

2007 – 2008
February 2008 Volume 9



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 9: FEBRUARY 2008

CONTENTS

Meeting

Date 2008

COUNCIL AND COUNCIL COMMITTEES

STRATEGIC PLANNING COMMITTEE

6 February

Member Development Panel

6 February

OVERVIEW AND SCRUTINY COMMITTEE

12 February

Licensing Panel

20 February

COUNCIL (COUNCIL TAX)

21 February

DEVELOPMENT MANAGEMENT COMMITTEE

27 February

THE CABINET, ADVISORY PANELS AND CONSULTATIVE FORUMS

CABINET

14 February

Harrow Admissions Forum

4 February

Tenants' and Leaseholders' Consultative Forum

28 February

Harrow Business Consultative Panel

7 February

Education Admissions and Awards Advisory Panel

13 February

Education Admissions and Awards Advisory Panel

27 February

Traffic and Road Safety Advisory Panel

26 February

COUNCIL
AND
COUNCIL
COMMITTEES

STRATEGIC
PLANNING
COMMITTEE

REPORT OF STRATEGIC PLANNING COMMITTEE

MEETING HELD ON 6 FEBRUARY 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Don Billson * Julia Merison
 * Mrinal Choudhury * Narinder Singh Mudhar
 Keith Ferry * Joyce Nickolay
 * Thaya Idaikkadar

* Denotes Member present

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 194. **Attendance by Reserve Members:**

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

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

RESOLVED: To note that no Members, who were not Members of the Committee, had requested to speak at the meeting.

 196. **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.

 197. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
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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 enable Members to consider all information relevant to the items before them.
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 198. **Minutes:**

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

 199. **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.

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

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

 201. **Representations on Planning Applications:**

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

202. **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.

203. **Planning Appeals Update:**

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

RESOLVED: That the report be noted.

204. **Local Validation Requirements for Planning Applications: Draft for Consultation - January 2008:**

The Committee received a report of the Director of Planning, Development and Enterprise which informed members of a proposed consultation with key stakeholders on new arrangements for validating planning applications in connection with the use of the new national electronic standard planning application form (1APP) being introduced from 6 April 2008.

In response to questions, it was noted that:

- applications could still be made on paper-based systems;
- there would be links with the HARP project;
- it was the responsibility of the Applicant to find the required information; and
- the list could be reviewed after three years.

RESOLVED: That (1) a 6 week consultation on the local criteria for validating applications, prior to the adoption of the new national electronic standard planning application form (1APP) on 6 April 2008 be agreed;

(2) to report back to Development Management Committee on 2 April 2008 on the outcome of the consultation and present the resultant final version of the "Local Validation Requirements for Planning Applications" for adoption and publication prior to 6 April 2008.

205. **Member Site Visits:**

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

206. **Chairman's Announcements:**

The Chairman made two announcements:

1. **Letter from the Department of Communities and Local Government**

The Chairman expressed dissatisfaction that a response to her letter to Ruth Kelly regarding Permitted Development Rights had been received ten months later, without the designation of the signatory, and providing no further information on the matter.

2. **The Planning Bill**

The Chairman informed the Committee that one of the provisions of the Planning Bill was for planning appeals for minor developments to be heard by a panel of local councillors rather than by a planning inspector.

She had written to the Chairman of the LGA, in consultation with the Leader and Deputy Leader, expressing concern at the funding implications for Local Authorities and issues arising from Members deciding appeals.

The Committee discussed the implications of the implementation of such a provision which, in its opinion, would materially affect the role of Members in the planning function. The Director of Planning, Development and Enterprise reported that Government had accepted that independent planning advice would be required by a Committee considering planning appeals.

(Note: The meeting, having commenced at 6.30 pm, closed at 7.55 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

SECTION 1 – MAJOR APPLICATIONS

LIST NO: 1/01 **APPLICATION NO:** P/3429/07/CFU/AF

LOCATION: Land At 1-4 Eaton Court, Westfield Park, Hatch End

APPLICANT: Preston Bennett

PROPOSAL: Redevelopment of Site to Provide a Three-Storey Building to provide 11 Flats with Basement Car Parking

DECISION: GRANTED permission for the development described in the application and submitted plans, subject to the renumbering of the conditions in order to delete the second Condition 16.

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

LIST NO: 1/02 **APPLICATION NO:** P/3214/07/CFU/DT2

LOCATION: Equitable House, Lyon Road, Harrow

APPLICANT: P And Angel Properties Ltd

PROPOSAL: Change of Use of Part of Office Block to Residential to Provide 32 Residential Units With a Two Storey Extension at Roof Level and a Seven Storey Extension and Retention of 1920 Sqm of B1 Floor Space (Resident Permit Restricted)

DECISION: DEFERRED at the request of the officers for further information.

