advisory role, as the Council's Actuary/Adviser.]**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**1. **Appointment of Chairman:****RESOLVED:** To note the appointment of Councillor David Ashton at the Special Meeting of Licensing and General Purposes Committee on 5 June 2006 as Chairman of the Pension Fund Investments Panel for the Municipal Year 2006/2007.2. **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 Mano Dharmarajah	Councillor Keith Ferry

3. **Declarations of Interest:****RESOLVED:** To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Richard Romain	Councillor Richard Romain declared a personal interest in that he had personal funds with UBS and Merrill Lynch.
Mr Bluston	Mr Bluston declared a personal interest by virtue of having had occasional dealings with the Fund Managers and therefore knew and had known some of the individuals.

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

<u>Item</u>	<u>Reason</u>
14. Fund Managers' Presentations	Under the provision of Schedule 12A to the Local Government Act 1972, both these reports were considered to contain confidential information under Part 1, Paragraph 3, in that they contained information relating to the financial or business affairs of a particular person i.e. Company, other than the Council.
15. Performance of Fund Managers 2005/06	

5. **Appointment of Vice-Chairman:**  
**RESOLVED:** That Councillor Thaya Idaikkadar be appointed Vice-Chairman of the Pension Fund Investments Panel for the Municipal Year 2006/2007.
6. **Minutes:**  
**RESOLVED:** That the minutes of the meeting held on 20 March 2006, having been circulated, be taken as read and signed as a correct record.
7. **Terms of Reference of the Pension Fund Investments Panel:**  
**RESOLVED:** That the terms of reference be noted.
8. **Public Questions, Petitions and Deputations:**  
**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 18, 16 and 17 (Part 4B of the Constitution) respectively.
9. **Merrill Lynch Property Fund of Funds:**  
The Panel received a presentation by Merrill Lynch UK on their Property Fund of Funds. The Panel was informed that the Property Fund of Funds would help diversify the portfolio.  
**RESOLVED:** That the report be noted.
10. **Update on Tenders for Private Equity and Currency Management:**  
The Panel received a report of the Director of Financial and Business Strategy which updated Members on tenders for Private Equity and Currency. Members were advised that a shortlist was being drawn up. The intention was to invite three currency managers and two or three private equity managers to give a presentation to Members of the Panel on 28 September 2006.  
**RESOLVED:** That (1) officers update Members on shortlisting;  
(2) Members receive the presentations of the tenders on 28 September 2006.
11. **Fund Managers' Presentations:**  
Representatives from Merrill Lynch Investments Managers and UBS Global Asset Management made formal presentations to the Panel detailing their strategies and performance, in the areas of Fixed Interest and Property, since the last Fund Manager reports.  
Members of the Panel asked questions of the Fund Managers and discussed issues arising. Upon conclusion of each of the presentations the Fund Managers were thanked for their attendance.  
**RESOLVED:** That the Fund Manager presentations be received and noted.
12. **Performance of Fund Managers 2005/06:**  
The Panel received a report of the Director of Financial and Business Strategy which informed Members of the performance of the Fund Managers in the financial year 2005/2006.  
**RESOLVED:** That the report be noted.
13. **Extension and Termination of the Meeting:**  
In accordance with the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution), at 10.00 pm, it was  
**RESOLVED:** (1) At 10.00 pm to continue until 10.05 pm.  
  
(Note: The meeting having commenced at 6.00 pm, adjourned at 6.10 pm, reconvened at 7.15 pm and closed at 10.03 pm)

(Signed) COUNCILLOR DAVID ASHTON  
Chairman

## PENSION FUND INVESTMENTS PANEL

25 JULY 2006

Chairman: \* Councillor David Ashton

Councillors: \* Mano Dharmarajah \* Richard Romain  
\* Thaya Idaikkadar

Co-optee (Non-voting): \* Mr Howard Bluston

\* Denotes Member present

[Note: Other Attendance: Mr Alastair McKissack of Hymans Robertson attended in an advisory role, as the Council's Actuary/Adviser.]

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**14. **Attendance by Reserve Members:**

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

15. **Declarations of Interest:**

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

<u>Member</u>	<u>Nature of Interest</u>
Councillor Richard Romain	The Member declared a personal interest in that he held funds with UBS and Merrill Lynch. He would remain in the room whilst all the items on the agenda were considered and voted upon.
Mr Bluston	The non-voting co-optee declared a personal interest by virtue of having had occasional dealings with the Fund Managers and therefore knew and had known some of the individuals. He would remain in the room whilst all the items on the agenda were considered and voted upon.

16. **Arrangement of Agenda:**

**RESOLVED:** (1) In accordance with the Local Government (Access to Information) Act 1972 (as amended), the following items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
9. Tactical Asset Allocation Funds	The report had not been available at the time the main agenda was printed. The reporting of the proposals from the Fund Manager was a major part of the strategic principle of providing proper management and stewardship of the Pension Fund. Members were asked to consider the report which would complement the presentation of the Fund Manager.
14. Property Investment	The report and the briefing note had not been available at the time the main agenda was printed. The note from the Fund Advisors would assist the Panel in providing proper management and stewardship of the Pension Fund.

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

<u>Item</u>	<u>Reason</u>
11. UBS and Baillie Gifford Presentations on their Equity Portfolios	The reports contained exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).in that they contained information relating to the financial or business affairs of a particular person/company, other than the Council.
12. Performance of Fund Managers 2005/06	

17. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 3 July 2006 be deferred until printed in the Council Bound Minute Volume.

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

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

19. **Merrill Lynch Property Fund of Funds/Property Investment:**

The Panel received reports on the Merrill Lynch Property Fund of Funds and Property Investment, from the Director of Financial and Business Strategy. The reports were considered jointly as the matters were interrelated. The Director informed the Panel that these items related to the presentation on the Merrill Lynch Property Fund of Funds received by the Panel at its meeting on 3 July 2006.

The Panel considered the advice of Hymans Robertson and discussed the proposal of disinvesting in the Local Authority Pension Fund (LAPF) and investing in the Merrill Lynch Property Fund of Funds.

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

(2) the Council's holding in LAPF be offered to other holders and, if this was unsuccessful, the Panel would then consider other options;

(3) officers initiate the process of transferring 50% of the Merrill Lynch Funds to the Merrill Lynch Property Fund of Funds.

20. **Tactical Asset Allocation Funds:**

The Panel received a report of the Director of Financial and Business Strategy which asked Members to receive the proposals from UBS on Tactical Asset Allocation Funds, consider the advice from the Funds Investment Advisors (Hymans Robertson LLP) and decide whether to agree the proposed investment strategy.

The Panel discussed the proposals.

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

(2) the decision on the proposed investment strategy be deferred to a future Panel meeting after Members had received background information from UBS clarifying the threshold for declaring holdings in particular companies and information on significant holdings, together with a list of companies where their holding was more than 3%.

21. **UBS and Baillie Gifford Presentations on their Equity Portfolios.:**

Representatives from Baillie Gifford and UBS Global Asset Management made formal presentations to the Panel detailing their strategies and performance in the areas of Equity Portfolios since the last Fund Manager reports. The presentations were received in the private session of the meeting.

Members of the Panel asked questions of the Fund Managers and discussed issues arising. Upon conclusion of each of the presentations the Fund Managers were thanked for their attendance.

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



22. **Performance of Fund Managers 2005/06:**

The Panel received a confidential report of the Director of Financial and Business Strategy, which informed Members of the performance of the Fund Managers in the financial year 2005/2006.

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

(2) officers investigate whether there was flexibility in the employer contributions for 2007/08 and report back to Members;

(3) following UBS's performance report for Quarter 3, the Panel would consider whether they should be monitored more closely.

(Note: The meeting having commenced at 6.15 pm, closed at 9.45 pm)

(Signed) COUNCILLOR DAVID ASHTON  
Chairman



## PERSONNEL APPEALS PANEL

12 JULY 2006

Chairman: \* Councillor Mrs Lurline Champagne

Councillors: \* Bob Currie \* Mrs Anjana Patel

\* Denotes Member present

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

**RESOLVED:** That Councillor Mrs Lurline Champagne be appointed as Chairman of the Panel for the purposes of this meeting.

2. **Declarations of Interest:**

**RESOLVED:** To note that the following interest was declared:

Item 5 – Disciplinary Appeal

Councillor Bob Currie declared a personal interest in the above item in that he was a retired paid-up member of UNISON. Accordingly, he remained in the room and took part in the discussion and decision-making on this item.

3. **Arrangement of Agenda:**

**RESOLVED:** That the appeal be considered with the press and public excluded on the grounds that it would involve the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it would involve the disclosure of information relating to an individual.

4. **Minutes:**

(See Note at conclusion of these minutes).

5. **Disciplinary Appeal:**

Following careful consideration of both the verbal and written evidence presented by the appellants and management, the Panel

**RESOLVED:** That (1) the appeal be upheld;

(2) final written warnings be issued to both appellants; and

(3) a number of proposals be made to the Executive Director (Urban Living).

(Note: The meeting having commenced at 10.05 am, closed at 5.03 pm)

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman

[Note: Personnel Appeals Panel minutes are:-

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

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



## PERSONNEL APPEALS PANEL

21 JULY 2006

Chairman: \* Councillor Mrs Lurline Champagne

Councillors: \* Don Billson  
\* Mrs Margaret Davine

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**6. **Appointment of Chairman:**

**RESOLVED:** That Councillor Mrs Lurline Champagne be appointed Chairman of the Panel for the purposes of the meeting.

7. **Declarations of Interest:**

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

<u>Member</u>	<u>Nature of Interest</u>
Councillor Mrs Margaret Davine	Declared a personal interest in that she had formerly been a Unison officer.

8. **Arrangement of Agenda:**

**RESOLVED:** That the appeal be considered with the press and public excluded on the grounds that it would involve the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it would involve the disclosure of information relating to an individual.

9. **Minutes:**  
(See Note at conclusion of these minutes).10. **Grievance Appeal:**  
Following careful consideration of both the verbal and written evidence presented by the appellants and management, the Panel

**RESOLVED:** That (1) the appeal be dismissed and;

(2) a memorandum be circulated to the Acting Chief Executive to encourage continued good working practices and partnership with the Trade Unions

(Note: The meeting having commenced at 9.55 am, closed at 6.38 pm)

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman

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- (3) not submitted to the next panel meeting for approval.

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



COUNCIL







**MINUTES  
of the  
MEETING  
of the  
COUNCIL  
of the  
LONDON BOROUGH OF HARROW  
held on  
THURSDAY 13 JULY 2006**

**Present:**           **The Worshipful the Mayor (Councillor Janet Cowan)  
The Deputy Mayor (Councillor Jean Lammiman)**

**Councillors:**

Nana Asante  
David Ashton  
Mrs Marilyn Ashton  
Mrs Camilla Bath  
Miss Christine A. Bednell  
Robert Benson  
Don Billson  
Mrs Lurline Champagnie  
Mrinal Choudhury  
Golam Sobhan Chowdhury  
John Cowan  
Bob Currie  
Margaret Davine  
Mano Dharmarajah  
Anthony Ferrari  
Keith Ferry  
Archie T. Foulds  
Brian E. Gate  
David Gawn

Mitzi Green  
Susan Hall  
Graham Henson  
Thaya Idaikkadar  
Nizam Ismail  
Mrs E.M. Kinnear  
Ashok Kulkarni  
Dhirajlal Lavingia  
Barry Macleod-Cullinane  
Julia Merison  
Salim Miah  
Myra Michael  
Jerry J. Miles  
Vina Mithani  
Chris Mote  
Mrs Janet Mote  
Narinder Singh Mudhar  
John Nickolay  
Mrs Joyce Nickolay

Christopher D. Noyce  
Phillip O'Dell  
Paul Osborn  
Anjana Patel  
David Perry  
Raj Ray  
Richard David Romain  
Anthony Seymour  
Navin Shah  
Mrs Rekha Shah  
Stanley Sheinwald  
Eric Silver  
Bill Stephenson  
Mrs Sasikala Suresh  
Yogesh Teli  
Keekira Thammaiah  
Mark A. Versallion  
Thomas Weiss  
Jeremy Zeid

**PRAYERS**

The meeting opened with Prayers offered by the  
Rabbi Andrew Shaw

**43. ONE MINUTE'S SILENCE:**

Following prayers, the Mayor requested Council to remain standing for a minute's silence in memory of Councillor John Anderson, who had recently passed away, and as a mark of respect to the victims of the bombings in Mumbai.

**44. COUNCIL MINUTES:**

**RESOLVED:**

**THAT THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 25 MAY 2006, THE SPECIAL COUNCIL MEETING HELD ON 31 MAY 2006 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 31 MAY 2006, HAVING BEEN CIRCULATED, BE TAKEN AS READ AND SIGNED AS CORRECT RECORDS.**

**45. DECLARATIONS OF INTEREST:**

It was noted that there were no declarations of interest on behalf of Members with regard to the business to be transacted at this meeting of Council.

**46. MAYOR'S ANNOUNCEMENTS:**

**RESOLVED:**

**THAT THE COUNCIL RECEIVE AND NOTE THE REPORT OF THE WORSHIPFUL THE MAYOR, AS TABLED, UPON HER OFFICIAL DUTIES, TOGETHER WITH THOSE OCCASIONS ON WHICH SHE WAS REPRESENTED BY THE DEPUTY MAYOR AND PAST MAYORS, SINCE THE ANNUAL COUNCIL MEETING ON 25 MAY 2006.**

**47. PROCEDURAL MOTIONS:**

- (i) The Leader of the Council, Councillor Chris Mote, moved a procedural motion under the provisions of Council Procedure Rule 16.1(c) to effect the consideration of Item 1 (Presentation Ceremony – Honorary Alderman Keith Toms) on the Summons immediately after Item 14 (Decisions Taken Under Urgency Procedure by Portfolio Holders/Leader and Cabinet and Use of Special Urgency Procedure).

This procedural motion received the general assent of Council.

- (ii) Councillor Chris Mote moved a procedural motion in accordance with Council Procedure Rule 15.2 for an Urgent Motion relating to changes to the membership of the Development Control Committee and the appointments of Council representatives of the Authority to serve on outside bodies for the Municipal Year 2006/07, to be admitted to the business to be transacted at this Council Meeting, subject to Council Procedure Rule 15.2(b) being suspended, thereby waiving the requirement for written reasons for urgency to be given. The procedural motion under Council Procedure Rule 15.2 to admit the Urgent Motion, and under Council Procedure Rule 26.1 to suspend Council Procedure Rule 15.2(b), were both carried.
- (iii) Council received notice in the tabled documentation of a Motion proposed to be admitted to the business for consideration at this meeting, to be moved by Councillor Macleod-Cullinane and seconded by Councillor Narinder Singh Mudhar. Prior to Council formally approving it being taken as Item 12A on the Summons, Councillor Macleod-Cullinane sought leave of the Council to withdraw the Motion (entitled 'The Council's Financial Position') with the agreement of the seconder, to which the Council then assented.

**RESOLVED:**

**THAT (1) THE PROCEDURAL MOTION UNDER COUNCIL PROCEDURAL RULE 16.1(c) BE AGREED, TO ALLOW CONSIDERATION OF ITEM 1 IMMEDIATELY AFTER ITEM 14;**

**(2) THE URGENT MOTION BE AGREED, AND TAKEN WITH ITEM 12 (MEMBERSHIP OF COMMITTEES);**

**(3) THE MOTION ADVISED IN THE NAME OF COUNCILLOR MACLEOD-CULLINANE BE WITHDRAWN.**

**48. PETITIONS:**

The following petitions were submitted by Members of Council:

- (1) Submitted by Councillor Mrs Lurline Champagnie containing 35 signatures, requesting the repaving of Athol Gardens, Pinner.

[The petition stood referred to the Traffic Advisory Panel].

- (2) Submitted by Councillor Mrs Kinnear containing 158 signatures, requesting double yellow lines at Mount Park Avenue between London Road and Georgian Way, Harrow on the Hill.

[The petition stood referred to the Traffic Advisory Panel].

- (3) Submitted by Councillor Mrs Kinnear containing 296 signatures, objecting to planning application ref: P/1452/06: telecommunications development at land adjacent to Wendela Court, Sudbury Hill, Harrow.

[The petition stood referred to the Development Control Committee].

- (4) Submitted by Councillor Mrs Kinnear containing 75 signatures, objecting to planning application ref: P/1433/06: telecommunications development at land adjacent to 16 Harrow Fields Gardens.

[The petition stood referred to the Development Control Committee].

**49. PUBLIC QUESTIONS:**

Further to Item 7 on the Summons, the following question was submitted by a member of the public, in accordance with Council Procedure Rule 12.3:

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
Mr Hermann Hirschberger	The Leader of the Council (Councillor Chris Mote)	"Having been informed by Council officials that the recent major road and pavement works at Belmont Circle, which appear to me to have been totally unnecessary, and have resulted in changes which seem to be quite illogical, and resident unfriendly, and which feature cycle paths which are a safety hazard to pedestrians, and especially the older ones, and cyclists alike, that these works had a contract price of £350,000, and in view of the fact that these works have been going on for many, many months, could you please tell me what the final total cost was, and who authorised this disgraceful waste of residents council tax, at a time when these taxes are 233.9% of those ten years ago, at a rate of increase which is over four times the official inflation index, and we are continuously told, that the council cannot afford all the services required by older and disadvantaged citizens?"

[Notes: (i) The Leader of the Council referred the question, under Council Procedure Rule 12.3, to the Portfolio Holder for Urban Living – Public Realm (Councillor Mrs Kinnear), who answered the question orally;

(ii) under the provisions of Council Procedure Rule 12.4, the questioner asked a supplementary question, which was also answered orally by the Portfolio Holder for Urban Living – Public Realm;

(iii) the questioner additionally accepted the offer of a written reply to the supplementary question, and an offer to meet with the Portfolio Holder for Urban Living – Public Realm and senior transport officers at the Civic Centre to discuss the issues further].

**50. QUESTIONS WITH NOTICE (COUNCIL PROCEDURE RULE 13):**

Further to Item 8 on the Summons, the following five questions had been submitted by Members of the Council, notice of which had duly been given under the provisions of Council Procedure Rule 13.2. All questions were answered orally at the meeting.

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
(1) Councillor Bill Stephenson	Portfolio Holder for People First (Councillor Janet Mote)	"Does the Portfolio Holder for People First agree with the statement made by one of her Councillor colleagues at a public meeting that "the Teachers' Centre is a total waste of space" and should be considered as a site for the Hindu School?"
(2) Councillor Bill Stephenson	Portfolio Holder for Urban Living – Public Realm (Councillor Mrs Kinnear)	"Would the Portfolio Holder for Urban Living confirm that her administration regards 'Parks and Open Spaces as of low priority?"
(3) Councillor B E Gate	Portfolio Holder for Urban Living – Public Realm (Councillor Mrs Kinnear)	"Would the Portfolio Holder for Urban Living – Public Realm apologise for misrepresenting Councillor Phil O'Dell by falsely claiming in her letter to the Harrow Observer that "the basic content of that report (Public Realm Budget Cabinet report) had been made known to and approved by the previous Labour Portfolio Holder, Councillor Phil O'Dell?"
(4) Councillor Mrs Margaret Davine	Portfolio Holder for Business Development (Councillor David Ashton)	"A report was agreed at the Cabinet on the 29 June about the financial position of the Council, in which under item 21 – Service Delivery, there is a proposal to cutback discretionary services and review concessionary travel. Are we to understand that your administration is considering cutting services and travel concessions to the most vulnerable in our community?"
(5) Councillor Tony Ferrari	Portfolio Holder for Business Development (Councillor David Ashton)	"In the absence of a written question from Councillor Navin Shah, and to quote him from the Harrow Leader newspaper, please prove your accusations regarding a black hole of £9 million and the Council's general financial position and the need for the Council to make cuts and economies of this amount."

[Note: Under the provisions of Council Procedure Rule 13.5, the Members submitting the above questions (1) to (4) asked a supplementary question each, which were also answered orally].

**51. CORPORATE PLAN 2006-2009:**

Further to Item 9 on the Summons, the Council Meeting received Recommendation I of the Cabinet meeting of 8 June 2006 in this matter.

The Recommendation was adopted as printed.

**RESOLVED:**

**THAT THE CORPORATE PLAN BE ADOPTED.**

**52. REPLACEMENT OF METROPOLITAN LINE TRAINS:**

- (i) Further to Item 10 on the Summons, the Council Meeting received Recommendation I of the Cabinet meeting of 28 June 2006 in this matter.
- (ii) Councillor Phillip O'Dell moved, and Councillor Jerry Miles seconded, an amendment
- to delete the word "contact" after the word "Council";
  - after the word "Council" and before the words "London Underground" to insert the words "instructs the executive to seek a high level meeting with"
  - after the words "Metropolitan Line" to add the words "with all users and residents within the Borough"

for the revised Recommendation then to read as follows:-

"That the Council instructs the Executive to seek a high level meeting with London Underground to seek the fullest possible consultation in relation to the proposals for the Metropolitan Line with all users and residents within the Borough".

- (iii) The amendment was carried with the general assent of the Council.
- (iv) The substantive Recommendation, as amended, was adopted.

**RESOLVED:**

**THAT THE MOTION SET OUT AT (ii) ABOVE BE ADOPTED.**

**53. OUTLINE REPORT ON GAMBLING ACT 2005:**

Further to Item 11 on the Summons, the Council Meeting received Recommendation I of the Licensing and General Purposes Committee meeting of 15 June 2006 in this matter.

The Recommendation was adopted as printed.

**RESOLVED:**

**THAT A SPECIAL MEETING OF COUNCIL BE SUMMONSED IN DECEMBER 2006 TO APPROVE THE GAMBLING POLICY.**

**54. MEMBERSHIP OF COMMITTEES AND OUTSIDE BODIES:**

- (i) Further to Item 12 on the Summons, the Council Meeting received a report of the Director of Corporate Governance which proposed changes to the memberships of the Overview and Scrutiny Committee and the Standards Committee for the Municipal Year 2006/07. The Leader of the Council, Councillor Chris Mote, formally moved the proposal.
- (ii) In addition, an amendment to the report of the Director of Corporate Governance setting out corrections to the nominations for the Overview and Scrutiny Committee was received in the tabled documents.
- (iii) Having been admitted to the Summons under the provisions of Council Procedure Rule 15.2 (see Resolution 47(2) above), the following proposals contained in the Urgent Motion were moved by Councillor Chris Mote:
- (1) That the following change be made to the Conservative Group membership of the Development Control Committee for the remainder of the Municipal Year 2006/07:
- |              |  |
|--------------|--|
| Reserve No.3 | delete Councillor John Anderson<br>substitute Councillor Julia Merison |
|--------------|--|
- (2) the following changes be made to the appointment of representatives of the Authority to serve on outside bodies for the Municipal Year 2006/07:

- 2 Association of London Government Committees and Panels  
(iii) Associated Joint Committee (ALG Grants Committee)  
Deputy 4: delete John Anderson  
substitute Julia Merison
- 2 Association of London Government Committees and Panels  
(x) Housing Panel  
Deputy: delete John Anderson  
substitute Tom Weiss
- 43 (i) London Housing Unit Committee  
Deputy: delete John Anderson  
substitute Tom Weiss
- 43 (ii) London Housing Unit Executive Sub-Committee  
Deputy: delete John Anderson  
substitute Tom Weiss
- (iv) The original proposals in Item 12 ((i) above) were agreed, as then amended by the tabled document ((ii) above), together with the content of the Urgent Motion ((iii) above) by the general assent of the Council.

**RESOLVED:**

**THAT (1) THE CHANGES TO THE MEMBERSHIPS OF THE DEVELOPMENT CONTROL COMMITTEE, THE OVERVIEW AND SCRUTINY COMMITTEE AND THE STANDARDS COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2006/07 (INCLUDING THE AGREED AMENDMENTS) BE APPROVED (as set out in Appendix 1 to these Minutes);**

**(2) THE CHANGES TO APPOINTMENTS TO OUTSIDE BODIES FOR THE MUNICIPAL YEAR 2006/07, AS SET OUT IN (iii) ABOVE, BE APPROVED (as set out in Appendix 2 to these minutes).**

**55. URGENT DECISION ON A MATTER RESERVED TO COUNCIL:**

Further to Item 13 on the Summons, and in accordance with the delegations to Chief Officers, the Leaders of each of the political groups on the Council had been consulted on and agreed an urgent decision on behalf of the Council, being a matter reserved to Council.

**RESOLVED:**

**THAT THE DECISION TAKEN UNDER DELEGATION TO CHIEF OFFICERS ON BEHALF OF COUNCIL, AS NOW REPORTED, BE NOTED.**

**56. DECISIONS TAKEN UNDER URGENCY PROCEDURE BY PORTFOLIO HOLDERS/LEADER AND CABINET AND USE OF SPECIAL URGENCY PROCEDURE:**

Further to Item 14 on the Summons, the Council Meeting received a report of the Director of Corporate Governance which provided a summary of the urgent decisions taken by Portfolio Holders, the Leader and Cabinet and the use of the special urgency procedure since the 31 May 2006 meeting of the Council.

**RESOLVED:**

**THAT (1) THE URGENT DECISIONS TAKEN BY THE LEADER AND PORTFOLIO HOLDERS, AS NOW REPORTED, BE NOTED;**

**(2) THE USE OF THE URGENCY PROCEDURE IN RELATION TO REPORTS TO CABINET SINCE THE 31 MAY 2006 COUNCIL MEETING BE NOTED.**

**57. PRESENTATION CEREMONY - HONORARY ALDERMAN KEITH TOMS:**

At a Special Meeting of Council held on 31 May 2006, it had been agreed to confer the title of Honorary Alderman of the London Borough of Harrow upon ALBERT KEITH TOMS Dip.Ed, M.Phil.

At this Meeting, an illuminated scroll, engrossed on vellum, was formally presented to Mr Toms by the Mayor on behalf of the Council.

Mr Toms, having been robed as an Honorary Alderman, took a place on the dais.

The Leader of the Council, Councillor Chris Mote, and the Leader of the Labour Group, Councillor Navin Shah, together with Councillors Miss Christine Bednell, Chris Noyce, Mrs Lurline Champagnie, John Cowan and Archie Foulds paid tribute to the character and achievements of Mr Toms in his thirty-two years as a Member of Harrow Council.

In his speech, Mr Toms thanked the Council and said he felt privileged to receive the honour.

**58. TRIBUTE TO FORMER MEMBERS OF THE COUNCIL:**

The Leader of the Council, Councillor Chris Mote, paid tribute to the 21 former Members of Council, who had either not stood for, or not secured, re-election at the Borough Elections on 4 May 2006. Those Members were:-

<u>Councillors</u>	<u>Service (Years)</u>	<u>Ward</u>	<u>Political Group</u>
1. Raymond Arnold	4	Rayners Lane	Conservative
2. Alan Blann	6	Wealdstone	Labour
3. Howard Bluston	8	Greenhill	Labour
4. John Branch	12	Harrow Weald	Liberal Democrat
5. Keith Burchell	17	Edgware	Labour
6. Sanjay Dighé	8	Kenton West	Labour
7. Ann Groves	16	Marlborough	Labour
8. Cyril Harrison	35	Wealdstone	Labour
9. Clive Harriss	4	Rayners Lane	Conservative
10. Mark Ingram	8	Roxbourne	Labour
11. Mary John	12	Hatch End	Conservative
12. Mike Kinsey	4	Greenhill	Labour
13. Adrian Knowles	6	Hatch End	Conservative
14. Adam Lent	4	Edgware	Independent
15. Paddy Lyne	16	Harrow Weald	Liberal Democrat
16. Marie-Louise Nolan	4	Wealdstone	Labour
17. Adrian Pinkus	4	Belmont	Conservative
18. Stephen Thornton	4	Harrow Weald	Liberal Democrat
19. Keith Toms	32	Kenton East	Labour
20. Anne Whitehead	8	Headstone South	Labour
21. Gordon Williams	4	Pinner South	Independent

Expressions of appreciation were also offered by Councillors Chris Noyce, Bill Stephenson and Navin Shah.

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 9.30 pm).

APPENDIX 1**(II) DEVELOPMENT CONTROL COMMITTEE (11)****Conservative****Labour****(7)****(4)****I.  
Members**

**Mrs Camilla Bath (CH)**  
**Robert Benson**  
**Don Billson**  
**G Chowdhury**  
**Manji Kara**  
**Narinder Singh Mudhar**  
**Joyce Nickolay**

**Mrinal Choudhury**  
**Keith Ferry**  
**David Gawn**  
**Thaya Idaikkadar \***

**II.  
Reserve  
Members**

1. Dinesh Solanki  
 2. Anthony Seymour  
 3. Julia Merison  
 4. Yogesh Teli  
 5. Macleod-Cullinane  
 6. Mrs Kinnear  
 7. Mark Versallion

1. David Perry  
 2. Mrs Rekha Shah  
 3. Graham Henson  
 4. Phillip O'Dell

(CH)  
 (VC)  
 \*  
 matters.

= Chair  
 = Vice-Chair  
 Denotes Group Members for consultation on Delegated Action and/or administrative



**(IV) OVERVIEW AND SCRUTINY COMMITTEE (11)**

	<u>Conservative</u>	<u>Labour</u>	
	(6)	(5)	
<b><u>I.</u></b>	<b>Jean Lammiman (CH)</b>	<b>B E Gate</b>	<b>Christopher Noyce</b>
<b><u>Members</u></b>	<b>Salim Miah</b>	<b>Mitzi Green (VC)</b>	
	<b>Mrs Myra Michael</b>	<b>Jerry Miles</b>	
	<b>Richard Romain</b>	<b>Mrs Rekha Shah</b>	
	<b>Anthony Seymour</b>		
	<b>Mark Versallion</b>		
<b><u>II.</u></b>	1. Dinesh Solanki	1. Ms Nana Asante	
<b><u>Reserve</u></b>	2. Julia Merison	2. Phillip O'Dell	
<b><u>Members</u></b>	3. Narinder Singh Mudhar	3. Archie Foulds	
	4. Tom Weiss	4. Navin Shah	
	5. Jeremy Zeid		
	6. Yogesh Teli		

[Note: The Chair of each of the four substantive Scrutiny Sub Committees is an ex officio member of the Overview and Scrutiny Committee].

(CH) = Chair  
 (VC) = Vice-Chair  
 \* Denotes Group Members for consultation Delegated Action and/or on administrative matters.

**(VII) STANDARDS COMMITTEE (6) (Non-proportional)****Conservative****Labour****(4)****(2)****I.  
Members**

**Janet Cowan \***  
**Mrs Kinnear**  
**Jean Lammiman**  
**Joyce Nickolay (VC)**

**B E Gate \***  
**Phillip O'Dell**

**II.  
Reserve  
Members**

1. Mrs Lurline Champagne  
 2. Tom Weiss  
 3. Jeremy Zeid  
 4. Mark Versallion

1. Mitzi Green  
 2. Asad Omar  
 3. -

**III.  
Independent  
Persons**

Independent Persons (2):-

Rev Peter Broadbent **(CH)**  
 Ms S Darr  
 Dr J Kirkland  
 Mr M Rizvi

(appointed until 2010)

(Reserves: Roger Smith)

Membership rules:

- i. An Elected Mayor or the Leader may not be members;
- ii. The Chair of the Committee must not be a member of the executive;
- iii. At least 25% of the membership must be Independent persons;
- iv. Only one member of the executive can be a member of the Committee;
- v. The rules on political proportionality do not apply.

APPENDIX 2

	NAME OF BODY	No. OF REPS	REPRESENTATIVES FOR 2006/07	
			Appointee	Deputy (where applicable)
2	Association of London Government Committees and Panels			
	(iii) Associated Joint Committee (ALG Grants Committee)	1 (+ 4 Deputies)	<u>Appointee:</u> 1. Joyce Nickolay	<u>Deputies:</u> 1. Don Billson 2. Mrs Anjana Patel 3. Stanley Sheinwald 4. Julia Merison
	(x) Housing Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Marilyn Ashton	<u>Deputy</u> 1. Tom Weiss
43	(i) London Housing Unit Committee	1 (+ 1 Deputy)	<u>Representative:</u> 1. Marilyn Ashton	<u>Deputy:</u> 2. Tom Weiss
	(ii) London Housing Unit Executive Sub-Committee	1 (+ 1 Deputy)	<u>Representative:</u> 1. Marilyn Ashton	<u>Deputy:</u> 2. Tom Weiss



OVERVIEW AND  
SCRUTINY  
COMMITTEE



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## REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

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### MEETING HELD ON 18 JULY 2006

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Chairman: \* Councillor Jean Lammiman

Councillors: \* B E Gate \* Christopher Noyce  
\* Mitzi Green \* Richard Romain  
\* Salim Miah \* Anthony Seymour  
\* Mrs Myra Michael \* Mrs Rekha Shah  
\* Jerry Miles \* Mark Versallion

\* Denotes Member present

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

##### **RECOMMENDATION I - Reconfiguration of Scrutiny Sub-Committees**

The Committee received a report of the Director of People, Performance and Policy (Business Development), which outlined the consultation that had taken place on the reconfiguration of the Scrutiny Sub-Committees and their proposed remits, including that of the Overview and Scrutiny Committee.

Having agreed the reconfiguration and the terms of reference of its Sub-Committees, it was

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

That the terms of reference of the Overview and Scrutiny Committee, agreed by Extraordinary Council on 31 May 2006, be amended to specify responsibility for scrutinising culture, adults with special needs and health finance as set out in paragraph (d) at Appendix 1 to the minutes.

(See also Minutes 11 and 19).

**PART II - MINUTES**

9. **Welcome:**  
The Chair welcomed Councillor Christopher Noyce to his first meeting of the Overview and Scrutiny Committee following his appointment by Council at its meeting held on 13 July 2006.
10. **Attendance by Reserve Members:**  
**RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.
11. **Declarations of Interest:**  
**RESOLVED:** To note that the following interests were declared:-
- (i) **Agenda Item 10 – Reconfiguration of Scrutiny Sub-Committees**  
Councillor Mitzi Green stated that she had taken advice from the Director of Corporate Governance in respect of this report. She declared a personal interest in that her adult son, who had a learning disability, received support from Harrow Learning Disabilities Team and Housing Benefits. She would remain in the room whilst the matter was considered and voted upon.
- The Member wished it to be noted that she would seek further advice from the Director of Corporate Governance on individual reports with issues relating to adults with special needs and adult health/social care if and when these were considered by relevant Committees and declare her interests accordingly.
- (ii) **Agenda Item 18 – Any Other Business – Presentation by Arts Culture Harrow**  
Councillor Jean Lammiman declared a personal interest in that she was a Council appointed representative of Arts Culture Harrow (ACH). She would remain in the room whilst the presentation was received and considered.
12. **Arrangement of Agenda:**  
**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1972 (as amended), the following agenda items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
8. Scrutiny Sub-Committees	The paper setting out the amendments to the membership of the Scrutiny Sub-Committees had not been available at the time the agenda was printed and circulated in order to allow sufficient time for appropriate consultations. Members were requested to consider the paper to enable the changes to be agreed.
18. Any Other Business:	
(i) Presentation by Arts Culture Harrow	The presentation was not listed on the agenda at the time the agenda was printed and circulated as it had been erroneously omitted from the agenda. Members were requested to receive the presentation at the meeting so that they were informed of the work done by ACH.
(ii) Special Meeting of the Overview and Scrutiny Committee – 26 September 2006	This item was not listed at the time the agenda was printed and circulated. Members were asked to consider this item so that they were aware of the special meeting of the Committee for the purpose of a question and answer session with the Leader of the Council and the Acting Chief Executive.



- (iii) Blog This item was not listed at the time the agenda was printed and circulated. Members were asked to consider this item so that they were aware of which Committee would be considering this matter.

(2) the presentation by Arts Culture Harrow and the report titled 'Cultural Services Inspection – Improvement Plan' be received following consideration of agenda items 1 to 7 as the two matters were linked;

(3) all business be considered with the press and public present.

13. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held on 25 April 2006, having been circulated, be taken as read and signed as a correct record;

(2) the minutes of the Special meeting held on 5 June 2006 be deferred until printed in the Council Bound Minute Volume.

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

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

15. **Presentation by Arts Culture Harrow:**

The Chair welcomed Mike Severyn, the Chair of Arts Culture Harrow (ACH), and Lesley McConnell, Transitional Chief Executive, to the meeting.

Members received a presentation outlining the ACH Vision for the Future 'Going Forward' including the initiatives undertaken and proposed. The Chair of ACH advised that there was a desire to strengthen the relationship between ACH and the Council and a need to tackle challenges, as well as increase income, development and capacity. He paid tribute to Lesley McConnell and her staff on the achievements of ACH despite a restructure and commended her on rebuilding the organisation.

Members thanked the ACH Chair and the Transitional Chief Executive for their presentation and the responses provided to their questions and suggestions.

ACH's interest in being involved in the setting up of an 'all purpose performance area' in Harrow was noted. Members were supportive of the suggestion to visit the Wood Green Chocolate Factory to see how it had developed as a business.

It was noted that ACH would be included in the Overview and Scrutiny Committee's Work Programme.

**RESOLVED:** To note the presentation.

(See also Minutes 11, 12 and 16).

16. **Cultural Services Inspection - Improvement Plan (Update):**

The Committee received a report from the Director of Lifelong Learning and Cultural Services (People First), which set out the progress made against the Improvement Plan following the inspection of Cultural Services in March 2005.

An officer outlined the contents of the report, in particular the actions taken by the Council and those that were planned for the future, in relation to the recommendations made by the Audit Commission which were as follows:

- improving the Council's relationships with key partner organisations, which the officer explained would include the Arts Culture Harrow from whom the Committee had received a presentation that evening;
- developing and implementing a service-wide framework for measuring impact;
- ensuring that the vision for Cultural Services was clearly articulated and fully understood.

Members were informed that:-

- the Improvement Plan would be updated to reflect the changes in the Council's Corporate priorities under the new administration;
- a cross-cutting cultural services officer group had been established to ensure delivery of actions against the improvement plan and to ensure 'a state of readiness' for the Comprehensive Performance Assessment (CPA) in November 2006.

The officer responded to questions from residents and alluded to the changes to the Service Level Agreement (SLA) in relation to the Harrow Sports Council which were expected to be agreed the following week.

The Chairman stated that the Improvement Plan would inform the Committee's Work Programme and how culture in Harrow would be taken forward by Scrutiny. She requested that the report be sent to the representatives of the ACH who had attended the meeting that evening.

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

(2) it be noted that the Improvement Plan would inform the Committee's Work Programme;

(See also Minutes 15 and 25).

17. **Scrutiny Sub-Committees:**

The Committee received a report from the Director of Corporate Governance, which set out the changes required to the membership of the Scrutiny Sub-Committees in order to ensure compliance with legislation and the Council's Constitution. A paper setting out the changes to the membership of the Sub-Committees was tabled at the meeting.

During consideration of the report, nominations were received and seconded for Councillors Anthony Seymour and Mitzi Green in relation to the appointment of the Chairman of the Call-In Sub-Committee, which were duly voted upon.

**RESOLVED:** That (1) the advice regarding the groups' entitlement to seats on the Children and Young People Scrutiny Sub-Committee be noted;

(2) the additional nominations for Reserve Members of the Call-In Scrutiny Sub-Committee be agreed as set out in the tabled paper;

(3) the memberships of the Scrutiny Sub-Committees be approved as appended at Appendix 2 to the minutes;

(4) Councillor Anthony Seymour be appointed Chairman of the Call-in Sub-Committee for the Municipal Year 2006/07.

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

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

19. **Reconfiguration of Scrutiny Sub-Committees:**

The Committee considered a report from the Director of People, Performance and Policy, which summarised the consultation that had taken place on the reconfiguration of the Scrutiny Sub-Committees and their proposed remit, including the remit of the Overview and Scrutiny Committee, since the Special meeting of this Committee on 5 June 2006.

An officer outlined the changes proposed to the remits of the Scrutiny Sub-Committees detailed in the report. She also outlined proposals to establish a standing review group under the auspices of the Overview and Scrutiny Committee.

**RESOLVED:** That (1) the reconfiguration of the Scrutiny Sub-Committees be confirmed:

(2) the revised remits of the Scrutiny Sub-Committees be agreed;

(3) a report on the implementation of the reconfigured structure be submitted in a year's time;

(4) the terms of reference for the standing review group on health service finances be agreed.

(See also Recommendation I and Minute 11).

20. **Staff Survey Results:**

The Committee received a report of the Director of People, Performance and Policy, which set out the key findings and areas for development following the second Staff Survey which had been undertaken in November 2005 by the Work Foundation on behalf of the Council.

An officer highlighted the key aspects of the report and responded to questions from Members as follows:-

- that the Work Foundation would be asked to comment on the suggestion of linking the confidence aspects together;
- that staff at all levels would undergo training on the management of contracts and finance and that a new programme of training – ‘money matters’ - for managers would be introduced;
- that an ‘Investors in People’ (IIP) corporate accreditation had been planned for May 2007 and that the outcome of the diagnostic, which had recently been completed, would help determine the assessment date. Each Directorate had its own Action Plan. It was incumbent on each Director to ensure that their Plans were being monitored in order to prepare the Council for the corporate assessment.

The Chairman advised that a ‘light touch’ scrutiny review would be carried out on the IIP corporate accreditation.

**RESOLVED:** That the findings and action plans of the staff survey 2005 be noted.

21. **Urban Living - Middle Management Review (MMR) Progress Update:**

Members considered a report of the Executive Director (Urban Living), which provided a comprehensive overview of the progress made in implementing the Middle Management Review (MMR) within the Urban Living Directorate, details of which were set out in the report.