LIST NO: 1/03 **APPLICATION NO:** P/4111/07/CFU/AF

LOCATION: 90-100 Pinner Road, Harrow

APPLICANT: R Dalia

PROPOSAL: Conversion of 1st Floor and Roof Extension to Create New 2nd Floor With Flat Roof to Provide 12 x 2 Bedroom Units Above Existing Commercial Unit.

DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum.

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

LIST NO: 1/04 **APPLICATION NO:** P/3963/07/CFU/DT2

LOCATION: Oxhey Lane Farm, Oxhey Lane, Pinner

APPLICANT: London Borough of Harrow Environmental Services

PROPOSAL: Construction of Earth Embankment, Culverts and Associated Structures and a Flood Diversion Ditch to Provide Flood Storage Area.

DECISION: GRANTED permission for the development described in the application and submitted plans.

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

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/2719/07/DFU/JK
LOCATION: 19 - 23 High Street, Pinner
APPLICANT: Starbucks Coffee Co (Uk) Ltd
PROPOSAL: New Shopfront on High Street and Bishops Walk
DECISION: DEFERRED to the next meeting to enable clarification of the proposals.

LIST NO: 2/02 **APPLICATION NO:** P/2717/07/DAD/JK
LOCATION: 19 - 23 High Street, Pinner
APPLICANT: Starbucks Coffee (Uk) Ltd
PROPOSAL: Externally Illuminated Fascia and Projecting Signs
DECISION: DEFERRED to the next meeting.

LIST NO: 2/03 **APPLICATION NO:** P/4014/07/DDP/DT2
LOCATION: Former Government Offices Site, Honeypot Lane, Stanmore
APPLICANT: Berkeley Urban Renaissance Ltd
PROPOSAL: Details of Tree and Hedgerow Survey Required By Condition 7 of Planning Permission Ref: P/2317/06/Cfu
DECISION: GRANT permission for the development described in the application and submitted plans.

LIST NO: 2/04 **APPLICATION NO:** P/0057/08/DFU/MRE
LOCATION: Alleyway Entrance At Station Parade, Northolt Road, South Harrow
APPLICANT: Jackie McCormack
PROPOSAL: Provision of Alley Gates to the Rear of Station Parade, Adjacent to 1 Alexandra Parade and 2 and 4 Alexandra Avenue.
DECISION: Subject to consultation response, GRANT permission for the development described in the application submitted and submitted plans.

MEMBER
DEVELOPMENT
PANEL

MEMBER DEVELOPMENT PANEL

6 FEBRUARY 2008

Chairman: * Councillor Jean Lammiman

Councillors: * B E Gate Phillip O'Dell
* Mrs Vina Mithani (2)

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

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**46. **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 Paul Osborn	Councillor Vina Mithani

47. **Declarations of Interest:**

RESOLVED: To note the following interest:

<u>Agenda Item</u>	<u>Nature of Interest</u>
8. Member Development Programme	Councillor Jean Lammiman declared a personal interest relating to the business with Roffey Park Institute.

48. **Arrangement of Agenda:**

RESOLVED: That (1) Any Other Business be added to the agenda after item 8;

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

49. **Minutes:**

RESOLVED: That the minutes of the meeting held on 15 November 2007 be taken as read and signed as correct record.

50. **Public Questions:**

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

51. **Petitions:**

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

52. **Deputations:**

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

53. **Member Development Programme:**

The Panel received the report of the Interim Divisional Director Human Resources and Development, which reviewed the progress of the 2007 Member Development Programme and set out the proposals for the 2008 Member Development Programme for elected Members. It was reported that attendance at the recent Quarterly Briefing had been low due to clashes with other meetings. Despite this it was noted that the briefing had been useful for both Members and officers. The officer reported that a review would take place at the end of the municipal year to evaluate how successful the process had been.