An officer made the following key points in response to questions from Members:-

- the MMR within the Public Realm Infrastructure Services Group was expected to be completed by August 2006;
- whilst the MMR was ‘substantially complete’ within five of the six operational groups which comprised Urban Living, certain issues such as retirement and displacement of staff had yet to be resolved in these groups;
- the £100m + contract with Accord MP which commenced on 1 July 2006 was for a period of five years;
- Appendix 1 to the report provided an overview of progress, comparing the status report to the April 2006 Committee with the current position at 30 June 2006 but it did not include details of new staff.

It was commented that the information provided at Appendix 1 was misleading and Members requested that a comprehensive list of the staff employed within the Urban Living Directorate be circulated to the Committee. Members also sought assurances that the MMR process within Urban Living would be completed by August 2006.

The Chairman requested that the issues raised by Members be conveyed to the Executive Director (Urban Living) and the relevant Portfolio Holder(s). She indicated that the Committee would, if necessary, consider matters under the confidential section of the agenda.

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

(2) a comprehensive list of managers within the Urban Living Directorate be circulated to Members of the Committee;

(3) it be noted that a progress report on the recommendations made by the scrutiny review of the MMR process would be submitted to the October 2006 meeting of the Overview and Scrutiny Committee.

22. **Corporate Governance Update:**

The Director of Financial and Business Strategy (Business Development) introduced the report, which set out details of the progress made in Corporate Governance during 2005/06 and the improvements planned for 2006/07. She highlighted the key achievements during 2005/06 and the main workstreams planned for 2006/07.

The Chairman welcomed the report and stated that, in relation to the Equality Standards, it was important that the Committee received information comparing Harrow's progress with other London Boroughs with an equally diverse population, prior to the October 2006 meeting of the Committee. A Member suggested that the relevant Portfolio Holder be invited to attend that meeting of the Committee.

In response to questions from Members, the Director highlighted the benefits of the Enterprise Resource Planning (ERP) and the Management Information Systems (MIS) systems, details of which were set out in her report. She added that the ERP system would go 'live' on 4 September 2006 and that staff training would take place during August and September 2006. She explained how the Council would reap enormous benefits from both the systems, and would improve the Council's capacity to monitor the issue of the costs and benefits associated with the use of consultants, data that was currently collected manually. She added that with the ERP system, officers would be able to respond more fully on a report previously requested by the Committee in relation to the benefits and value for money provided by the consultants engaged by the Council.

A Member commended the work carried out by the Director of Financial and Business Strategy on financial stringency since her appointment to the Council.

**RESOLVED:** That the good progress made in Corporate Governance during 2005/06 and the planned improvements for 2006/07 be noted.

23. **Business Transformation Partnership:**

The Committee received a report of the Director of Business Transformation, which outlined the performance of the Business Transformation Partnership projects (BTP) and the proposed programme for quality assurance reviews during 2006. The report also set out issues and developments in relation to the re-structure of Harrow Information Technology Service (HITS).

Members welcomed a representative from Capita and the consultant appointed to programme manage the BTP to the meeting. They reported on the key aspects of the BTP project and the transformation of HITS, details of which were set out in the report. They updated Members on the position since the report had been prepared and mentioned the following key points:-

**BTP**

- the BTP project(s) was approaching a critical phase;
- the Council had undertaken the biggest single training activity in Harrow;
- Access Harrow (formerly First Contact) had embedded and performance had been improved;
- further reports on the lessons learnt from the projects would be submitted to the Committee;

**HITS**

- transformation of HITS aimed to provide high quality IT support;
- the MMR process within HITS would be completed in August 2006;
- the BTP was placing enormous demand on HITS and that a single 'gateway' had been created to deal with the demand;
- the HITS Transformation Project Plan had been submitted to the First Contact Project Board on 7 July 2006 (rather than 25 June as stated in the report) and a copy of the Plan would be circulated to Members of the Committee;
- the results of the Council-wide customer satisfaction survey run by HITS would be submitted to the Committee when the results were available.

Questions from Members on the survey and resources were answered. The discussion then focused on the ability of the systems to deal with a high volume of calls, such as those recently experienced during the launch of the compulsory recycling scheme. Members were informed that, in this instance, calls had been diverted to Capita's Call Centre in Coventry and that useful lessons had been learnt when dealing with Council-wide campaigns. It was noted that the Call Centre in Coventry was an option which would be held as a 'reserve' for use in exceptional circumstances.

A Member stressed that whilst it was important to ensure that the overflow was dealt with, it was equally important to answer telephone calls quickly. He was informed that whilst the volume of calls received was high, the quality of the response provided to the caller needed to be addressed.

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

(2) the HITS Transformation Project Plan be circulated to Members of the Committee;

(3) the results of the Council-wide customer satisfaction survey run by HITS be submitted to the October 2006 meeting of the Committee;

(4) the cost of diverting calls to the Call Centre in Coventry be provided to Members of the Committee.

24. **Procurement Update:**

The Committee received a paper from the Director of Financial and Business Strategy which had been previously circulated to the former Members of the Committee.

The Director highlighted the following key points:-

- the new ERP system, due to go live on 4 September 2006, would substantially enhance the Council's capacity to monitor procurement activity and performance of the suppliers;
- the function of the procurement team was being examined/reviewed;
- work with the voluntary sector would continue through the Harrow Association of Voluntary Services (HAVS);
- a report on the savings achieved through procurement would be reported to Cabinet at its meeting on 3 August 2006.

The Chairman informed Members that procurement would remain in the Committee's Work Programme for 2006/07.

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

25. **Scrutiny Work Programme:**

The Committee received a report from the Director of People, Performance and Policy (Business Development) which outlined how the Committee's work programme had been devised for the period 2006-2010 and proposed new ways in which work might be undertaken.

An officer introduced the report and reported that the proposed new ways in which the work programme could be undertaken might help improve the way scrutiny was delivered. She referred to the proposed establishment of the standing scrutiny review group on health finances and the need to consider its membership.

The Director of Financial and Business Strategy referred to the Overview and Scrutiny Committee's responsibility for scrutinising the Council's budget and the budget setting process. She suggested that scrutiny of the budget would be more effectively delivered by a half day session – Challenge Panel – to which all appropriate officers and Members could be invited. The Director was of the view that this process would help scrutiny Members to understand the issues and the pressures involved and allow them to contribute to the development of the budget.

The Director responded to questions from Members and suggested that it would be helpful for the Overview and Scrutiny Committee to receive the report on the Council's financial position, which would be considered by Cabinet on 3 August 2006. She explained that the report would set out the process involved in setting up the budget.

Members expressed reservations about the proposed new ways of working due to the limited number of resources available. They highlighted the importance of co-ordinating the various reviews and the need to be mindful of any overlap.

In response, an officer acknowledged the concern expressed by Members. She reported that all non-executive Councillors would be invited to participate in the projects and stated that it was important that the Committee focused on outcomes that were important such as NHS finances, Council's budget, Corporate Assessment, and the longer term scrutiny review on procurement and the Cultural Strategy.

The Chairman stated that a letter would be circulated to all non-executive Councillors inviting them to participate in the summer programme of scrutiny reviews. The letter would set out details of the reviews under each scrutiny committee and the different methods of working that would be employed in each of the projects. Following further discussion, the following Members were selected to lead on the projects set out below to be undertaken:-

- NHS Finances - Councillor Myra Michael
- Challenging the Council's budget - Councillor Christopher Noyce (subject to his confirmation)
- Comprehensive Performance Assessment - Councillor Gate (subject to his confirmation)
- Culture - Councillor Mitzi Green

In considering the recommendations set out in the report, it was

**RESOLVED:** That (1) the items included in the work programme long list for the Overview and Scrutiny Committee be noted;

(2) the standing scrutiny review group of health finances be established;

(3) the preparation for the finance and corporate assessment challenge panels be commenced;

(4) the items in the work programme of the scrutiny sub-committees be noted only as the programme had since been updated;

(5) a further report incorporating more detail in relation to scope, prioritisation and methodology for topics be submitted to the October 2006 meeting of the Committee;

(6) it be noted that a letter would be circulated to all non-executive Members inviting them to participate in scrutiny projects to be concluded over the summer months.

26. **Urgent Business - Special Meeting of the Overview and Scrutiny Committee:**  
The Chairman reported that a special meeting of the Overview and Scrutiny Committee (Question and Answer Session with the Leader and the Acting Chief Executive) would be held on 26 September 2006 at 7.30 pm. She informed Members that a pre-meeting to discuss the questions would be held on 12 September 2006 and thereafter these meetings would take place 'virtually'.

In response to questions from Members, the Chairman stated that the role of the Unions and their input into the work of Scrutiny would be discussed separately.

(See also Minute 12).

27. **Urgent Business - Blog:**  
The Chairman reported that the 'blog' (ie developing new channels of communication) would come under the remit of the Member Development Panel.

(See also Minute 12)

28. **Maggie Rees, Group Manager - Organisational Development (Business Development):**  
On behalf of the Committee, the Chairman and the Vice-Chairman thanked Maggie Rees, who would be leaving the service of the Council, for her work, professionalism and the support given to scrutiny.

29. **Extension and Termination of the Meeting:**  
In accordance with the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), it was

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

(2) at 10.15 pm to continue until 10.20 pm;

(3) at 10.20 pm to continue until 10.25 pm.

(Note: The meeting, having commenced at 7.31 pm, closed at 10.21 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chairman

APPENDIX 1OVERVIEW AND SCRUTINY COMMITTEE

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

- (a) to co-ordinate and manage the scrutiny function for the Council.
- (b) to develop a work programme for scrutiny in consultation with the Executive.
- (c) to develop and oversee protocols for reviews and referrals.
- (d) to have specific responsibility for policy development support and scrutiny of the civic budget, statutory plans as appropriate and major cross-cutting issues **such as responsibility for scrutinising Culture – to include sport, leisure and libraries; scrutinising Adults with Special Needs and scrutinising Health Finance – to include strategy in relation to budget problems and impact on residents.**
- (e) to examine the Council's performance generally, using information from Best Value implementation plans, Best Value Performance Indicators, the comprehensive performance assessment, and other performance management frameworks.
- (f) to examine the Council's corporate governance framework and make recommendations for change as appropriate.
- (g) to be responsible for the use of allocated resources for scrutiny to support its functions.
- (h) to establish such sub-committees as it considers necessary to achieve effective scrutiny of the Executive and senior officers of the Council.
- (i) to review, make reports and make recommendations to the Council and/or the Executive in respect of any Council functions;
- (j) to consider, report and make recommendations on any matter affecting the area and/or those who live, work or travel through Harrow;
- (l) to report to the Council annually on the work of the scrutiny function;
- (m) to conclude reviews promptly, normally within six months.



APPENDIX 2SCRUTINY SUB COMMITTEES

(Membership in order of political group nominations)

ConservativeLabour**(1) SAFER & STRONGER COMMUNITIES (7)****(4)****(3)****I.**  
**Members**Robert Benson  
G Chowdhury  
Anthony Seymour (CH)  
Stanley SheinwaldMano Dharmarajah  
Mrs Sasi Suresh  
Keeki Thammaiah \***II.**  
**Reserve**  
**Members**1. Salim Miah  
2. Mrs Bath  
3. Mrs Lurline Champagne  
4. Susan Hall1. Dhirajlal Lavingia  
2. B E Gate  
3. Navin Shah**(2) ADULT HEALTH AND SOCIAL CARE (7)****(4)****(3)****I.**  
**Members**Mrs Lurline Champagne  
Mrs Myra Michael (CH)  
Julia Merison  
Joyce NickolayMargaret Davine  
David Gawn  
Mrs Rekha Shah \***II.**  
**Reserve**  
**Members**1. Robert Benson  
2. Ashok Kulkarni  
3. Stanley Sheinwald  
4. Salim Miah1. Mitzi Green  
2. Keith Ferry  
3. Keeki Thammaiah

**(3) CHILDREN AND YOUNG PEOPLE (11)****(8)****(3)****I.**  
**Members**

Jean Lammiman  
 Julia Merison  
 Golam Chowdhury  
 Dinesh Solanki  
 Yogesh Teli  
 Mark Versallion (CH)  
 Narinder Singh Mudhar  
 Jeremy Zeid

B E Gate \*  
 Mitzi Green  
 David Perry

**II.**  
**Reserve**  
**Members**

1. Mrs Lurline Champagnie  
 2. Mrs Camilla Bath  
 3. Salim Miah  
 4. Mrs Myra Michael  
 5. Anthony Seymour  
 6. Joyce Nickolay  
 7. -  
 8. -

1. Ms Nana Asante  
 2. Bill Stephenson  
 3. Mrs Sasi Suresh

Voting Co-opted Members:

- (1) Two representatives of Voluntary Aided Sector  
 - Mrs J Rammelt/Reverend P Reece  
 (2) Two representatives of Parent Governors  
 - Mr H. Epie (Primary)/Mr R. Sutcliffe (Secondary)

**(4) SUSTAINABLE DEVELOPMENT AND ENTERPRISE (7)****(4)****(3)****I.**  
**Members**

Susan Hall  
 Ashok Kulkarni  
 Narinder Mudhar  
 Richard Romain (CH)

Ms Nana Asante  
 Graham Henson  
 Jerry Miles \*

**II.**  
**Reserve**  
**Members**

1. Stanley Sheinwald  
 2. Dinesh Solanki  
 3. Yogesh Teli  
 4. Joyce Nickolay

1. Mano Dharmarajah  
 2. Phil O'Dell  
 3. Dhirajlal Lavingia

**(5) CALL-IN SUB-COMMITTEE (5)****(3)****(2)****I.**  
**Members**

Anthony Seymour (CH)  
 Mark Versallion  
 Jean Lammiman

B E Gate  
 Mitzi Green \*

**II.**  
**Reserve**  
**Members**

1. Jeremy Zeid  
 2. Richard Romain  
 3. Mrs Lurline Champagnie  
 4. Dinesh Solanki  
 5. Susan Hall

1. Jerry Miles  
 2. Graham Henson  
 3. Keeki Thammaiah  
 4. Mrinal Choudhury

SCRUTINY  
SUB-COMMITTEES



**SAFER AND STRONGER COMMUNITIES  
SCRUTINY SUB-COMMITTEE****5 JULY 2006**

Chairman: \* Councillor Anthony Seymour

Councillors: \* Robert Benson \* Stanley Sheinwald  
\* G Chowdhury \* Mrs Sasi Suresh  
\* Mano Dharmarajah \* Keeki Thammaiah

\* Denotes Member present

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

**RESOLVED:** To note the appointment at the Special meeting of the Overview and Scrutiny Committee on 5 June 2006 of Councillor Anthony Seymour as Chairman of the Sub-Committee for the Municipal Year 2006/07.

**2. Attendance by Reserve Members:**

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

**3. Declarations of Interest:**

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

**4. Arrangement of Agenda:**

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

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

**RESOLVED:** To appoint Councillor Keeki Thammaiah as Vice-Chairman of the Sub-Committee for the Municipal Year 2006/07.

**6. Minutes:**

**RESOLVED:** That the minutes of the meeting held on 23 March 2006 of the Strengthening Communities Scrutiny Sub-Committee (being the predecessor body to this Sub-Committee), having been circulated, be taken as read and signed as a correct record.

**7. Safer and Stronger Communities Scrutiny Sub-Committee Terms of Reference:**

**RESOLVED:** That the terms of reference of the Safer and Stronger Communities Scrutiny Sub-Committee be noted.

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

**RESOLVED:** To note that no public questions were put, or petitions or deputations received, at the meeting under the provisions of Overview and Scrutiny Procedure Rules 8, 9 and 10 respectively.

**9. Urban Living Briefing:**

Members received a presentation from the Urban Living Directorate. The Executive Director (Urban Living) tabled documents, which set out the Urban Living organisational arrangements for 2006/07 and an overview of the work area of his Directorate.

The Sub-Committee was advised of Urban Living's main corporate priorities and how these would be delivered. In response to questions from Members, the Executive Director advised that:

- the recycling rate in the Borough had improved, which would help attain the target of a 40 per cent recycling rate by 2010. Various measures had been taken to deal with complaints generated by the launch of the compulsory recycling scheme.

These included communications disseminated to the public and the Council's online information;

- improvements had been made to Canons Park Open Space, and a proposed solution to improving Prince Edward Playing Fields would be considered by Cabinet at a future meeting;
- the establishment of an alcohol exclusion zone would help deal with anti-social behaviour linked to alcohol, which could be extended Borough-wide in the future depending on the evidence available.

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

10. **Scrutiny Work Programme:**

Members received a report of the Director of People, Performance and Policy, which provided information on the Sub-Committee's proposed work programme and introduced key topics.

A Member requested that new Members of the Sub-Committee be provided with information relating to the Crime and Disorder Act Review.

**RESOLVED:** That (1) the work programme long list for this Sub-Committee be noted;

(2) the items in the work programmes of the other Sub-Committees be noted;

(3) a further report be provided to the next meeting of the Sub-Committee incorporating more detail with regard to scope, prioritisation and methodology for topics;

(4) information relating to the Crime and Disorder Act Review be circulated to new Members of the Sub-Committee; and

(5) the Sub-Committee undertake a light-touch review of the Council's self assessment of its effectiveness in mainstreaming section 17 of the Crime and Disorder Act 1998 and this be reported to the next meeting of the Sub-Committee.

11. **Scrutiny Policy Briefings:**

The Committee received a report of the Director of People, Performance and Policy, which provided information on policy areas within the Sub-Committee's Terms of Reference.

**RESOLVED:** That the policy briefings be noted.

12. **Removal of Public Call Boxes:**

Members considered a report of the Director of People, Performance and Policy in this regard.

An officer advised that this issue had been overtaken by events and she stated that matters elsewhere on the agenda required early attention and that the issue of public call boxes could be deferred for the time being. Members agreed with the advice given but suggested that this issue be publicised in Harrow People to enable the public to voice any concerns.

**RESOLVED:** That the decision to establish a review group to consider the question of the removal of public call boxes be deferred, and the issue be considered at a future meeting of the Sub-Committee.

13. **Partnership Working in Harrow and the Harrow Strategic Partnership:**

Members received a report of the Director of the Director of People, Performance and Policy on this matter.

An officer advised that an induction handbook had been developed for members of the Harrow Strategic Partnership, which could be made available to the wider community.

In response to questions, the Sub-Committee was advised that payment of the Pump Priming Grant and Reward Grant in relation to the Local Area Agreement (LAA) was expected shortly. The balanced scorecard mechanism would monitor progress on all targets in the LAA. The officer advised that work was underway to develop the balanced scorecard system, which would be supported by the new Management Information System (MIS) being introduced through the Business Transformation Project.

**RESOLVED:** That (1) the benefits of Partnership working be noted;

(2) the lead taken on Partnership working by the Harrow Strategic Partnership be noted;

(3) the Local Area Agreement (LAA), which was an outcome of Partnership Working, be noted.

14. **Reducing Fear of Crime Scrutiny Review - Update on progress against the recommendations:**

The Sub-Committee received a report of the Executive Director (Urban Living) in this regard.

An officer advised Members that the Portfolio Holder for Urban Living – Public Realm was now attending meetings of the Safer Harrow Management Group. The officer advised that Harrow's over-60 population was not twice the national average as stated on page 57 of the report but in line with the national average.

Each recommendation was introduced and commented on in terms of the progress made within the two months since the report and recommendations had been finalised.

During discussion, the following comments were made by Members:

- The lighting in Rayners Lane Estate ought to be improved. The Executive Director advised that funding for this was not currently available and that it would be a matter for Cabinet.
- Lighting had been duplicated on George V Avenue. The Executive Director advised that work was being done with residents to overcome objections.

Regarding Recommendation 8 from the Fear of Crime Review, it was advised that there was now also a Police Safer Neighbourhood Team for each ward.

In response to a query, the Executive Director advised that issues relating to road structure and lighting could be raised by Members directly with the manager of Environmental Services – Engineering, or with him.

**RESOLVED:** That (1) progress against the recommendations of the Scrutiny Review of Fear of Crime be noted;

(2) progress reports, which included user-friendly data, be submitted to the Sub-Committee every six months.

15. **Crime and Disorder Act Review Recommendations - Implications for Scrutiny:**

The Sub-Committee considered a report of the Executive Director (Urban Living) on this matter.

In response to questions from a Member, an officer advised that the Sub-Committee could submit its views on the Crime and Disorder Act Review to the Home Office in the form of a written report. A Member suggested that a special meeting would need to be convened for this purpose.

**RESOLVED:** That (1) the probable implications for the Sub-Committee following the implementation of the recommendations attached to the Crime and Disorder Act Review be noted;

(2) the Sub-Committee be kept informed of developments in this area and a briefing note be submitted to the Sub-Committee's next meeting.

(Note: The meeting having commenced at 7.32 pm, closed at 9.58 pm)

(Signed) COUNCILLOR ANTHONY SEYMOUR  
Chairman





**SUSTAINABLE DEVELOPMENT AND  
ENTERPRISE SCRUTINY SUB-COMMITTEE****6 JULY 2006**

Chairman: \* Councillor Richard Romain

Councillors: \* Mano Dharmarajah (1) \* Ashok Kulkarni  
\* Susan Hall \* Jerry Miles  
Graham Henson \* Yogesh Teli (3)\* Denotes Member present  
(1) and (3) Denote category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**1. **Appointment of Chairman:****RESOLVED:** To note the appointment of Councillor Richard Romain at the Special Meeting of the Overview and Scrutiny Committee meeting on 5 June 2006 as Chairman of the Sub-Committee for the Municipal Year 2006/2007.2. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-Ordinary MemberCouncillor Ms Nana Asante  
Councillor Mrs Vina MithaniReserve MemberCouncillor Mano Dharmarajah  
Councillor Yogesh Teli3. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.4. **Arrangement of Agenda:****RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1972 (as amended), the following agenda item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-Agenda itemAny Other Business – Timed  
AgendaSpecial Circumstances/Grounds for UrgencyConsultation had taken place between the  
Chairman and officers following the dispatch  
of the main agenda.

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

5. **Appointment of Vice-Chairman:****RESOLVED:** To appoint Councillor Jerry Miles as Vice-Chairman of the Sustainable Development and Enterprise Scrutiny Sub-Committee for the 2006/2007 Municipal Year.6. **Minutes:****RESOLVED:** That the minutes of the meeting held on 9 March 2006 of the Environment and Economy Scrutiny Sub-Committee (being the predecessor body to this Committee), having been circulated, be taken as read and signed as a correct record.7. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.

8. **Petitions:**  
**RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.
9. **Deputations:**  
**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.
10. **Terms of Reference for the Sustainable Development and Enterprise Scrutiny Sub-Committee:**  
**RESOLVED:** That the terms of reference be noted.
11. **Scrutiny Policy Briefings:**  
The Sub-Committee received a report of the Director of People, Performance and Policy, which provided background information on transportation, housing, planning and development and enterprise and skills which were areas within the Sub-Committee's terms of reference. The officer explained that, apart from the briefings, detailed policy information was available on request.  
**RESOLVED:** That the report be noted.
12. **Scrutiny Work Programme:**  
The Sub-Committee received a report of the Director of People, Performance and Policy, which suggested topics for inclusion in the Sub-Committee's work programme. Members discussed the scrutiny tools available and made many suggestions and comments, which were noted by officers, in particular that the work programme should allow for flexibility.  
The Sub-Committee considered the recommendations set out in the officer report and  
**RESOLVED:** That (1) the proposed work programme of the Scrutiny Committees be noted;  
(2) the Sub-Committee conduct a Light Touch Review on the Harrow Welcome Pack and that the Sub-Committee receive a report at the next meeting;  
(3) officers arrange a half-day challenge panel on drought preparations, with the Portfolio Holder for Urban Living - Public Realm, engineering officers, officers dealing with sewage, culvert and drainage works and representatives from Thames Water, Three Valleys Water and stakeholders from the community to which Members of the Sub-Committee be also invited;  
(4) officers provide a scoping report on conducting an in-depth review on the impact of changes in Harrow's demography to the next meeting;  
(5) once a final draft of the Council's strategy had been produced at the end of 2006, officers arrange a half-day challenge panel on Borough-wide economic development;  
(6) officers arrange a two hour challenge panel on the Tourism Review/Adult and Community Learning Review on an evening between September and November 2006;  
(7) Members contact officers with their views on Years 2-4 of the Work Programme.
13. **Harrow Welcome Pack - Light Touch Review:**  
The Sub-Committee received a report of the Director of People, Performance and Policy, which suggested that the Harrow Welcome Pack be the subject of a Light Touch Review. Members discussed this option and the possibility of it being self-funding through local businesses advertising in the pack. They also discussed an alternative option of conducting a light touch review into how the Council has benefited from membership of the West London Alliance, the cost of membership and if it offered an effective means of partnership for planning and enterprise issues.  
**RESOLVED:** That (1) a review group be established to examine the feasibility and nature of the Harrow Welcome Pack to be sent to new residents as outlined in the officer report;  
(2) the review group report their key findings and recommendations, where appropriate, at the next meeting of the Sub Committee.

14. **Review of Tourism - Response from Cabinet:**  
The Sub-Committee received a report of the Director of People, Performance and Policy which set out Cabinet's response to the Environment and Economy Scrutiny Sub-Committee's (being the predecessor body to this Sub-Committee) 2005/06 Review of Tourism. In noting the report, the Sub-Committee agreed to refer the report to the challenge panel which would be on Tourism and the Adult and Community Learning.

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

(2) the report be made available at the Tourism Review/ACL Review challenge panel.

15. **Any Other Business:**

Timed Agenda

The Chairman proposed to have timed agendas which would be agreed with the Vice-Chairman and the scrutiny officer in advance. He added that it would be assumed that Members had read all the reports prior to the meeting and that officers would not be asked to introduce the reports but to provide an update, if necessary, to the reports.

Following a vote it was:

**RESOLVED:** That (1) the meetings should, where possible, not last more than an hour and a half;

(2) Members work as a team;

(3) the concept of timing be explored further.

[Note: The Sub-Committee wished it to be noted that the above decision was unanimous].

(Note: The meeting having commenced at 7.30 pm, closed at 9.05 pm)

(Signed) COUNCILLOR RICHARD DAVID ROMAIN  
Chairman



DEVELOPMENT  
CONTROL  
COMMITTEE



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**REPORT OF DEVELOPMENT CONTROL COMMITTEE**


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**MEETING HELD ON 26 JULY 2006**


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Chairman: \* Councillor Mrs Camilla Bath

Councillors: \* Robert Benson \* Graham Henson (3)  
 \* Don Billson \* Thaya Idaikkadar  
 \* Mrinal Choudhury \* Manji Kara  
 \* G Chowdhury \* Narinder Singh Mudhar  
 \* David Gawn \* Joyce Nickolay

\* Denotes Member present

(3) Denotes category of Reserve Member

[Note: Councillors B E Gate, Mrs Kinnear, Jerry Miles, Christopher Noyce, Mrs Anjana Patel, Navin Shah and Bill Stephenson also attended this meeting to speak on the items indicated at Minute 48 below].

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

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

Ordinary Member
Reserve Member

Councillor Keith Ferry

Councillor Graham Henson

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

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

Councillors B E Gate, Christopher Noyce and Mrs Anjana Patel      Planning Application 1/03

Councillor Mrs Kinnear      Planning Applications 3/02, 3/03 and 3/05

Councillor Jerry Miles      Planning Applications 2/04 and

Councillor Navin Shah      Planning Application 2/06

Councillor Bill Stephenson      Planning Applications 1/02 and 2/21

**49. Declarations of Interest:**

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

(i) Planning Application 1/05 – Sports East, Harrow School, Football Lane, Harrow

Councillor Mrs Kinnear, who was not a member of the Committee, declared a personal interest in the above item arising from the fact that she was a member of Friends of Harrow School.

(ii) Planning Application 2/09 – Portman Hall, Old Redding, Harrow Weald

Councillor Robert Benson declared a personal interest in the above item arising from the fact that friends of his family lived in the hall. Accordingly, he would remain in the room and take part in the discussion and decision-making on this item.

- (iii) Planning Application 2/13 – Glebe First and Middle School, D'Arcy Gardens, Kenton  
Councillor Narinder Singh Mudhar declared a personal interest in the above item arising from the fact that he was a Local Education Authority appointed governor of the school. Accordingly, he would remain in the room and take part in the discussion and decision-making on this item. Councillor Navin Shah, who was not a member of the Committee, declared the same personal interest in the above item.
- (iv) Planning Application 2/14 – 336 Eastcote Lane, South Harrow  
Councillor Graham Henson declared a personal interest in the above item arising from the fact that he was a customer of the chemist shop. Accordingly, he would remain in the room and take part in the discussion and decision-making on this item.
- (v) Planning Application 2/20 – Peterborough and St Margaret's School, Tanglewood Common Road, Stanmore  
Councillor Mrs Camilla Bath declared that all Conservative members of the Committee had a personal interest in the above application arising from the fact that a Conservative Councillor was deputy headteacher at the school, and two Conservative Councillors lived in a road adjacent to, but some way from, the site. Accordingly, all Conservative members of the Committee would remain in the room and take part in the discussion and decision-making on this item. Councillor Mrs Kinnear, who was not a member of the Committee, declared the same interest in the above item.

50. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
Addendum	This contained information relating to various items on the agenda and was based on information received after the agenda's dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
10 (a) Planning Application Ref: P/1452/06: Telecommunications Development at Land Adjacent to Wendela Court, Sudbury Hill, Harrow: Reference from the Council Meeting held 13 July 2006	The meeting of Council was held after the main agenda had gone to print. The petition referred related to a planning application that was to be considered at this meeting of the Development Control Committee
10 (a) Planning Application Ref: P/1433/06: Telecommunications Development at Land Adjacent to 16 Harrow Fields Gardens: Reference from the Council Meeting held 13 July 2006	The meeting of Council was held after the main agenda had gone to print. The petition referred related to a planning application that was to be considered at this meeting of the Development Control Committee
17. Retrieval of Planning Support Charge for Section 106 Agreements	This report was not available at the time the agenda was printed and circulated. Members were requested to consider this item as a matter of urgency.
18. Charging for Pre-Application Planning Advice	This report was not available at the time the agenda was printed and circulated. Members were requested to consider this item as a matter of urgency.



- |     |   |   |
|-----|---|---|
| 20. | 102 High Street,<br>Harrow on the Hill  | This report was not available at the time the agenda was printed and circulated. Members were requested to consider this item as a matter of urgency.   |
| 23. | Variation of Section<br>106 Agreement,<br>Clementine Churchill<br>Hospital, 9 Sudbury<br>Hill, Harrow | The Deed of Variation was drafted and negotiated by the developer's solicitors and the Council's legal officer and was due to be sealed on 19 July 2006. A final matter, however, arose whereby Legal Services required evidence that a charge on the land had been discharged. As an assurance, the Council required an undertaking that the charge be removed. Only the chargee's solicitors (not a party to this matter) could give this undertaking and was received outside the extended timeframe granted by Development Control Committee (DCC) authority for completion. Accordingly, Legal Services were unable to seal the Deed of Variation and required an extension of authority to complete. The Deed was ready to be sealed but needed authority to do so. The next DCC meeting was not until September and it would hold up use of the temporary endoscopy unit, IVF clinic and enhanced pathology department at the hospital to wait until then. |

(2) to note that Item 19 – 102, 104, 106 High Street, Harrow on the Hill, had appeared on the agenda in error and that a report on this item would not be considered at this meeting;

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

51. **Minutes:**

**RESOLVED:** That the Chairman be given authority to sign the minutes of the meeting held on 28 June 2006, those minutes having been circulated, as a correct record, once printed in the Council Bound Minute Volume.

52. **Matters Arising from the Minutes of the Last Meeting:**

**RESOLVED:** To note that there were no matters arising from the minutes of the last meeting.

53. **Public Questions:**

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

54. **Petitions:**

**RESOLVED:** To note receipt of the following petitions which were referred to the Head of Planning for consideration:

- (i) Petition in relation to planning ref: P/2006/05/CFU - Strongbridge Close - requesting the Committee to oppose proposals being recommended for approval  
Mr J Evans presented the above petition, which had been signed by 64 people.
- (ii) Petition to stop house conversions to flats within Fairview Crescent, Harrow  
Councillor Joyce Nickolay presented the above petition, which had been signed by 19 residents of Fairview Crescent.

55. **Deputations:**

Having been informed that a late request had been received for a deputation, the Committee

**RESOLVED:** In accordance with Committee Procedure Rule 27.1, to suspend Committee Procedure Rule 17 (Part 4B of the Constitution) in order to receive a deputation from Gail Marshall and Linda Benham in relation to agenda item 20 – 102 High Street, Harrow on the Hill.

56. **Planning Application Ref: P/1452/06: Telecommunications Development at Land Adjacent to Wendela Court, Sudbury Hill, Harrow: Reference from the Council Meeting held 13 July 2006:**  
The Committee received a reference from the meeting of Council held on 13 July 2006 in the above matter.
- RESOLVED:** That the petition be referred to the Head of Planning for consideration.
- (See also Minute 50).
57. **Planning Application Ref: P/1433/06: Telecommunications Development at Land Adjacent to 16 Harrow Fields Gardens: Reference from the Council Meeting held 13 July 2006:**  
The Committee received a reference from the meeting of Council held on 13 July 2006 in the above matter.
- RESOLVED:** That the petition be referred to the Head of Planning for consideration.
- (See also Minute 50).
58. **Representations on Planning Applications:**
- RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of items 1/03, 2/04, 2/05, 2/06, 2/22 and 2/27 on the list of planning applications.
- [Note: Item 2/22 was subsequently deferred and representations in relation to this application were not heard by the Committee].
59. **Planning Applications Received:**
- RESOLVED:** That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the Schedule attached to these minutes.
60. **Planning Appeals Update:**  
The Committee received a report of the Head of Planning which listed those appeals being dealt with and those awaiting decision.
- RESOLVED:** To note the report.
61. **Enforcement Notices Awaiting Compliance:**  
The Committee received a report of the Head of Planning which listed those enforcement notices awaiting compliance.
- RESOLVED:** To note the report.
62. **Management of the Development Control Committee Agenda:**  
The Committee received a report of the Head of Planning, which proposed a reorganisation of the business of the Committee and sought Members' approval of a list of additional meeting dates.
- RESOLVED:** That (1) the split between 'major' and 'minor' applications be agreed;
- (2) the following meeting dates be confirmed for 2006/07:
- Wednesday 6 September 2006  
Tuesday 19 September 2006 \*  
Thursday 5 October 2006 \*  
Tuesday 17 October 2006 \*  
Wednesday 8 November 2006  
Thursday 23 November 2006 \*  
Wednesday 6 December 2006  
Wednesday 13 December 2006 \*  
Wednesday 10 January 2007  
Thursday 25 January 2007 \*  
Wednesday 7 February 2007  
Wednesday 28 February 2007 \*  
Wednesday 14 March 2007  
Thursday 29 March 2007 \*

Wednesday 18 April 2007;

[Note: \* indicates meetings that are in addition to, or represent changes to, meetings already scheduled in the Council's Calendar of Meetings for 2006/07]

(3) the Committee review the revised arrangements before the end of 2006;

(4) the Committee endeavour to finish each meeting at 10.30pm, or at the completion of the agenda.

63. **Notification Procedures - Planning Applications on Residential Care Homes:**

The Committee received a report of the Head of Planning in this regard.

**RESOLVED:** That officers be instructed to undertake the notification process indicated in paragraphs 2.2.2 and 2.2.3 of the officer report, in order to secure appropriate notification of care home residents.

64. **Retrieval of Planning Support Charge for Section 106 Agreements:**

The Committee considered a report of the Head of Planning in relation to the above.

Having been advised by the legal officer in attendance that the report had not been cleared by the Council's Legal Services Department prior to inclusion on the agenda, the Committee

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

(2) the Committee's support in principal of the officer's recommendations contained within the report be noted;

(3) legal officers be requested to investigate further the legal implications of the report and, if appropriate, submit a further report to the appropriate Council body for consideration.

65. **Charging for Pre-Application Planning Advice:**

The Committee received a report of the Head of Planning on this matter.

Members of the Committee indicated their support of the proposed charging structure and expressed the view that income should be ring-fenced to fund the advice service.

**RESOLVED:** That (1) the introduction of a charging structure for pre-application advice by the Planning group be agreed;

(2) such charges to comprise two elements: (i) a charge for pre-application meetings for certain categories of development as set out in Section 2 of the officer report; and (ii) a charge for the provision of advice by the Planning Advice Team on certain categories of development as set out in Section 2 of the officer report;

(3) the scheme for such charges be advertised on the Planning pages of Harrow Council's website, notified to Harrow's regular agents and advertised in Reception, the local press and Harrow People;

(4) income from charging to be ring-fenced to resource the pre-application advice service.

(See also Minute 50).

66. **102 High Street, Harrow on the Hill:**

The Committee received a report of the Head of Planning and heard a deputation in relation to the above.

Some members of the Committee, and the deputees, expressed the view that the Council should take enforcement action to remove the mast without delay. Officers advised that they would be attending a meeting on 27 July 2006 to obtain further legal advice regarding the removal of the mast.

**RESOLVED:** That (1) officers be requested to advise Committee Members of the outcome of the meeting in relation to the above being held on 27 July 2006;

(2) if appropriate, a Special Meeting of the Committee be arranged to consider an enforcement report relating to the removal of the mast.

(See also Minutes 50 and 55).

67. **Variation of Section 106 Agreement, Clementine Churchill Hospital, 9 Sudbury Hill, Harrow:**

The Committee considered a report of the Director of Legal Services in this regard.

**RESOLVED:** That the extension of time for completion of the Deed of Variation be extended by one week from 26 July 2006 to 2 August 2006.

(See also Minute 50).

68. **Member Site Visits:**

**RESOLVED:** That (1) Member visits to the following sites take place on Saturday 2 September 2006 from 10.00 am:

1/03 - Strongbridge Close  
2/01 & 2/02 - Rosehill, 135 Wood Lane  
2/05 - 40 Tregenna Avenue  
2/22 - 454 Alexandra Avenue

(2) the Democratic Services Officer be requested to write to Members of the Committee to confirm the order and timing of the visits.

69. **Any Other Urgent Business:**

- (i) Cloisters Wood  
Having been raised by the Chairman, it was

**RESOLVED:** That officer be requested to investigate progress in relation to the above and report back to the Chairman before September 2006.

- (ii) Honeypot Lane  
Having been raised by the Chairman, it was

**RESOLVED:** That officers be requested to arrange a Member site visit to view the model of the development.

(Note: The meeting, having commenced at 7.30 pm, closed at 1.30 am).

(Signed) COUNCILLOR CAMILLA BATH  
Chairman



submitted plans, as amended on the Addendum, subject to the conditions and informative reported.

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**LIST NO:** 1/05                      **APPLICATION NO:** P/123/06/CFU  
**LOCATION:** Sports East. Harrow School, Football Lane, Harrow  
**APPLICANT:** Harrow School General Fund for Harrow School  
**PROPOSAL:** 12 x 15M masts and 24 x 10M columns to provide floodlighting to artificial turf pitches & tennis courts  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
(See also Minute 49).

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**LIST NO:** 1/06                      **APPLICATION NO:** P/1330/06/CFU  
**LOCATION:** 62/64 Station Road, Harrow  
**APPLICANT:** Michael Seston for Balbir Deol  
**PROPOSAL:** Conversion from 4 to 11 flats, alterations to roof and part single, part two storey rear extension  
**DECISION:** WITHDRAWN by the applicant.

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

**LIST NO:** 2/01                      **APPLICATION NO:** P/2512/05/CFU  
**LOCATION:** Rosehill, 135 Wood Lane, Stanmore  
**APPLICANT:** Geoff Beardsley & Partners Ltd for A Townswadey & M Chapell  
**PROPOSAL:** Redevelopment: Detached two storey house and double garage  
**DECISION:** DEFERRED for Member site visit.  
(See also Minute 68).

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**LIST NO:** 2/02                      **APPLICATION NO:** P/251305/CCA  
**LOCATION:** Rosehill, 135 Wood Lane, Stanmore  
**APPLICANT:** Geoff Beardsley & Partners Ltd for A Townswadey & M Chapell  
**PROPOSAL:** Conservation Area Consent: Demolition of existing house and outbuildings  
**DECISION:** DEFERRED for Member site visit.  
(See also Minute 68).

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**LIST NO:** 2/03                      **APPLICATION NO:** P/1104/06/CFU  
**LOCATION:** Whitmore High School, Porlock Avenue  
**APPLICANT:** Tony Welch Associates for Whitmore High School  
**PROPOSAL:** Retention of temporary single storey building to provide 2 additional classrooms  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informative reported, and the following additional condition:

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“The council would require good reason to permit the retention of the building beyond that permitted”.

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**LIST NO:** 2/04                      **APPLICATION NO:** P/417/06/DFU

**LOCATION:** 26 Kenilworth Avenue, Harrow

**APPLICANT:** Saxton Design for Mr S Daheley

**PROPOSAL:** Single and two storey side and rear extensions; front porch; conversion to two self-contained flats (revised)

**DECISION:** DEFERRED to enable files to be made available to objectors wishing to view the plans.

[Note: (1) Prior to discussing the above application, the Committee received representations from an objector, which were noted;

(2 there was no indication that a representative of the applicant was present and wished to respond].

(See also Minutes 48 and 58).

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**LIST NO:** 2/05                      **APPLICATION NO:** P/262/06/DFU

**LOCATION:** 40 Tregenna Avenue, Harrow

**APPLICANT:** Mr J I Kim for Mr S Dule

**PROPOSAL:** Single storey rear extension; conversion to two houses (revised)

**DECISION:** DEFERRED for Member site visit.

[Note: (1) Prior to discussing the above application, the Committee received representations from an objector, which were noted;

(2 there was no indication that a representative of the applicant was present and wished to respond].

(See also Minutes 58 and 68).