After a general discussion it was noted that:

- ad-hoc Executive training would be mainstreamed under Member Development;
- Disability Discrimination Act training should be mandatory for all Members, in view of the need to respond to changes in Cabinet membership, new legislation and the reviews of acts. It was further suggested that DDA training should be amalgamated into the general Member Development Programme;
- the Communications Team should be advised to consult the calendar produced by Democratic Services to avoid future clashes with mandatory training sessions;
- although the Action Learning Event on 14 December 2007 had run smoothly, the scheduled speaker for the next event had withdrawn at the last moment. It was suggested that a system should be put in place to deal with future such occurrences. The Chairman commented that inspirational speakers must be sought to help the Council achieve high levels of performance. A further event was planned and would hopefully be held before the end of April;
- 75 users had registered for E-Learning, although only 4 Members were active. E Learning would prove useful for newly elected Members and new cohorts. Access to the wider Learning Pool had been set up enabling Members to view large amounts of business information. It was suggested that a certificate for the completion of the course would be an incentive for Members to use the system;
- 15 Members had been nominated for the Member Coaching Programme that had been launched on 4 December 2007. The briefing sessions had seen fairly good attendance from seven out of the fifteen. The format of the programme would be '360 degree appraisal', consisting of self analysis followed by assessment feedback from nominated peers/managers, officers and community groups. Difficulties had been experienced with not obtaining responses from the nominees. It was suggested that the context from Symmetry was not particularly clear, with Members unsure why they were nominating. The Chairman commented that this was the reason a pilot scheme was chosen, and in light of such difficulties the programme must not lose focus;
- two mandatory Finance training sessions for Members had been scheduled for March.

54. **Any Other Business:**

After a general discussion it was noted that:

- the Chairman commented that the induction for newly elected Members must be prepared for the by-election on 13 March 2008. It was suggested that the most recently elected Member could offer valuable feedback on what parts of the induction were successful;
- the Chairman commented that a code-of-conduct for Blogging should not be drawn up until Members had received adequate training. It was further suggested that Standards Committee refer this matter through Communications and that a connection should be made between themselves and the Director of Legal and Governance. It was noted that Members must be fully equipped to deal with the individual and corporate dangers associated with online content;
- the Chairman presented the Members and officers with the manifesto booklet from the LGIU. This would be investigated by officers and added to the agenda for the next Member Development meeting;
- the Chairman reported that prior to the association with The Roffey Park Institute, The Leadership Centre for Local Government created a programme to establish better working practices between Cabinet and the Corporate Management Team. An additional workshop for Members, and also a separate workshop for officers, had been developed to instruct on how to better organise the management decision process. It was decided that the Executive and Corporate Managers be consulted about how to move forward with these programmes after the conclusion of the partnership with Roffey Park. The output of the joint workshops would be 'retro-fed' into the results

from the Roffey Park programme, and then further aligned with the wider work of the Member Development. The Chairman added that the Chief Executive had confirmed he would take action regarding the above.

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

(Note: The meeting having commenced at 7.35 pm, closed at 8.36 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN
Chairman

OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD ON 12 FEBRUARY 2008

Chairman:	* Councillor Stanley Sheinwald	
Councillors:	* Mrs Margaret Davine * B E Gate * Mitzi Green * Manji Kara * Barry Macleod-Cullinane * Jerry Miles	* Mrs Vina Mithani * Anthony Seymour * Dinesh Solanki * Yogesh Teli * Mark Versallion
Voting	(Voluntary Aided)	(Parent Governors)
Co-opted:	† Mrs J Rammelt † Reverend P Reece	† Mr R Chauhan * Mrs D Speel

- * Denotes Member present
† Denotes apologies received

[Note: Councillors Susan Hall and Chris Mote also attended this meeting to speak on the item indicated at Minutes 271 and 272 below. Councillor Chris Mote also spoke on the item indicated at Minute 265.]

PART I - RECOMMENDATIONS
RECOMMENDATION I - Councillor Call for Action and Local Petitions

Central government, under the auspices of its community empowerment agenda, has developed the Councillor Call for Action. As part of its drive for 'responsive services and empowered communities', the process is intended to strengthen the role of Councillors as advocates of the concerns of local people.

The Overview and Scrutiny Committee, in considering the report of the Corporate Director of Strategy and Business Support, which outlined the progress made in Harrow in preparing for the Councillor Call for Action, agreed, inter alia, that the Committee's terms of reference and that of its Performance and Finance Sub-Committee be amended to ensure that arrangements were in place should the provisions in the legislation – the Local Government and Public Involvement in Health Act 2007 and the Police and Justice Act 2006 – come into force from 1 April 2008.

Resolved to RECOMMEND: (to Council)

That the revised terms of reference of the Overview and Scrutiny Committee and Performance and Finance Sub-Committee, attached as an appendix to these minutes, be approved.

(See also Minute 275)

PART II - MINUTES265. **Attendance by Reserve Members:**

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

266. **Declarations of Interest:**

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

Agenda Item 10 – Corporate Plan

The following Members declared personal interests as set out below and remained in the room to participate in the discussion and the decision relating to this item:-

- (i) Councillor Mitzi Green stated that her son received benefits from the Council;
- (ii) Councillor Stanley Sheinwald stated that he was Chair of the Carers' Partnership Group.