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**LIST NO:** 2/06                      **APPLICATION NO:** P/1080/06/DFU

**LOCATION:** 33 Lulworth Gardens, Harrow

**APPLICANT:** J I Kim for Ms J Pulpanova

**PROPOSAL:** Two storey side & rear, single storey front and rear extension; conversion to two self-contained flats

**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, and the following additional condition:

“The development hereby permitted shall not commence until details of a scheme indicating the provision to be made for people with mobility impairments to gain access to, and egress from, the building(s) (without the need to negotiate steps) have been submitted to and approved in writing by the Local Planning Authority. The development shall not be occupied or used until the works have been completed in accordance with the approved details and thereafter retained”.

[Note: (1) Prior to discussing the above application, the Committee received representations from an objector and the applicant’s representative, which were noted;

(2) during the discussion on the above item, it was moved and seconded that the application be refused for the following reasons:

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- (i) There was insufficient and inappropriate car parking provision.
- (ii) There were unsatisfactory arrangements for the bins.
- (iii) The accommodation was sub-standard.
- (iv) The development would result in increased activity in the area;

Upon being put to a vote, this was not carried;

(3) the substantive motion to grant the above application was carried;

(4) Councillors Mrinal Choudhury, David Gawn, Graham Henson and Thaya Idaikkadar wished to be recorded as having voted against the decision to grant the application].

(See also Minutes 48 and 58).

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<b>LIST NO:</b>	2/07	<b>APPLICATION NO:</b>	P/1003/06/DFU
<b>LOCATION:</b>	Nower Hill High School, George V Avenue, Pinner		
<b>APPLICANT:</b>	Tony Welch Associates for The School Governors		
<b>PROPOSAL:</b>	Two temporary classrooms for 2 years to northern side of existing school		
<b>DECISION:</b>	GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.		

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<b>LIST NO:</b>	2/08	<b>APPLICATION NO:</b>	P/1004/06/DFU
<b>LOCATION:</b>	Hatch End High School, Harrow		
<b>APPLICANT:</b>	Tony Welch Associates for The School Governors		
<b>PROPOSAL:</b>	Two temporary classrooms for 2 years		
<b>DECISION:</b>	GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.		

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<b>LIST NO:</b>	2/09	<b>APPLICATION NO:</b>	P/1149/06/CFU
<b>LOCATION:</b>	Portman Hall, Old Redding, Harrow Weald		
<b>APPLICANT:</b>	P J McCann c/o Banner Homes Ltd for Banner Homes Ltd		
<b>PROPOSAL:</b>	Alteration of fencing to roof terraces and installation of railing to roof edging		
<b>DECISION:</b>	REFUSED permission for the development described in the application and submitted plans, for the following reason:		

- (i) The proposed development would appear as an inelegant and cluttered feature to the detriment of the openness of the Green Belt and the appearance of the Area of Special Character.

[Note: The Head of Planning had recommended that the above application be granted].

(See also Minute 49).

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<b>LIST NO:</b>	2/10	<b>APPLICATION NO:</b>	P/114/06/CCO
<b>LOCATION:</b>	Faircot, 11 Little Common, Stanmore		
<b>APPLICANT:</b>	A J Ferryman & Associates for Mr G Fitzgerald		
<b>PROPOSAL:</b>	Retention of loft conversion including 4 rooflights		



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

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**LIST NO:** 2/11                      **APPLICATION NO:** P/817/06/DFU  
**LOCATION:** 50 Eastcote Lane, South Harrow  
**APPLICANT:** Canopy Planning Services for Mr Aniya  
**PROPOSAL:** Alterations, single storey rear extension and conversion to two self-contained flats  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/12                      **APPLICATION NO:** P/430/06/CCO  
**LOCATION:** 10 Oxford Road, Wealdstone  
**APPLICANT:** Western Governors Graduate School  
**PROPOSAL:** Continued use of B1 (office) premises for educational purposes (D1 use)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.

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**LIST NO:** 2/13                      **APPLICATION NO:** P/951/06/CLA  
**LOCATION:** Glebe First & Middle School, D'Arcy Gardens, Kenton  
**APPLICANT:** Wintersgill (David McDermott) for Glebe First & Middle School  
**PROPOSAL:** 2 storey detached building to provide replacement Kenton Learning Centre  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.  
(See also Minute 49).

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**LIST NO:** 2/14                      **APPLICATION NO:** P/3184/05/DFU  
**LOCATION:** 336 Eastcote Lane, South Harrow  
**APPLICANT:** Mr Dilip Gudka  
**PROPOSAL:** Single and two storey/first floor rear extension incorporating new external access to flat; front and rear dormers (revised)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
(See also Minute 49).

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**LIST NO:** 2/15                      **APPLICATION NO:** P/3134/05/CVA  
**LOCATION:** Three Wishes PH, 20 Broadwalk, Pinner Road, Harrow  
**APPLICANT:** Jeremy Peter Associates for Unitscore Ltd  
**PROPOSAL:** Variation of Condition 5 of Permission LBH/42873 to allow opening hours between 10.00 to 23.30 Mon to Thurs & Sun, and 10.00 to 12.30 hrs Fri & Sat  
**DECISION:** GRANTED permission for the variation described in the application and submitted plans, subject to the condition and informative reported.

**LIST NO:** 2/16                      **APPLICATION NO:** P/735/06/CAD

**LOCATION:** The Case Is Altered PH, 28 Old Redding, Harrow Weald

**APPLICANT:** John Rogers Design for Innventure Ltd

**PROPOSAL:** Externally illuminated sign writing on building

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

(i) The proposed illuminated advertisement, by reason of its size and lighting, would be unduly obtrusive in this sensitive location, would detract from the character and appearance of this part of the Conservation Area and the Area of Special Character and be detrimental to visual amenity.

[Notes: (1) The decision to refuse the application was unanimous;

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

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**LIST NO:** 2/17                      **APPLICATION NO:** P/3187/05/DFU

**LOCATION:** 43 Orchard Grove, Kenton

**APPLICANT:** Canopy Planning Services for Mr Lodhia

**PROPOSAL:** Conversion of house to provide 2 self-contained flats with single storey rear extension

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

“The roof area of the extension hereby permitted shall not be used as a balcony, roof garden or similar amenity area without the grant of further specific permission from the local planning authority.”

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**LIST NO:** 2/18                      **APPLICATION NO:** P/7/06/DFU

**LOCATION:** 149-151 Burnt Oak Broadway, Edgware

**APPLICANT:** Mr H Patel for Mr M Bhudia

**PROPOSAL:** Change of use: Retail to restaurant (class A1 to A3), single storey rear extension, shopfront, extract duct

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

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**LIST NO:** 2/19                      **APPLICATION NO:** P/1332/06/CFU

**LOCATION:** 16 Fauna Close, Stanmore

**APPLICANT:** Mr & Mrs Remo

**PROPOSAL:** Single storey rear extension with raised patio and handrail

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

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**LIST NO:** 2/20                      **APPLICATION NO:** P/1049/06/CFU

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



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**LIST NO:** 2/23                      **APPLICATION NO:** P/519/06/CFU  
**LOCATION:** 'Faraway', 2 South View Road, Pinner  
**APPLICANT:** Mr A Gorslar  
**PROPOSAL:** Conservatory at rear  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, and the following additional informative:  
  
"The applicant is advised that any further extensions to this property are unlikely to be favourably considered".

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**LIST NO:** 2/24                      **APPLICATION NO:** P/771/06/CFU  
**LOCATION:** Land at Fentiman Way, South Harrow  
**APPLICANT:** W J Macleod Architect for M D Properties  
**PROPOSAL:** Three storey block of six flats; bin store and parking  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/25                      **APPLICATION NO:** P/378/06/CFU  
**LOCATION:** 1&2 Grove Cottages, Warren Lane, Stanmore  
**APPLICANT:** Treatment Architecture for Mr Hani Hasna  
**PROPOSAL:** Redevelopment to provide replacement detached two storey dwelling with detached garage (revised)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/26                      **APPLICATION NO:** P/794/06/DFU  
**LOCATION:** 22 Ferring Close, Harrow  
**APPLICANT:** Mr H Kelly for Mr & Mrs A Connellan  
**PROPOSAL:** Single storey rear extension; rear & side dormers  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, and the following additional condition:  
  
"Building works shall only take place between the hours of 8am to 6pm Monday to Friday".

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**LIST NO:** 2/27                      **APPLICATION NO:** P/74/06/DFU  
**LOCATION:** Ebberston, 39 South Hill Avenue, Harrow  
**APPLICANT:** Kenneth W Reed & Associates for Mr & Mrs J Snowdon  
**PROPOSAL:** First floor rear extension  
**DECISION:** DEFERRED at Members' request for officers to investigate and establish the extent of any breach of the 45 degree code as set out in Supplementary Planning Guidance.  
  
[Note: Prior to discussing the above application, the Committee received representations from an objector, and the applicant's representative, which were noted].

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(See also Minute 58).

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

**LIST NO:** 3/01                      **APPLICATION NO:** P/1081/06/CVA  
**LOCATION:** 54 Church Road, Stanmore  
**APPLICANT:** K Parasiraman  
**PROPOSAL:** Variation of Condition 3 of EAST/151/97/FUL to allow opening between 11.00 to midnight on Sun-Thu and Bank Holidays & from 11.00 to 02.00 the following day on Friday and Saturday  
**DECISION:** REFUSED permission for the variation described in the application and submitted plans, for the reason and informative reported.

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**LIST NO:** 3/02                      **APPLICATION NO:** P/1433/06/CFU  
**LOCATION:** Land adjacent to 16 Harrow Field Gardens, Harrow  
**APPLICANT:** PHA Comms Ltd for Orange PCS Ltd  
**PROPOSAL:** Telecommunications development: 10 metre high mast with 3 antenna and equipment cabinet  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for Reasons 2 and 3 and the informative reported, and Reason 1 amended to read:

“The proposal by reason of its siting and proximity to existing street furniture, would give rise to a proliferation of street furniture to the detriment of visual amenity and appearance of the streetscene and the area in general; it would fail to preserve or enhance the Sudbury Hill Conservation Area, the South Hill Conservation Area and the Harrow on the Hill Area of Special Character”.

[Note: The decision to refuse the application was unanimous].

(See also Minute 48).

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**LIST NO:** 3/03                      **APPLICATION NO:** P/1031/06/DFU  
**LOCATION:** West Hill Motors, West Hill  
**APPLICANT:** S Gunaratnam  
**PROPOSAL:** Use of part of existing vehicle repair garage (class B2) as M.O.T. testing station (sui generis)  
**DECISION:** (1) REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.

(2) RESOLVED that officers be requested to inform the Highways Department of issues relating to parking in the area.

[Note: The decision to refuse the application was unanimous].

(See also Minute 48).

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**LIST NO:** 3/04                      **APPLICATION NO:** P/2921/05/CFU  
**LOCATION:** Land at Chantry Place, Headstone Lane, Harrow  
**APPLICANT:** Peter Holmes for Porchfern Ltd



THE CABINET,  
CABINET ADVISORY PANELS,  
CONSULTATIVE FORUMS  
AND  
PORTFOLIO HOLDER MEETINGS





CONSULTATIVE  
FORUMS



**EDUCATION CONSULTATIVE FORUM****3 JULY 2006**

Chairman:	* Councillor Miss Christine Bednell	
Councillors:	* Mrs Camilla Bath * B E Gate * Julia Merison (1)	* Janet Mote * David Perry (3) * Bill Stephenson
Teachers' Constituency:	† Mr R Borman * Ms C Gembala * Ms J Lang	* Ms L Money * 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

\* Denotes Member present  
(1) and (3) Denote category of Reserve Member  
† Denotes apologies received

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Terms of Reference of the Education Consultative Forum**

The Forum had been requested to note its Terms of Reference. In response to a comment that the Governors constituency included someone from a 'special needs school' while the Teachers constituency did not, the Forum was advised that the Teachers constituency could consider this issue and make a recommendation at a later date if appropriate.

Members commented that as there was no longer a requirement for the Forum to have an arts constituency of two members nominated by Arts Culture Harrow, as this had previously been removed from the Forum's Terms of Reference, references to Arts Culture Harrow and arts and leisure should also be removed from the Terms of Reference. The Forum therefore:

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

That the following amendments to the Terms of Reference of the Education Consultative Forum be approved:

- (1) Delete 'Arts Culture Harrow' from 1 (i);
- (2) Delete 'arts and leisure' from 1 (ii);
- (3) Delete 'arts and leisure' from 1 (iv); and
- (4) Amend 'special needs school' in 2 (c) to read 'special school'.

[Reason: To enable the Forum's Terms of Reference to be updated].

**PART II - MINUTES****1. Appointment of Chairman:**

**RESOLVED:** To note the appointment, at the Cabinet meeting on 8 June 2006, of Councillor Miss Christine Bednell as Chairman of this Forum for the Municipal Year 2006/07.

**2. Attendance by Reserve Members:**

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

Ordinary Member

Councillor Manji Kara  
Councillor Raj Ray

Reserve Member

Councillor Julia Merison  
Councillor David Perry

3. **Declarations of Interest:**

**RESOLVED:** To note that (1) the following Members declared personal interests in relation to agenda item 11, "Harrow Sixth Form Collegiate", and accordingly they remained in the room and took part in the discussion on this item and the decision on this item:

<u>Name</u>	<u>Nature of Interest</u>
Councillor Miss Christine Bednell	Governor of Vaughan First and Middle School, Stanmore College and Whitmore High School
Councillor Mrs Camilla Bath	Governor of Whitchurch School and Harrow High School
Councillor Bill Stephenson	Governor of Marlborough First and Middle School, Hatch End High School and Harrow College
Councillor David Perry	Nominated Governor

(2) the following Members declared prejudicial interests in relation to agenda item 12, "Voluntary Aided Hindu Primary School" and accordingly they left the room and took no part in the discussion or the decision on this item:

<u>Name</u>	<u>Nature of Interest</u>
Councillor Mrs Camilla Bath	Chairman of the Development Control Committee
Councillor David Perry	Reserve Member of the Development Control Committee

4. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1972 (as amended), the following agenda item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Item</u>	<u>Reason</u>
11. School Term Dates 2007-08	This report had not been available at the time the agenda was printed and circulated, as the information regarding the determination of school term dates by other authorities had not been available. Members were requested to consider this item as a matter of urgency, in order to enable school term dates for 2007-08 to be finalised and published before the end of the school term on 21 July 2006.
12. Financial Position	This report had not been available at the time the agenda was printed and circulated due to the late inclusion of this item to the agenda. Members were requested to consider this item, as a matter of urgency.

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

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

**RESOLVED:** To appoint Miss Jo Lang, from the Teachers' Constituency, as Vice-Chairman of the Forum for the Municipal Year 2006-07.

6. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 31 January 2006, having been circulated, be taken as read and signed as a correct record, subject to the following amendment:

- (i) **Recommendation 1 – School Term Dates**  
Delete 'not' from the last sentence in the last paragraph, so that it reads: 'Regrettably this meant in this exceptional year that the summer term would begin on a Thursday.'

7. **Matters Arising:**

**RESOLVED:** That the following matter arising from the minutes of the last meeting be noted:

**Recommendation 2 – Education White Paper**

A Member advised the Forum that an acknowledgement of receipt had been received from Cabinet regarding the Forum's recommendation concerning the Education White Paper, and that this could be circulated to Members.

8. **Terms of Reference of the Education Consultative Forum:**

(See Recommendation 1).

9. **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).

10. **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).

11. **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).

12. **School Term Dates 2007-08:**

The Forum received a tabled report of the Executive Director (People First), which provided information on neighbouring authorities' school term dates and requested the Forum to review its previously proposed school term dates for Harrow.

Members commented that it was important that Harrow's school term dates were in line with those of neighbouring boroughs. As information on the school term dates of two neighbouring boroughs was still not available, the Forum agreed that this matter should be considered in September 2006 by which time more information should be available. An officer requested that information on the current position with regards to school term dates be publicised in the schools' weekly newsletter (Gold Bulletin).

**RESOLVED:** That (1) School Term Dates for 2007-08 be considered at the next meeting of the Education Consultative Forum, when more information should be available on the school term dates of neighbouring authorities; and

(2) information on the current state of affairs regarding Harrow's School Term Dates for 2007-08 be provided in the schools' weekly newsletter (Gold Bulletin).

13. **Harrow Sixth Form Collegiate:**

The Forum discussed a report of the Executive Director (People First), which updated the Forum on the above matter.

An officer advised the Forum that the Learning and Skills Council National Capital Committee should make a final decision regarding the bid for funding for the Harrow Sixth Form Collegiate by 13 July 2006.

The Chairman noted that delays in the process had been unhelpful and that it was important that the decision be made before September when the new school term would begin.

**RESOLVED:** That (1) the Forum's support for the Harrow Sixth Form Collegiate be noted;

(2) the responsible officer draft a letter on behalf of the Forum to note its support for the Harrow Sixth Form Collegiate, which would be signed by the current Chairman and former Chairman of the Forum, and consult with the Director of Strategic Services to establish the recipients; and

(3) the Forum's recognition of the efforts made by MPs, schools and colleges involved and by the Director of Strategic Services to try to progress the Collegiate be noted.

(See also Minute 3).

14. **Financial Position:**

The Forum received a tabled report of the Director of Financial and Business Strategy, which was due to go to Cabinet on 29 June 2006, and provided background information on managing the current year's budget and developing the new medium term strategy for 2007-08 to 2009-10.

An officer advised the Forum that officers were working hard to ensure that savings undertaken would not adversely affect children and young people. Members commented that cuts in People First would impact social care and thus children and schools, and that it was important that the Portfolio Holders for Issues Facing Younger People and Business Development be involved and consider any recommendations made.

In response to a request for additional reports due to go to Cabinet to be circulated to the Governors Constituency, the Forum was advised that these would be available on the internet, and that although a special meeting of the Forum could be arranged, it would be difficult to confirm this given uncertainty over timescales.

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

15. **Voluntary Aided Hindu Primary School:**

The Forum received a report of the Executive Director (People First) and a consultation paper and presentation by the I-Foundation on the above matter.

In response to questions, a representative from the I-Foundation advised the Forum of the following:

- Students at the proposed school would learn about other faiths by participating in educational visits, which could include touring other schools and viewing exhibitions;
- The I-Foundation had not decided whether to implement a percentage of students from different faith backgrounds, but was still considering this, although it would have to bear in mind over-subscription for the school;
- Although Hindu staff would be preferred, this would not be a prerequisite and professional qualifications would be considered over faith;
- Regarding the impact upon student numbers at schools in Harrow and whether the balance of applications would be considered as part of the admissions criteria, applications would presumably be distance related, although the I-Foundation would be happy to consult Admissions on this matter.

Members suggested that visits to places of worship of other faiths be undertaken by students, and suggested the Standing Advisory Council on Religious Education (SACRE) be contacted for further advice.

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

(See also Minute 3).

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

**RESOLVED:** To note that the next meeting of the Forum would be held on 21 September 2006.

(Note: The meeting having commenced at 7.43 pm, closed at 9.10 pm)

(Signed) COUNCILLOR CHRISTINE BEDNELL  
Chairman





**EMPLOYEES' CONSULTATIVE FORUM****4 JULY 2006**

Chairman: (To be appointed) (See Minute 1)

Councillors:	<ul style="list-style-type: none"> <li>* David Ashton</li> <li>* Mrs Camilla Bath (Vice-Chairman)(in the Chair)</li> <li>* Don Billson</li> <li>* Bob Currie</li> </ul>	<ul style="list-style-type: none"> <li>* Graham Henson</li> <li>* Joyce Nickolay (1)</li> <li>* Navin Shah</li> </ul>
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Representatives of HTCC: (Currently no appointees)

Representatives of UNISON:	<ul style="list-style-type: none"> <li>* Ms M Cawley</li> <li>† Ms S Duffell</li> <li>* Mr K Halai</li> <li>† Ms A Jackson</li> </ul>	<ul style="list-style-type: none"> <li>* Mr G Martin</li> <li>† Mr K McDonald</li> <li>† Mr M Nolan</li> </ul>
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\* Denotes Member present/Employee Representative present

(1) Denotes category of Reserve Member

† Denotes apologies received

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Equality Monitoring Report for 1 April 2005 to 31 March 2006**

The Forum received a report of the Executive Director (Business Development). An officer advised that the decision required had changed from that on the main agenda as the officer had been advised that the Portfolio Holder and dates stated were incorrect.

Members queried how the figures in the report had been obtained and also the issue of employees not declaring disabilities, as it was recognised that this would impact upon some of the figures.

Officers informed the Forum that the procedure for conducting the recruitment and selection had changed with a real time audit now being carried out. HR officers would conduct the audit as soon as the recruitment and selection paperwork had been received from managers and if information was found to be missing, managers would be contacted immediately and asked to provide the missing information, which would improve the accuracy of the audit.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Community Development and Equalities)

That the Council's performance targets for 2006/07, as set out in Appendix 3 of the officer report, be approved.

(See also Minute 13).

**RECOMMENDATION 2 - Proposed Amendments to the Employees' Consultative Forum Terms of Reference**

The Panel received a report of the Interim Director of HR which asked the Forum to recommend amendments to the Terms of Reference for the Employees' Consultative Forum (ECF).

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

That the proposed revised Terms of Reference for the Employees' Consultative Forum, as outlined in the officer report and including the additional amendments outlined below, be approved for subsequent endorsement by full Council:

- the name of the Corporate Health and Safety Group be changed to the Health and Safety Partnership Board;
- others who may attend the Forum be amended to include representatives from Employee Support Groups when agenda items include equalities matters.

**[REASON:** The Terms of Reference for the Employees' Consultative Forum need amending to include membership of GMB, following their recognition by the Council. The inclusion of GMB on the ECF fulfils the Council's responsibilities under the terms of the trade union Recognition and Procedural agreement signed in March 2006. Amending the Terms of Reference would enable GMB to participate at ECF and a greater proportion of staff would be represented. It would also provide an opportunity to update titles in relation to Health and Safety and formally incorporate a previous decision of the ECF to invite representatives of Employee Support Groups to attend ECF when the agenda includes equalities items.]

## **PART II - MINUTES**

### 1. **Appointment of Chairman:**

For the Municipal Year 2006/2007, an Employee side representative was due to hold the office of Chairman and the Council side the office of Vice-Chairman, this being the adopted alternating annual arrangement. In the absence of a nomination from the employees' side at this meeting, it was

**RESOLVED:** That (1) the Vice-Chairman, Councillor Mrs Camilla Bath, (previously appointed to that office by the Cabinet - see Minute 5 below) be appointed Chairman for this meeting; and

(2) the appointment of the Chairman of the Forum for the Municipal Year 2006/2007 be deferred until the next meeting.

### 2. **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 Chris Mote	Councillor Joyce Nickolay

### 3. **Declarations of Interest:**

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

<u>Member</u>	<u>Nature of Interest</u>
Councillor Bob Currie	Declared a personal interest in that he was a retired, lifelong member of UNISON.
Councillor Graham Henson	Declared a personal interest in that he was a member of the Communications Workers Union.
Councillor Navin Shah	Declared a personal interest in that he was a member of UNISON.

### 4. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1972 (as amended), the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
13. Equality Monitoring Report for 1 April 2005 to 31 March 2005 - Harrow Council Black Workers' Group (HCBWG) comments	The reason that the comments from the BWG were tabled is that they were unable to attend the meeting and wanted their comments noted. Members were asked to note the comments as they were part of the consultation process.
13. Equality Monitoring Report for 1 April 2005 to 31 March 2005	This information was not available at the time the agenda was printed and despatched. Members were asked to consider this report as it reflected the 05/06 year and the targets for the 06/07 year, to enable the targets for 06/07 to be agreed and set.

13. Equality Monitoring Report for 1 April 2005 to 31 March 2005 - Harrow Council Black Workers' Group (HCBWG) comments
- The reason that the comments from the BWG were tabled is that they were unable to attend the meeting and wanted their comments noted. Members were asked to note the comments as they were part of the consultation process.

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

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

**RESOLVED:** To note the appointment at Cabinet on 8 June 2006, under the provisions of Advisory Panel/Consultative Forum Procedure Rule 5 (4E of the Constitution) of Councillor Mrs Camilla Bath as Vice-Chairman for the Municipal Year 2006/7.

6. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 10 April 2006, having been circulated, be taken as read and signed as a correct record.

7. **Matters Arising from the Minutes of the Last Meeting:**

Members discussed matters arising from the minutes of the meeting held on 10 April 2006.

In relation to Minute 205, officers advised the Forum that the Harrow Black Workers' Group had been invited to attend the meeting, but had sent their apologies and provided comments on the Equality Monitoring Report, which had been tabled.

In relation to Minute 200, an officer advised that no amendments would be made to the Pay Protection Arrangements and that it was not known whether a cross party sub-group was looking at the Audit Report.

**RESOLVED:** That officers report back to the Forum at the meeting in September 2006 on whether a cross-party sub-group was looking at the Audit Report.

8. **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).

9. **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).

10. **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).

11. **ECF Terms of Reference:**

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

12. **Vehicle Flexibility within The Waste Department:**

A UNISON representative read a statement which asked that this item be deferred as consultation was taking place between UNISON and officers. UNISON had been advised that the matters arising would be resolved by September 2006.

It was requested that officers circulate a note to Members about what had been agreed between UNISON and officers regarding this issue and what would be achieved by September 2006.

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

13. **Health and Safety Annual Report - 1 April 2005 - 31 March 2006:**  
The Forum received a report of the Director of Finance and Business Strategy which asked the Forum to note the Health and Safety Annual Report for 2005-2006 and to note actions planned for 2006-2007.
- Members discussed the manual handling issues associated with the change in procedure to bin collections. UNISON representatives explained that collecting the bins and in particular the green boxes less frequently would increase the weight staff would have to carry.
- UNISON representatives expressed the view that the stress survey, which had been sent to employees working in the Harrow IT Services (HITS), should be extended to more employees. An officer explained that at the Health and Safety Partnership Board the idea of widening the remit of the Stress Strategy Group to include stress and all welfare issues at work had been discussed. Members discussed this and concluded that if the remit was broader the focus on stress could be lost.
- Members questioned the uptake of training courses. UNISON informed the Forum that budgetary issues prevented the uptake of courses and that UNISON had an accredited trainer available to the Council without any cost implications, and the Council had not taken this offer up. A Member reported that he had received a letter informing him of this and would be following this up. Officers explained that steps had been taken to make courses more accessible to employees by offering a range of times.
- RESOLVED:** That officers (1) provide Members of the Forum with a report after 30 days of the implementation of the scheme, on the Health and Safety issues that arise as a result of the changed procedure and the impact the implementation had on frontline staff.
- (2) be made aware of the Forum's views on the remit of the Stress Strategy Group, provide a response to Members of the Forum, report to the next meeting of the Health and Safety Partnership Board in September 2006 and report back to the next meeting of the Forum on 1 November 2006.
14. **Equality Monitoring Report for 1 April 2005 to 31 March 2006:**  
Further to Recommendation 1 it was
- RESOLVED:** That the monitoring information for 2005/06 be noted.
15. **Proposed Amendments to the ECF Terms of Reference:**  
Further to Recommendation 2, the Forum and officers welcomed a representative from the GMB to the meeting.
16. **Extension and Termination of the Meeting:**  
In accordance with Advisory Panel and Consultative Forum Rule 12.1 (Part 4E of the Constitution) it was
- RESOLVED:** At 10.00 pm to continue until 10.10 pm.
- (Note: The meeting having commenced at 7.44 pm, closed at 10.05 pm)

(Signed) COUNCILLOR MRS CAMILLA BATH  
Vice-Chairman (in the Chair)

**TENANTS' AND LEASEHOLDERS'  
CONSULTATIVE FORUM****27 JULY 2006**

Chairman: \* Councillor Marilyn Ashton

Councillors: \* Don Billson  
\* Bob Currie

Phillip O'Dell

\* Denotes Member present

**Tenant and Leaseholder Representatives:**

Representatives from the following Associations were in attendance:-

Antoney's Close Tenant's and Resident's Association  
 Berridge Estate Tenants' and Residents' Association  
 Brookside Close Tenants' and Residents' Association  
 Cottesmore Tenants' and Residents' Association  
 Eastcote Lane Tenants' and Residents' Association  
 Harrow Federation of Tenants' and Residents' Associations  
 Harrow Weald Tenants' and Residents' Association  
 Honeybun Community Association  
 Miscellaneous Properties Residents' Association  
 Woodlands Community Association

(In total, 17 representatives were in attendance.)

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**1. **Appointment of Chairman:****RESOLVED:** To note the appointment at the Cabinet meeting held on 8 June 2006 of Councillor Marilyn Ashton as Chairman of the Tenants' and Leaseholders' Consultative Forum for the Municipal Year 2006/2007.2. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.3. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.4. **Appointment of Vice-Chairman:****RESOLVED:** That Councillor Bob Currie be appointed Vice-Chairman of the Tenants' and Leaseholders' Consultative Forum for the Municipal Year 2006/2007.5. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.6. **Minutes:****RESOLVED:** That the minutes of the meeting held on 2 March 2006, having been circulated, be taken as read and signed as a correct record.7. **Matters Arising from the Last Meeting:**

The Forum received a report of the Housing Services Manager, which outlined issues arising from the meeting of 2 March 2006, and subsequent actions taken by officers.

**RESOLVED:** That the report be noted.8. **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).

9. **Petitions:**

The Forum received a Petition, under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution), containing 58 signatures from a representative of Berridge Estate Tenants' and Residents' Association. The terms of the petition cited the adverse effects of the recent removal of CCTV from the area, and requested the reinstatement of CCTV cameras to Bransgrove Road.

In response, the Chairman of the Forum remarked that whilst the cameras had been withdrawn on police advice, they were to be restored imminently. It was added that incidents of the type described in the terms of the petition should be reported to the Portfolio Holder or the Interim Head of Housing Services for prompt resolution.

**RESOLVED:** That the petition and the reinstallation of the CCTV cameras be noted.

10. **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).

11. **Terms of Reference:**

**RESOLVED:** That the Forum's terms of reference be noted.

12. **Performance of the Housing Service for the Year Ended 31 March 2006:**

The Forum received a report of the Interim Head of Housing Services, which presented an overview of the performance of the Housing Service in the previous Municipal Year, as well as outlining some aims of the service in the current Municipal Year. The following points were also raised:

Performance in 2005/2006

- 299 properties were let whilst 282 became empty (void);
- £20 million was collected in rent, a figure comprising almost 98% of that owed in total;
- 35 projects had been completed using the Minor Estate Improvement (MEI) budget after TRA input.

Service aims for 2006/2007

- To proceed with 'de-pooling', or the separation of service charges from rent;
- to review the tenancy agreement to ensure compliance with current legislation;
- to proceed with revisions to the repairs and improvement service, including bringing a number of properties to the Decent Homes Standard and to examine options for regeneration on Mill Farm and Grange Farm estates;
- to review the Tenant Compact and to examine the appointment of an Independent Tenant Adviser (ITA) to ensure satisfactory tenant and leaseholder participation;
- to conduct a tenant satisfaction survey.

In response to a query, it was clarified that of the tenants who owed rent, 15% of these owed more than 7 weeks.

It was added that the Housing Service would try and ensure some flexibility in line with tenant and leaseholder requirements when modernising properties, and that the Service would be honest with residents about which repairs or requests it would be able to deal with.

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

13. **Open discussion with the Chairman of the Tenants' and Leaseholders' Consultative Forum:**

The Chairman of the Forum introduced this item by explaining that it was an opportunity for representatives to ask either herself or the Head of Housing Services, questions on any subject within the Forum's remit. The following issues were raised by TRA representatives:

<u>TRA</u>	<u>Issue</u>	<u>Response</u>
Antoney's Close	Estate inspections – unaddressed suggestions for improvement.	Requests will remain on log, but limited funds with which to conduct improvements.
	Damage to properties by council maintenance equipment, such as grass-cutting machines.	Officers to report back.
	Problems with waiting times when trying to contact housing officers by phone.	Problems with transition to Access Harrow system; action currently being taken.
Berridge	Need to open up school-playing fields out of school hours for use by residents.	Officers will investigate and respond.
Cottesmore	Recycling bins not being emptied and subsequent sanitation problems.	Any problems such as rats should be reported to Environmental Health. Problems with transition to recycling system noted – officers to ask staff for more lenient approach.
	Recycling bags for waste disposal not available.	Bags now available.
	No facilities for dog-fouling.	Will respond at next estate liaison meeting.
	Local play area run-down – possibility for improvement?	Raise at next estate liaison meeting as suggestion for funding under MEI budget.
Harrow Weald	Will all HRA funds be allocated to housing issues?	Funds are ringfenced, and cannot be used elsewhere.
Kings Road, South Harrow	How often should green bins be changed?	Green bins emptied once a fortnight; brown bins emptied once a week.
	Street sweepers not collecting cans/bottles.	Officers to ensure a response.

In addition, residents raised queries regarding contractors calling without identification. An officer responded that resident should not let unidentified contractors into their households, and if they had any doubts, to contact the housing service.

An issue was raised concerning road markings near Harrow Bus Station, as recent re-surfacing had reduced the distinction between the pavement and the road. Officers resolved to speak to highway officers on this point.

The presence of vicious dogs on one estate had meant that residents needed to erect fencing, and it was queried whether compensation would be offered. Officers responded that they would look into this request.

A Member queried the availability of a complete contacts list for residents, so that relevant officers could be reached. An officer responded that a more complete list would be provided, but that in addition Access Harrow would soon be providing a system where all calls could be monitored and allocated to relevant departments.

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

14. **Appointment of Independent Advisor:**  
The Forum received a report of the Interim Head of Housing Services, which outlined the proposed appointment of an Independent Tenant Adviser (ITA). It was explained that the adviser's role would be to review and strengthen the structure of resident participation, and to ensure the involvement of commonly excluded groups. The ITA would also assist in organising training programmes to enable residents to participate in the review.

The Forum heard that the proposal had also been discussed with the Residents Empowerment Working Group.

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

15. **Leasehold Services:**

The Head of Housing Services presented a report updating the Forum on the issue of Leasehold Services. It was explained that the report provided current information, and superseded that presented at the last meeting of the Forum.

The Forum heard that it was proposed to increase charges in line with the cost of providing leasehold services and carrying out work on leaseholder properties, as set out in the officer report. Whilst progress on implementing the revised system was currently behind schedule, measures were being taken to address this.

It was reported that there was currently £352,507.68 of debt to be recovered, a figure which was said to represent progress on the amount outstanding at the same time last year. The Forum was informed that £37,000 had been written off as bad debt. Debt reviews would now be conducted at the end of every financial year.

A resident queried what actions the Council took when a leaseholder sold a property to recover charges. It was explained that the charges incurred were estimated, and funding to that amount was held back.

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

16. **Date of Next Meeting:**

**RESOLVED:** To note that the next meeting of the Forum was scheduled for 30 October 2006 at 7.30 pm.

(Note: The meeting having commenced at 7.30 pm, closed at 9.15 pm)

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman



CABINET  
ADVISORY  
PANELS



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****4 JULY 2006**

Chairman: \* Councillor Mrs Janet Cowan

Councillors: \* Mrinal Choudhury Joyce Nickolay

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member present

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

On 4 July 2006 there were 4 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>
H125	10	Canons
H1	9	Nower
H2	10	Canons
H3	11	Bentley Wood

**PART II - MINUTES****13. Attendance by Reserve Members:**

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

**14. Declarations of Interest:**

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

**15. Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances/Grounds for Urgency</u>
8(a). Admissions to County Schools	The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider this report in order to allocate appropriate places to the applicants.

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

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	These items were considered to contain exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that they contained information relating to individuals.
8.(a) Admissions to County Schools	

16. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 20 June 2006 be deferred until printed in the next Council Bound Minute Volume.

17. **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).

18. **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).

19. **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).

20. **Admissions to County Schools:**

(See Recommendation 1).

(Note: The meeting having commenced at 5.00 pm, closed at 5.10 pm)

(Signed) COUNCILLOR JANET COWAN  
Chairman

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****18 JULY 2006**

Chairman: \* Councillor Mrs Janet Cowan

Councillors: \* Mrinal Choudhury \* Joyce Nickolay

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member present

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

On 18 July 2006 there was 1 child 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 this pupil 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>
H5	10	Harrow

[Notes: (1) Due to an error, the cases on the agenda were not numbered consecutively from the previous meeting and there was therefore no case H4;

(2) cases H6, H7 and H8 were withdrawn from the agenda as offers of places had already been made].

**PART II - MINUTES**21. **Attendance by Reserve Members:**

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

22. **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.

23. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
8. (a) Admissions to County Schools	The applications detailed in these reports had been received after the main agenda was printed and circulated. Members were asked to consider these reports, in order to allocate appropriate places to the applicants.
8. (b) Admissions to County Schools	

(2) the items 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	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 (as amended) in that they contained information relating to
8. (a) Admissions to County Schools	

8. (b) Admissions to County Schools individuals.

24. **Minutes:**

**RESOLVED:** That the minutes of the meetings held on 20 June 2006 and 4 July 2006 be deferred until printed in the Council Bound Minute Volume.

25. **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).

26. **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).

27. **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).

28. **Admissions to County Schools:**  
(See Recommendation 1).

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

(Signed) COUNCILLOR JANET COWAN  
Chairman

## SUPPORTING PEOPLE ADVISORY PANEL

6 JULY 2006

Chairman: \* Councillor Eric Silver

Councillors: \* Mrs Margaret Davine  
David Gawn\* Mrs Vina Mithani  
\* Jeremy Zeid (2)\* Denotes Member present  
(2) Denotes category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**1. **Appointment of Chairman:****RESOLVED:** To note the appointment of Councillor Silver at the Cabinet meeting held on 8 June 2006 as Chairman of the Supporting People Advisory Panel for the Municipal Year 2006/2007.2. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-Ordinary Member

Councillor Myra Michael

Reserve Member

Councillor Jeremy Zeid

3. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business transacted at this meeting.4. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.5. **Appointment of Vice-Chairman:****RESOLVED:** That Councillor Mrs Margaret Davine be appointed Vice-Chairman of the Supporting People Advisory Panel for the Municipal Year 2006/2007.6. **Minutes:****RESOLVED:** That the minutes of the meeting held on 18 January 2006, having been circulated, be taken as read and signed as a correct record.7. **Terms of Reference of the Supporting People Advisory Panel:**

It was noted that the DTLR referred to in the Terms of Reference had now changed name to the Department of Communities and Local Government.

**RESOLVED:** That the terms of reference be noted.8. **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).9. **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).

10. **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).

11. **The Supporting People Programme:**

The Chairman provided Members with an outline of the Supporting People Programme. The Panel then received a report of the Director of Adult Community Care Services which updated Members on what the Supporting People Programme had achieved so far together with the future plans. It also outlined some of the decisions the Panel would be asked to make in the future.

Members thanked officers for the success of the Supporting People Programme and the achievement of a 2 star inspection rating.

Members and officers entered into detailed discussion and many questions were asked regarding the Supporting People Programme.

A Member suggested that officers conduct drop-in visits to monitor the services of providers and the possibility of involving the voluntary sector.

**RESOLVED:** That (1) officers provide Members with a list of the current service providers and the 21 service providers that had been decommissioned;

(2) Members be provided with dates of and be invited to the Service Provider Forums;

(3) officers investigate the possibility of conducting drop-in visits to service providers and report back to Members.

(Note: The meeting having commenced at 10.02 am, closed at 11.40 am)

(Signed) COUNCILLOR ERIC SILVER  
Chairman



## GRANTS ADVISORY PANEL

6 JULY 2006

Chairman: \* Councillor Joyce Nickolay

Councillors: \* John Anderson \* Mrs Anjana Patel  
\* Ms Nana Asante \* Mrs Rekha Shah  
\* Don Billson \* Stanley Sheinwald  
\* Nizam Ismail (1) \* Mrs Sasi Suresh  
\* Julia Merison (3)

Adviser: \* Deven Pillay, Chief Executive, Mencap

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Grants Funding 2006/07 - Deferred Grants**

The Panel received a report of the Director of Financial and Business Strategy setting out applications for funding which had been deferred from the Panel's last meeting on 8 March 2006.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Business Development):

That the Academy of Punjabi Heritage be awarded no funds.

**[REASON:** To finalise the allocation of funding to voluntary organisations in 2006/2007].

**RECOMMENDATION 2 - Grant Funding 2006/07 - Reserved Grants**

The Panel received a report of the Director of Financial and Business Strategy outlining reserved grants to Voluntary Organisations from the Panel's last meeting on 8 March 2006.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Business Development)

That the reserved amount of (1) £7,455 be released to Harrow Mencap;

(2) £1,500 be released to Kala Anjali Arts Circle

(3) £3,430 be released to Flash Musicals

(4) £1,500 be released to Kids Can Achieve.

**[REASON:** To finalise the allocation of funding to voluntary organisations in 2006/2007.]

(See also Minute 3).

**RECOMMENDATION 3 - Edward Harvist Trust Charity - Reserved Grants**

The Panel received a report of the Director of Financial and Business Strategy detailing grant applications to the Edward Harvist Trust reserved from the Panel's meeting of 8 March 2006.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Business Development)

That (1) £2,000 be released to Flash Musicals;

(2) £3,000 be released to Harrow Bengalee Association;

(3) £2,170 be released to Horn Community;

(4) £1,500 be released to Ivanaaji Somali Disabled Association.

**[REASON:** To enable the organisations listed above to utilise the reserved amount of £8,670.]

**RECOMMENDATION 4 - Community Lettings**

The Panel received deputations from representatives of Pinner United Football Club and Harrow Tamil School Association, stating their concern about the proposed transition from the Community Lettings scheme to a grants system. Deputies felt that there would be an unacceptable financial burden for their organisations under the proposed grants system.

The Director of Financial and Business Strategy presented a report outlining progress towards abolishing the Community Lettings scheme. The Panel heard that there had been difficulties in the transition, particularly in balancing cost-neutrality for organisations using the old scheme and the desire of schools to increase their charges to cover costs.

Whilst there had already been several delays in implementing the new system, the Director of Financial and Business strategy advised the Panel that transition was not feasible at this point. As a result the Panel:

**Resolved to RECOMMEND:** (to the Portfolio Holder for Business Development)

That (1) the difficulties that had been encountered with the community lettings system be noted;

(2) the transfer of community lettings into the main grants be delayed system for the time being;

(3) the charging and payment policy for community lettings from 1 September 2006 be revised to facilitate the transition to the grants system;

(4) agreement of the criteria for grants to education lettings from 1 September 2006 be deferred pending clarification of their impact upon voluntary organisations.

**[REASON:** To ensure a smooth transition for community lettings and minimise the adverse impact of changes on voluntary groups.]

(See also Minutes 9 and 10.)

**PART II - MINUTES**1. **Appointment of Chair:**

**RESOLVED:** To note the appointment, at the Cabinet meeting on 8 June 2006, of Councillor Joyce Nickolay as Chairman of the Grants Advisory Panel for the Municipal Year 2006/2007.

2. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Myra Michael  
Councillor Asad Omar

Reserve Member

Councillor Julia Merison  
Councillor Nizam Ismail

3. **Declarations of Interest:**

**RESOLVED:** To note that (1) the following Members declared a prejudicial interest arising from their involvement with the organisations listed. Accordingly they left the room and took no part in the discussion or voting on the applications relating to these organisations:

<u>Agenda Item.</u>	<u>Member</u>	<u>Organisation and nature of Interest</u>
14. Grant Funding 2006/07 – Reserved Grants	Councillor Mrs Anjana Patel	Harrow Mencap (ALG Grants Committee Representative)
	Deven Pillay, Adviser	Harrow Mencap (Chief Executive)

(2) the following Members declared a personal interest arising from their involvement with the organisations listed. Accordingly, they remained and took part in the discussion and voting on the applications relating to these organisations:

<u>Member</u>	<u>Organisation</u>
Councillor Ms Nana Asante	Flash Musicals Harrow Association of Voluntary Services Harrow Council for Racial Equality Harrow Town Centre Forum
Councillor Don Billson	Harrow Association of Voluntary Services NWLTC Commission Harrow on the Hill Forum
Councillor Julia Merison	Bentley Priory Nature Reserve Committee Harrow Association of Disabled People Harrow on the Hill Forum RAF Northolt Community Conservative Group
Councillor Nizam Ismail	Harrow Council for Racial Equality
Councillor Joyce Nickolay	ALG Grants Committee Bentley Priory Nature Reserve Committee Harrow Agenda 21 Reserve Harrow Association of Voluntary Services Harrow Citizenship Advice Bureau Harrow Heritage Trust Executive Committee Harrow in Europe Harrow Sports Council Harrow weald Common oard of Conservators RAF Northolt Community Consultative Group Middlesex Guildhall Collective and Trust Fund
Councillor Mrs Anjana Patel	Association Joint Committee Harrow Association of Voluntary Services Harrow on the Hill Forum Multi-Agency Forum on Racial Harassment Saint Dominic's College
Deven Pillay, Adviser	Harrow Association of Voluntary Services Harrow Council for Racial Equality Harrow in Europe Harrow Refugee Forum Harrow Association of Disabled People
Councillor Mrs Rekha Shah	Harrow Anti-Racist Alliance

(3) in future, declarations of interest would be circulated to Members of the Committee in advance of meetings (see also Minute 13).

4. **Appointment of Vice-Chairman:**  
Nominations were received and seconded for Councillors Mrs Anjana Patel and Mrs Rekha Shah. Upon being put to the vote, it was  
**RESOLVED:** To appoint Councillor Mrs Anjana Patel Vice-Chairman of the Panel for the Municipal Year 2006/2007.
5. **Arrangement of Agenda:**  
**RESOLVED:** That all items be considered with the press and public present.
6. **Minutes:**  
**RESOLVED:** That the minutes of the meeting held on 8 March 2006, having been circulated, be taken as read and signed as a correct record.
7. **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).

8. **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).

9. **Deputations:**

**RESOLVED:** In accordance with advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution), the Panel received deputations from representatives of Pinner United Football Club and Harrow Tamil School Association, in relation to agenda item 16, 'Community Lettings.'

10. **Community Lettings:**

Having made a recommendation to the Portfolio Holder for Business Development in this regard, the Panel

**RESOLVED:** (1) To note that Paragraph 2.1.12 of the officer's report should state "At the same time the concession given against the published hire charges for voluntary groups will be reduced from 85% to 70% on 1 September 2006, to 60% on 1 April 2007, and 50% on 30 September 2008.";

(2) to request an officer report on the grants criteria be brought to a future meeting.

11. **Terms of Reference:**

A Member expressed concern that the terms of reference before the Panel did not make reference to the Panel's capacity to decide on grants appeals. As a result, it was

**RESOLVED:** That the terms of reference be reviewed at the next meeting of the Panel.

12. **Voluntary Sector Advisor Report:**

The Panel received a report of the Voluntary Sector Advisor, detailing his observations and concerns relating to the grants process.

The Advisor expressed the view that greater clarity was needed on the issue of whether the Panel was to receive deputations, and that the application form should be streamlined in some aspects, such as:

- Questions reflecting the size of the grant applied for should be included in the application process
- The Panel should adopt clearer processes in relation to appeals, owing to negative perceptions of the voluntary sector.

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

13. **The Grants Function:**

The Panel received a report of the Director of Financial and Business Strategy setting out a number of recommendations relating to the administration of the Grants Function for the Municipal Year 2006/2007.

Having discussed the proposals outlined in the officer report, the Panel agreed to the following administrative arrangements:

**Conduct of Meetings**

- To provide declarations of interest in writing prior to meetings of the Panel;
- to allow deputations yearly in November [Note: Councillors Ms Nana Asante, Nizam Ismail, Mrs Rekha Shah, and Mrs Sasi Suresh wished to be recorded as having voted against this decision];
- further to the above, to hold an extra meeting of the Panel in November if necessary, according to the number of deputations received, and one in December [Note Councillors Ms Nana Asante, Nizam Ismail, Mrs Rekha Shah, and Mrs Sasi Suresh wished to be recorded as having abstained from voting on this decision];
- to approve the suggested business for the Panel as set out in Appendix 1 of the officer report [Note: Councillors Ms Nana Asante, Nizam Ismail, Mrs Rekha Shah, and Mrs Sasi Suresh wished to be recorded as having abstained from voting on this decision].

#### Eligibility for Grants

- To approve new conditions for grant applications as set out in Appendix 2 of the officer report, with the stipulation that criteria relating to the proportion of membership living in Harrow, and to displaying Harrow Council's logo on grants over £1,000, be examined;
- to enforce strictly these conditions, and to make clear to applicants that the Panel would not support applications from particular groups or for particular activities.

#### Use of Premises and Facilities

- To request that the Director of Financial and Business Strategy perform an internal survey of organisations using Council premises for free or with subsidy, to determine the viability of bringing the use of Council premises into the grants application system. This could also be facilitated with an appropriate question on the application form.

#### Allocation of the Grants Budget for 2007/2008

- To note the provisional allocation of the budget for 2007/2008;
- to agree that responsibility for Arts Culture Harrow should transfer to Cabinet in due course. The Panel also requested that a visit to the Arts Centre in Harrow be organised before the December meeting.

#### The Application Process and Timetable

- To approve a new application form, as set out at Appendix 4 of the officer report;
- to agree the timetable for 2007/2008 Grant Applications, as set out in Appendix 5 of the officer report;
- to agree the communications strategy set out at Appendix 6 of the officer report;
- to allow multiple applications for grants from a single group;
- that late applications should not be considered.

#### Review Process

- To maintain the current system of review by existing Panel Members [Note: Councillors Ms Nana Asante, Nizam Ismail, Mrs Rekha Shah, and Mrs Sasi Suresh wished to be recorded as having voted against this decision]

#### Three Year Funding

- That any grant awarded exceeding £10, 000 should be in the form of a three year SLA

#### Management and Monitoring of Grants and SLAs

- To nominate lead officers for SLAs;
- to introduce performance reports.

#### The Role of Strategic or Umbrella Groups

- To review the role of strategic or umbrella groups at a later date;

#### Edward Harvist Trust

- To agree a maximum for grants from the Edward Harvist Trust of £ 2,000, although most grants would likely be of a smaller amount;
- to agree that applications to the Trust should be considered on an annual basis.

**RESOLVED:** That the above changes to the administration of the grants function be adopted.

14. **Grant Funding 2006/07 - Deferred Grants:**  
(See Recommendation 2).
15. **Grant Funding 2006/07- Reserved Grants:**  
(See Recommendation 3).
16. **Edward Harvist Trust Charity - Reserved Grants:**  
(See Recommendation 4).
17. **Community Premises:**  
An officer introduced a report of the Director of Financial and Business Strategy, updating the Panel on progress on the Community Premises Review.

The Panel heard that of the recommendations listed in the officer report, some minor changes could be implemented quickly, such as a change of criteria to use of space rather than hours of use and the possible introduction of a small charge for a meeting room. This would allow more voluntary groups to use the meeting room as this was under-utilised at present. More major recommendations, such as setting up a Community Trust, required more research and had notable resource implications.

In commenting on the report, the Voluntary Sector Advisor expressed the view that the support of the Council was required in developing the recommendations, particularly regarding the establishment of a Community Trust, which would require the provision of meeting rooms. The Panel heard that the advisor would bring suggestions about the establishment of a Community Trust to the next meeting of the Panel. The Panel noted that any recommendations regarding the establishment of a Trust required approval by Members and further consultation with groups.

An officer commented that resources such as the Specialist Funding officer were available to the voluntary sector, and that recommendations such as the creation an information sheet and directory of available premises were being investigated.

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

18. **Association of London Governments' Future Commissioning Priorities:**  
The Panel received a report of the Director of Financial and Business Strategy, which presented an update on the Association of London Governments' (ALG's) future commissioning priorities.

An officer stated that the ALG's new approach would involve the commissioning of voluntary sector groups to provide services, as opposed to the previous system of bidding for grants. This system was to be focused on increasing accesses to opportunities in London, reducing social exclusion and disadvantage, promoting equality and reducing discrimination.

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

19. **Extension of the Guillotine:**  
In accordance with Advisory Panel and Consultative Forum Rule 12.1 (Part 4E of the Constitution) it was

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

(2) at 10.30 pm to continue until 10.45 pm;

(3) at 10.45 pm to continue until 10.46 pm.

(Note: The meeting having commenced at 7.30 pm, closed at 10.46 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY  
Chairman

## HARROW BUSINESS CONSULTATIVE PANEL

18 JULY 2006

Chairman: Councillor Manji Kara

Councillors: \* Mrinal Choudhury \* Susan Hall (in the Chair)  
\* Keith Ferry \* Yogesh Teli (1)

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

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

1. **Appointment of Chairman for the Meeting:**  
In the absence of the Chairman, Councillor Manji Kara, (previously appointed to that office by the Cabinet - see Minute 2 below), it was  
**RESOLVED:** That Councillor Susan Hall be appointed Chairman for this meeting.
2. **Appointment of Chairman:**  
**RESOLVED:** To note the appointment, at the Cabinet meeting on 8 June 2006, of Councillor Manji Kara as Chairman of the Panel for the Municipal Year 2006/2007.
3. **Attendance by Reserve Members:**  
**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-  

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Manji Kara	Councillor Yogesh Teli
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. **Appointment of Vice-Chairman:**  
**RESOLVED:** To appoint Councillor Mrinal Choudhury as Vice-Chairman of the Panel for the Municipal Year 2006/2007.
6. **Arrangement of Agenda:**  
**RESOLVED:** That all items be considered with the press and public present.
7. **Minutes:**  
**RESOLVED:** That the minutes of the meeting held on 2 February 2006, having been circulated, be taken as read and signed as a correct record.
8. **Matters Arising from the Minutes:**  
An officer advised that there was an error contained under this item in the circulated papers. It was pointed out that, under item 18, 'the total incomes from parking fines...' should read 'the total income from fees and charges...'  
**RESOLVED:** That the above be noted.
9. **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).
10. **Petitions:**  
**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

11. **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).

12. **Terms of Reference:**

**RESOLVED:** That the terms of reference for the Panel be noted.

13. **Harrow Business Against Crime:**

The Panel received a presentation from the Crime Reduction Manager, setting out progress on the Harrow Business Against Crime (HBAC) initiative. The Panel heard that key parts of the scheme comprised:

- A radio link with CCTV support;
- subscription to the National Business Information System (NBIS), a database that would allow sharing of sensitive offender information in real-time;
- the employment of a full-time Business Crime Intelligence Manager (BIM) responsible for collecting and disseminating information to members of the scheme;

It was explained that HBAC currently focused on the town centre area, but it was hoped that the scheme would eventually be implemented Borough-wide. It was added that there were opportunities to share information cross-borough to support the Initiative.

Upon being opened for discussion, the Panel heard that a number of other boroughs, including Hillingdon, were implementing similar schemes.

The Panel requested an update on this subject to the next meeting.

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

14. **Business Continuity Management:**

The Panel received a presentation of the Business Continuity Officer, which explained the principles of Business Continuity Management (BCM) as well as the Council's current position in this regard.

During the course of the presentation, the following points were raised:

- That BCM was a process designed to ensure the operation of services in a time of a disruption, such as in the case of severe weather or system failure;
- that the same formula for BCM was being used across West London;
- that Harrow was currently at 'Stage 1' of the Business Continuity Institute's recommended process, that of collating information across service areas;
- further to this, that a Business Impact Assessment (BIA) was being conducted across the Council, after which Business Continuity Options would be identified.

The Panel was informed that Harrow currently backed up all data to a separate site, which could be accessed within 24 hours.

A business representative suggested that the Council might actively assist local businesses with BCM. An officer stated that efforts were being made to engage with community business federations to this end, and that the concerns of the representative would be noted.

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

15. **Economic Regeneration:**

An officer gave a presentation to the Panel on economic regeneration. He explained that economic regeneration focused on increasing employment, encouraging business growth and investment, and addressing economic disadvantage. The presentation addressed the following areas:



Harrow Economic Regeneration and Development Review

The Harrow Economic Development and Regeneration Review had been instigated, the Panel heard, to analyse local patterns of economic change and disadvantage, as well as to identify areas where action might be needed. It was reported that the Review was currently at the data-gathering stage, and that a business needs survey of over 1,000 businesses had been conducted, amongst other research activities.

Harrow's classification as a 'commuter borough' was emphasised, along with the corresponding need to ensure that the local economy was a strong one, with steps taken to maximize local employment.

Harrow Business Mapping

It was explained that a Business Mapping exercise had been conducted, in order to establish key issues facing local businesses. These were reported as:

- difficulty finding new clients
- lack of marketing expertise in the workforce
- insecure financial position

It was added that approximately 7% of small businesses contacted had considered moving out of the Borough, which was higher than the national average. Of these however, 5.5% expressed a desire to remain in Harrow.

Business Incubator Development

The presentation also set out progress on a business incubation scheme for Harrow. Of those surveyed, 10% of small businesses had expressed interest in business incubation. It was remarked that there was shortage of business incubation schemes across West London as well as Harrow.

It was added that the incubator would initially be set up virtually, before being allocated a permanent site in the Borough.

In the course of discussion, the following points were raised:

- the need to promote Harrow as a tourist centre;
- the need to ensure Harrow benefits from the 2012 Olympics;
- the importance of securing adequate employment in the service-sector;
- the need to promote the Council's ability to empower local businesses;

The Chairman requested that figures on bankruptcy in the Borough be brought to the Panel's next meeting, in order to gain a fuller picture of the economic health of the Borough.

The low attendance of business community representatives at the meeting was also noted, to which the Chairman suggested an informal meeting between Members and officers to discuss ways to increase their participation.

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

(Note: The meeting having commenced at 7.32 pm, closed at 9.34 pm)

(Signed) COUNCILLOR SUSAN HALL  
Chairman for the Meeting



## STRATEGIC PLANNING ADVISORY PANEL

18 JULY 2006

Chairman: \* Councillor Marilyn Ashton

Councillors: \* Mrs Camilla Bath \* Thaya Idaikkadar  
 \* Robert Benson \* Mrs Kinnear  
 \* Mano Dharmarajah (1) \* Navin Shah

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Update on Supplementary Planning Documents for Harrow's Conservation Areas**

The Panel received a report of the Group Manager (Planning and Development), which outlined the main issues involved in a new approach to the production of Conservation Area Supplementary Planning Documents (SPDs) and sought agreement on the nature of the revised approach. Officers drew the Panel's attention to late revisions to the report which had been included on the tabled Addendum.

A Member expressed concern that the proposed new approach represented a reversal of a decision previously made by Cabinet, and drew the Panel's attention to the "significant time and resource implications" highlighted in paragraph 2.2.4 of the report. Officers advised that, if the new approach were agreed by the Portfolio Holder, it was intended that existing staffing levels would be maintained and time reallocated accordingly to the new priorities. The new approach would take approximately three years longer than the approach previously agreed by Cabinet, but during this time there would be a gradual adoption of SPDs.

Members who spoke in support of the proposed new approach expressed the view that it would produce a more thorough and comprehensive set of documents, which would afford Harrow's Conservation Areas statutory protection and added weight at appeal, which would not have been the case under the previously adopted strategy.

Upon being put to a vote it was

**Resolved to RECOMMEND:** (to the Portfolio Holder for Property, Housing, Planning (Development) and Planning (Strategic)

That (1) the revised approach to the production of Supplementary Planning Documents (SPDs) for Harrow's conservation areas, which would involve a series of SPDs based on geographical groups of conservation areas, be agreed;

(2) the Local Development Scheme (LDS) be amended accordingly;

(3) the time and resource implications as outlined in the main body of the report and illustrated in Appendix 2 be noted.

[Notes: (i) Councillors Marilyn Ashton, Mrs Camilla Bath, Robert Benson and Mrs Kinnear wished to be recorded as having voted in favour of paragraph (1) of the recommendation above;

(ii) Councillors Mano Dharmarajah, Thaya Idaikkadar and Navin Shah wished to be recorded as having voted against paragraph (1) of the recommendation above].

**[REASON:** To enable work on the production of Conservation Area SPDs to proceed. The Council will also be working towards meeting its statutory requirements under Planning Policy Guidance Note 15, and English Heritage's "Guidance on the Management of Conservation Areas" and also towards meeting the Local Development Scheme timetable].

(See also Minute 4).

**RECOMMENDATION 2 - Conservation Area Appraisal and Management Strategy for Harrow School Conservation Area**

The Panel received a report of the Group Manager (Planning and Development) which included a draft of the Harrow School Conservation Area Appraisal and Management Strategy which had been revised in light of comments made by Members at the Panel

meeting held on 14 March 2006. The report recommended that the draft be approved for public consultation.

In response to a question from a Member of the Panel, officers confirmed that the documents would be resubmitted to the Panel for consideration following the public consultation.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Property, Housing, Planning (Development) and Planning (Strategic))

That the revised draft of the Harrow School Conservation Area Appraisal and Management Strategy be approved for public consultation.

**[REASON:** The Council will be working towards its statutory requirements under PPG15 and towards improving its performance against BVPI 219 on conservation areas].

**RECOMMENDATION 3 - Conservation Area Appraisal and Management Strategy for Grimsdyke Estate and Brookshill Drive Conservation Area, Proposed Conservation Area Boundary Changes and Proposed Article 4(2) Direction**

The Panel received a report of the Group Manager (Planning and Development), which included a draft of the Grimsdyke Estate and Brookshill Drive Conservation Area Appraisal and Management Strategy, which had been revised in light of comments made by Members at the Panel meeting held on 14 March 2006. Officers had recommended that the draft be approved for public consultation. The report also recommended alterations to the Conservation Area boundary and the introduction of an Article 4(2) Direction to the area. Officers drew the Panel's attention to late revisions to the report which had been included on the tabled Addendum.

The Panel considered the revised documents and suggested changes to the text and diagrams, which were noted by officers. A number of typographical errors were also highlighted and officers confirmed that these would be corrected. A Member commented that officers might wish to reconsider the formatting of the document in relation to the three-column layout.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Property, Housing, Planning (Development) and Planning (Strategic))

That (1) the revised draft of the Grimsdyke Estate and Brookshill Drive Conservation Area Appraisal and Management Strategy, amended in accordance with the comments made by the Panel, be approved for public consultation;

(2) a new Article 4(2) Direction for the Grimsdyke Estate and Brookshill Drive Conservation Area, to include the properties and classes of development described and denoted in Appendix 1 and Maps A and B of the officer report, be approved;

(3) the proposed alterations to the boundaries of the Grimsdyke Estate and Brookshill Drive Conservation Area, as set out in Section 2.3 of the officer report and the map within the draft document in Appendix 2 of the officer report, be approved;

(4) subject to the approval of (2) and (3) above, that the Director of Legal Services be authorised to carry out the necessary publicity and notification in relation to (2) and (3) above, as prescribed by the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Town and Planning (General Permitted Development) Order 1995, in that respect.

**[REASON:** The Council will be working towards its statutory requirements under PPG15 and towards improving its performance against BVPI 219 on conservation areas].

(See also Minute 4).

**RECOMMENDATION 4 - Conservation Area Appraisal and Management Strategy for Eastcote Village Conservation Area and Proposed Article 4(2) Direction**

The Panel received a report of the Group Manager (Planning and Development), which included the first draft of the Eastcote Village Conservation Area Appraisal and Management Strategy. The report recommended that the draft be approved for public consultation, and that an Article 4(2) Direction be introduced in the area.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Property, Housing, Planning (Development) and Planning (Strategic))

That (1) the draft Eastcote Village Conservation Area Appraisal and Management Strategy be approved for public consultation;

(2) a new Article 4(2) Direction for the Eastcote Village Conservation Area, to include the properties and classes of permitted development described and denoted in Appendix 1 of the report of the officer report, be approved;

(3) subject to the approval of (2) above, that the Director of Legal Services be authorised to carry out the necessary publicity and notification in relation to (2) above, as prescribed by the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Town and Planning (General Permitted Development) Order 1995, in that respect.

**[REASON:** By agreeing to the Conservation Area Appraisal the Council will be working towards its statutory requirements and towards improving its performance against BVPI 219 on conservation areas. The implementation of an Article 4(2) Direction will provide better protection against development that would be detrimental to the character and appearance of the conservation area].

#### **RECOMMENDATION 5 - Statement of Community Involvement: Inspector's Report**

The Panel received a report of the Executive Director (Urban Living) which provided an update on progress made towards the adoption of the Council's Statement of Community Involvement (SCI) since the submission stage.

In response to a question from a Member, officers confirmed that the changes recommended by the Inspector were small, and could be comfortably absorbed.

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

That (1) the binding Inspector's report and recommendations on the Statement of Community Involvement be accepted;

(2) the final stage and progress towards the adoption and publication of the final document be noted.

**[REASON:** Accepting the Inspector's recommendations and progressing the SCI in accordance with the agreed timetable set out in the adopted Local Development Scheme (LDS) will improve the Council's Comprehensive Performance Assessment (CPA) rating. By meeting important milestones the Council's desired objective of excellence will be achieved].

#### **RECOMMENDATION 6 - Local Development Framework - Core Strategy and Site Specific Proposals Development Plan Documents (DPDs) - Issues and Options**

The Panel received a report of the Group Manager (Planning and Development), which provided an update on progress made in the early stages of preparation of the Harrow Core Strategy and Site Specific Proposals Document. The Panel was invited to comment on the Issues and Options identified for both documents, and to consider recommending to Cabinet that the documents go forward for formal consultation. Officers tabled an addendum to the report with some revisions to the circulated document.

A Member congratulated officers on the report, and emphasised that the purpose of the report was to encourage community engagement. A Member proposed that officers be invited to present the report at a meeting of the Harrow Strategic Partnership Board in order to assist with dissemination of information throughout the community.

A Member noted the 'Travel to work' survey on page 50 of the agenda had been undertaken in 2001, and questioned the validity of five year old research. Officers advised that conducting surveys was costly and time-consuming, and, in view of this, the Council and Government had taken a pragmatic view on the evidence base that would be used to support the Local Development Framework (LDF) documents. The Council had identified three key pieces of significant research that had been undertaken to support the LDF: the employment land survey, the housing needs survey and work in relation to open spaces (PPG17 study).

The Panel suggested changes to the text and highlighted a number of typographical errors, which were noted by officers.

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

That (1) the draft issues and options contained in the officer report provided the basis for documents to be used in the first stage of formal consultation on the Harrow Core Strategy and the Site Specific Proposals Documents;

(2) the six-week statutory consultation on the issues and options for the Harrow Core Strategy and the Site Specific Proposals Documents be undertaken between the 4 September 2006 and 13 October 2006;

(3) officers be invited to present the report at a meeting of the Harrow Strategic Partnership Board in order to assist with dissemination of information throughout the community.

**[REASON:** Failure to undertake through consultation on the Issues and Options would expose the Council to challenge. There would also be implications for the level of Planning Delivery Grant received, as the timetable for the production of the Harrow Core Strategy and the Site Specific Proposals Document would not be adhered to].

**RECOMMENDATION 7 - Responses to the Statutory Consultation on the Draft Affordable Housing Supplementary Planning Document (SPD) and its Accompanying Sustainability Appraisal (SA)**

The Panel received a report of the Executive Director (Urban Living) which outlined the responses received following consultation on the draft Affordable Housing Supplementary Planning Document (SPD).

A Member expressed the view that the new administration held a different policy stance from the one articulated in the SPD, and proposed that the document not be adopted.

A Member noted that the SPD had undergone a valid public consultation process and should be adopted in its current form. He expressed the view that the production of a new SPD would have time and resource implications.

In response to a question from a Member regarding what the risk would be to the Council if the SPD were not adopted, officers advised that the Council would continue to follow its current policy, which was stated within the adopted Unitary Development Plan.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Property, Housing, Planning (Development) and Planning (Strategic)

That the Affordable Housing Supplementary Planning Document (SPD) and its accompanying Sustainability Appraisal (SA) not be adopted.

[Notes: (i) During discussion on the above item, it was moved and seconded that the SPD be adopted. Having been put to a vote, the motion was not carried;

(ii) subsequently, it was moved that the SPD not be adopted. Having been put to a vote, this was carried;

(iii) Councillors Marilyn Ashton, Mrs Camilla Bath, Robert Benson and Mrs Kinnear wished to be recorded as having voted in favour of the recommendation above;

(iv) Councillors Mano Dharmarajah, Thaya Idaikkadar and Navin Shah wished to be recorded as having voted against the recommendation above].

**[REASON:** The SPD offers the opportunity to clarify the Council's application of existing HUDP policy].

**RECOMMENDATION 8 - Local Development Scheme (LDS) - Document and Timetable Revisions**

The Panel received a report of the Executive Director (Urban Living) which set out a revised timetable for progressing the main Local Development Framework (LDF) documents.

In response to questions from Members, officers advised that the programme had slipped as a result of such matters as the Borough Elections and a review of dates in the 2006/07 Municipal Calendar, but confirmed that, following discussions with officers at the Government Office for London (GOL), the Council's explanations about necessary timetable revisions had been provisionally accepted by GOL.

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

That (1) the revised Local Development Scheme (LDS) and timetable for document preparation contained within it be agreed;

(2) the revised LDS be submitted to the Secretary of State;

(3) subject to the Secretary of State not directing any changes to the revised LDS, that the revisions be brought into effect.

**[REASON:** The Council has a statutory duty to prepare and keep up to date a Local Development Framework, for which the project management plan is the Local Development Scheme].

**PART II - MINUTES**1. **Appointment of Chairman for the Municipal Year 2006/07:**

**RESOLVED:** To note the appointment of Councillor Marilyn Ashton at the Cabinet meeting on 8 June 2006 as Chairman of the Strategic Planning Advisory Panel for the Municipal Year 2006/07.

2. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Keith Ferry

Councillor Mano Dharmarajah

3. **Declarations of Interest:**

**RESOLVED:** To note the following declarations of interest made by Members present at this meeting:

(i) Councillor Mrs Camilla Bath declared a personal interest arising from the fact that she was a Board Member of the Harrow Churches Housing Association. Accordingly, she would remain in the room and take part in the discussion and decision-making.

(ii) Councillor Marilyn Ashton declared a personal interest arising from the fact that RAF Bentley Priory was mentioned generally in an item on the agenda. Accordingly she would remain in the room and take part in the discussion and decision-making. Councillor Marilyn Ashton wished it to be noted that, should the Panel's discussions at any time become detailed or specific in relation to RAF Bentley Priory, she would be declaring a prejudicial interest and leaving the room.

[Note: Subsequently, RAF Bentley Priory was not discussed specifically by the Panel, and Councillor Marilyn Ashton did not declare a prejudicial interest].

4. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1972 (as amended), the following agenda items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

Agenda itemSpecial Circumstances/  
Grounds for Urgency

Addendum (tabled at the meeting)

This contained information relating to items 11, 13 and 17 on the agenda and was based on information received after the agenda's despatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them.

- |     |  |  |
|-----|--|--|
| 12. | Conservation Area Appraisal and Management Strategy for Harrow School Conservation Area  | A number of late amendments had to be incorporated into these reports following feedback from various sources. The aim was to get these adopted by the end of the financial year (ie. end of March 2007) to meet targets set by the Best Value Performance Indicator 219 and to give the conservation area improved policy protection. |
| 13. | Conservation Area Appraisal and Management Strategy for Grimsdyke Estate and Brookshill Drive Conservation Area, Proposed Conservation Area Boundary Changes and Proposed Article 4(2) Direction |  |
| 14. | Conservation Area Appraisal and Management Strategy for Eastcote Village Conservation Area and Proposed Article 4(2) Direction   |  |

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

5. **Appointment of Vice-Chairman for the Municipal Year 2006/07:**  
Nominations were received and seconded for Councillors Mrs Kinnear and Navin Shah. Upon being put to a vote, it was
- RESOLVED:** That Councillor Mrs Kinnear be appointed Vice-Chairman of the Strategic Planning Advisory Panel for the Municipal Year 2006/07.
6. **Minutes:**
- RESOLVED:** That the minutes of the meeting held on 14 March 2006, having been circulated, be taken as read and signed as a correct record.
7. **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).
8. **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).
9. **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).
10. **Terms of Reference:**
- RESOLVED:** That the terms of reference of the Strategic Planning Advisory Panel be noted.
11. **Update on Supplementary Planning Documents for Harrow's Conservation Areas:**  
(See Recommendation 1).
12. **Conservation Area Appraisal and Management Strategy for Harrow School Conservation Area:**  
(See Recommendation 2).
13. **Conservation Area Appraisal and Management Strategy for Grimsdyke Estate and Brookshill Drive Conservation Area, Proposed Conservation Area Boundary Changes and Proposed Article 4 (2) Direction:**  
(See Recommendation 3).
14. **Conservation Area Appraisal and Management Strategy for Eastcote Village Conservation Area and Proposed Article 4 (2) Direction:**  
(See Recommendation 4).



15. **Future Town Centre Health Checks:**  
The Panel received a report of the Executive Director (Urban Living), which provided an update on work being undertaken in relation to town centre health checks.
- In response to a question from a Member in relation to resources, officers advised that it was intended that the work described in the report would be absorbed within current staffing levels.
- A Member welcomed the proposed resumption of the reporting of town centre health checks as a positive move.
- RESOLVED:** To (1) note the proposed approach to future town centre health checks;  
(2) confirm the Panel's support of the next health check being prepared for North Harrow District Centre.
16. **Statement of Community Involvement: Inspector's Report:**  
(See Recommendation 5).
17. **Local Development Framework - Core Strategy and Site Specific Proposals Development Plan Documents (DPDs) - Issues and Options:**  
(See Recommendation 6).
18. **Responses to the Statutory Consultation on the Draft Affordable Housing Supplementary Planning Document (SPD) and its Accompanying Sustainability Appraisal (SA):**  
(See Recommendation 7).
19. **Local Development Scheme (LDS) - Document and Timetable Revisions:**  
(See Recommendation 8).

(Note: The meeting having commenced at 7.30 pm, closed at 9.35 pm)

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman



HARROW  
ADMISSIONS  
FORUM



**HARROW ADMISSIONS FORUM**

**19 JULY 2006**

Chairman:	* Councillor Bill Stephenson		
Councillors:	* Mrs Janet Cowan		
	* Jean Lammiman (see Minute 1)		
Community School Representatives:	<u>Governor</u>	<u>Primary</u>	<u>Secondary</u>
	(Vacancy)	* Sue Jones	Allan Jones
Jewish School Representative:	Mrs D Palman		
Roman Catholic School Representative:	* Jim Coyle (see Minute 1)		
Church of England School Representative:	Mrs S Hinton		
Church of England Diocese Representative:	Mrs K Uttley		
Catholic Schools Diocese Representative:	* Mr Billiet		
Primary Elected Parent Governor Representative:	* Mr H Epie		
Secondary Elected Parent Governor Representative:	† Mr R Sutcliffe		
Harrow Council for Racial Equality Representative:	† Prem Pawar		
Early Years Development Partnership Representative:	† Helena Tucker		
Children's Services Representative:	(Vacancy)		

\* Denotes Member present  
 † Denotes apologies received

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

1. **Attendance by Reserve Members:**

**RESOLVED:** To note that (1) Councillor Jean Lammiman was reserving for Councillor Dinesh Solanki; and

(2) Mr J Coyle was reserving for Mr M Murphy (Roman Catholic School Representative).

2. **Declarations of Interest:**

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

Councillor Bill Stephenson	Declared a personal interest in that he was a governor at Marlborough First and Middle School and Hatch End High School. Accordingly, he remained in the room and took part in the discussion and decision-making.
Councillor Jean Lammiman	Declared a personal interest in that she was a governor at Nower Hill High School. Accordingly, she remained in the room and took part in the discussion and decision-making.

Jim Coyle

Declared a personal interest in that he was a governor at Sacred Heart Language College. Accordingly, he remained in the room and took part in the discussion and decision-making.

3. **Arrangement of Agenda:**

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

4. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 6 March 2006, having been circulated, be taken as read and signed as a correct record.

5. **Matters arising from the Minutes:**

**RESOLVED:** That (1) the following matter arising from the minutes of the meeting of the Forum held on 6 March 2006 be referred to the Director of Legal Services for advice and to request that he prompt the Business Transformation Partnership to provide the data requested:

Minute 76

Resolution 68(1) – Admission Arrangements for the 2007-08 Academic Year (Sharing Council Data Sources) – “The Forum was advised that no definite reply had been received regarding the issue of sharing Council data sources, and that this issue was widespread and not restricted to Harrow. The Forum was advised there was a basic view that data could not be shared at that level due to legal constraints.”

(2) further to discussions on children having Special Educational Needs a report be submitted to the next meeting on the following:

Minute 81

Voluntary Aided (VA) Admissions Arrangements 2006/07.

6. **Harrow Admissions Forum Terms of Reference:**

**RESOLVED:** That the Terms of Reference be noted.

7. **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).

8. **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).

9. **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).

10. **Single Intake to Reception - Pilot 2005/2008:**

The Forum received an information item on the above matter from the Director of Strategy Services. An officer advised that an article was to be included in the Harrow People Magazine to inform parents of the evaluation.

**RESOLVED:** That the information sent to schools advising of the timetable for the evaluation of the single pilot intake be noted.

11. **E-applications:**

The Forum received an information item on the above matter from the Director of Strategic Services.

An officer informed the Forum that Harrow was participating in a Pan-London Project. It was noted that parents wishing to apply for primary school places in Harrow would be able to apply online from 1 August 2006.

**RESOLVED:** That the arrangements put in place to ensure that Harrow met the e-government agenda in relation to online applications for school places be noted.

12. **Medical Claims:**

The Forum received a report of the Director of Strategic Services, which sought the views of the Forum on the medical criterion used for admission to community primary and secondary schools.

An officer advised that under the current medical criterion parents could ask for consideration for priority for a school place on medical grounds for the school closest to their home address. A recent case had highlighted a problem when a parent who had not been offered her preferred school and whose appeal was subsequently not allowed challenged the decision by way of a judicial review. The parent presented medical grounds, which had not been provided at the time of application, for their reasoning. The Authority had decided not to contest the application and the child was allocated a place at the parent's preferred school. The reason for this was that advice from Counsel was that by only considering the school closest to the home address, Harrow's admission rules "fettered their discretion".

The Forum noted that medical claims could only be considered for the school closest to the child's home address. A proposal was made to vary the admission rule and to investigate whether the Special Educational Needs (SEN) Panel could provide some overview and advice in determining medical claims that were not for the school closest to the home address. Advice from Harrow's Legal Department was that the Forum consider tightening the medical claims criterion by including the word "generally" in order to prevent any potential challenges. The criterion would then read as follows;

"Such requests will **generally** only be considered for the school nearest the child's home."

**RESOLVED:** That (1) the officer consult with SEN to identify whether referrals could be made to the SEN Panel;

(2) legal advice be sought when drafting the precise wording of the medical claims criterion to include the words "in wholly exceptional" in order to prevent any potential appeal challenges, and the criterion then read as follows:

"Claims on medical grounds will only be considered for the school closest to the home address except in wholly exceptional circumstances".

13. **Rising 5 Timetable:**

A report of the Director of Strategic Services was presented to the Forum asking Members to review the timetable for the allocation of places to Reception with a view to bringing it more in line with other London Authorities.

The officer explained that, under the current system, parents could apply for more than one school and, as Harrow had an earlier closing date for admissions with parents being offered a school place earlier, it was then easy for parents to accept and then in principle to later decline the place once they had been offered a more preferential school place by another authority.

The Forum agreed that the proposal to delay the closing date for applications until 31 January each year was subject to consultation. The officer advised that the consultation exercise would be undertaken during the Autumn, be fed back to the Forum in Spring, then followed by any recommendations to Cabinet in March.

**RESOLVED:** That the consultation on admission arrangements include a proposal to defer the closing date for applications until 31 January each year with offer letters being sent in late March/early April depending on when Easter fell each year.

14. **Admission Arrangements 2008-9:**

The Forum considered a report of the Director of Strategic Services, which sought to review the admission arrangements for the 2008/9 academic year. The officer advised that this was in order to consider the effectiveness of the local admission arrangements and how well they served the parents and children. It was noted that any decision would be included in the annual consultation exercise, which would take place during the Autumn with feedback to the Forum in Spring 2007 with any recommendations being submitted to Cabinet in March 2007.

**RESOLVED:** That (1) top priority be given to Looked After Children;

(2) the Planned Admissions Number for Cedars and Grange Schools be reduced from 90 to 60;

(3) under the co-ordinated admission arrangements when a child's name had been placed on a waiting list for another school, after already being allocated a place, parents would be deemed to be indicating their preference for this school rather than the one allocated. If at a later date a place was offered from the waiting list, this new offer would supersede any previous offer, which would then be withdrawn.

(4) the introduction of a sibling link for Sixth Forms be kept under review.

15. **Date of Next Meeting:**

**RESOLVED:** That (1) the meeting provisionally agreed for 10 October 2006 be cancelled; and

(2) three further meetings be arranged for early November 2006, February and March 2007.

(Note: The meeting having commenced at 5.45 pm, closed at 6.54 pm)

(Signed) COUNCILLOR BILL STEPHENSON  
Chairman



PORTFOLIO HOLDER  
DECISION MEETING



**PORTFOLIO HOLDER DECISION MEETING**

**25 JULY 2006**

Councillors: \* David Ashton

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

1. **Declarations of Interest:**

**RESOLVED:** To note that no interests were declared in relation to the business to be transacted at this meeting.

2. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 3 May 2006, having been circulated, be taken as read and signed as a correct record.

3. **Petitions:**

**RESOLVED:** To note that no petitions were received under the provisions of Executive Procedure Rule 15 (Part 4D of the Council's Constitution).

4. **Public Questions:**

**RESOLVED:** To note that no public questions were received under the provisions of Executive Procedure Rule 16 (Part 4D of the Constitution).

5. **Matters referred to the Executive Member:**

**RESOLVED:** To note that no matters had been referred to the Executive Member for reconsideration in accordance with the provisions contained in Overview and Scrutiny Procedure Rule 22 (Part 4F of the Council's Constitution).

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

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

7. **Key Decision - The Setting of Statutory Fees for Licensing Houses in Multiple Occupation:**

In the absence of the Leader, the Deputy Leader, in accordance with the paragraph 4 (Temporary Arrangements) of the Delegated Powers of Portfolio Holders (Appendix to Executive Procedure Rules, Part 4D of the Constitution), presided at the meeting.

The Deputy Leader considered the report which related to the Setting of Statutory Fees for Licensing Houses in Multiple Occupation (HMO), and involved the taking of an urgent key decision.

The report advised that the Housing Act 2004 had introduced a mandatory national licensing scheme for HMO. The legislation had become operative on 6 April 2006 and the report set out the proposed charging scheme for licensing of HMO in respect of this legislation. The report also advised that, until the fee was set, the Council could not invite applications under the new legislation from Landlords of relevant properties.

**RESOLVED:** That (1) the fee for mandatory HMO licensing be set at £613.36 for a Premise Licence Application;

(2) where the application was incomplete the fee would comprise the set fee of £613.36 as detailed in resolution (1) above, plus a standard hourly charge at calculated corporate rates for administration and for the inspection of each habitable room in the property.

**Reason for Decision:** To set the fee, as required by legislation, to enable the Council to meet its statutory duty to licence HMO. The Housing Act 2004 allowed the Council to set fees to meet the full costs associated with the issuing of a licence in respect of a HMO. The fee structure agreed reflected the actual costs of administering the licensing scheme.

(Note: The meeting having commenced at 5.45 pm, closed at 5.46 pm)

(Signed) COUNCILLOR DAVID ASHTON  
(See Minute 7).