Agenda Items 12/13 – Exclusions and Pupil Referral Unit/Final Education Results

The following Members declared personal interests as set out below and remained in the room to participate in the discussion and the decision relating to these items:-

- (i) Councillor Mrs Margaret Davine declared that she was a governor of Newton Farm First and Middle School;
- (ii) Councillor Brian Gate stated that he was a governor of Hillview Nursery;
- (iii) Councillor Mitzi Green stated that she was a governor of Kenmore Park First and Middle School;
- (iv) Councillor Susan Hall, who was not a Member of this Committee, declared that she was a governor of Priestmead First School;
- (v) Councillor Manji Kara declared that he was a governor of Glebe First and Middle School and Stanburn First and Middle School;
- (vi) Councillor Barry Macleod-Cullinane stated that he was a governor of Canons High School;
- (vii) Councillor Vina Mithani stated that she was a governor of Glebe School;
- (viii) Councillor Anthony Seymour declared that he was a governor of Pinner Park First and Middle School;
- (ix) Councillor Dinesh Solanki stated that he was a governor of Park High School;
- (x) Mrs D Speel stated that she was a parent governor of Cannon Lane Middle School;
- (xi) Councillor Yogesh Teli stated that he was a governor of Elmgrove First and Middle School.

267. **Arrangement of Agenda:**

RESOLVED: That (1) item 11 - Local Area Agreement and Community Plan - be considered prior to item 10 - Corporate Plan 2008-11;

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

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
4. Minutes of the meeting held on 28 January 2008.	The minutes of the meeting held on 28 January 2008 were not available at the time the agenda was printed and circulated owing to the proximity of meetings and the need for consultation. Members were requested to consider this item, as a matter of urgency, in order to allow the minutes to be approved at the earliest opportunity.

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

268. **Minutes:**

RESOLVED: That (1) subject to the following amendments, the minutes of the meeting held on 28 January 2008 be taken as read and signed as a correct record:-

Amend Minute 252(i) as follows: Councillor B E Gate stated that his wife and daughter worked for general practitioners in West Harrow and Pinner respectively;

Amend Minute 254(3) to include, under Minute 243(ii), a further following paragraph:-

(v) Councillor Dinesh Solanki declared an interest in that he was a governor of Park High School.

(2) the response given by the Leader, who was present at the meeting, that he would send a written response on the legal basis of the decision taken by the Council in relation to the pan-London JOSOC be noted and it be also noted that he was of the view that the information/advice received by both the Overview and Scrutiny Committee and the Council had been misleading.

269. **Public Questions:**

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

270. **Petitions:**

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

271. **Deputations:**

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

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

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

273. **Report from Lead Members:**

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

274. **New Local Area Agreement:**

The Committee considered a report of the Corporate Director of Strategy and Business Support, which set out the current position in relation to the negotiations with the government on the Local Area Agreement.

The Leader of the Council stated that the Harrow Strategic Partnership Board would be considering the comments received from the Government Office for London (GOL) on some of the indicators selected by the partnership. In addition, sub-groups had been set up to work on these indicators.

The Borough Commander and the representative of the Harrow Primary Care Trust made the following comments:-

- it was important to recognise that whilst the requirement for the new LAA was up to 35 indicators, the partners would also be inspected on the remaining targets as well as targets set for their own separate organisation;
- the partnership had worked well together on the LAA and that it was important that local priorities should form an essential part of the LAA indicators.

In response to a question, the officer undertook to provide details of the measures for the indicators. Questions in relation to infant mortality and its relationship with breastfeeding/provision of good antenatal care were answered. It was acknowledged that improvements in services relating to these areas would also help improve the infant mortality rates.

The officer also referred to the employee-volunteering scheme, which would be launched soon by the partners, and explained the difficulties in measuring some of the targets. He added that the new LAA had different standards of measure for volunteering.

The Borough Commander referred to the difficulties associated with setting a benchmark in relation to domestic violence and that there were no benchmarks set either locally or nationally. However, these aspects should not deter from what was an important issue that needed to be addressed. The Portfolio Holder for Environment Services and the Leader of the Council stated that the profile of this issue was being raised both locally and nationally. He explained that apart from the LAA targets, the Police force was also required to meet approximately 200 other targets. All targets needed to be realigned in order to avoid conflict and communication was therefore critical.

The Portfolio Holder for Environment Services stated that a combination of measures would be undertaken to address the issue of recycling. Recycling in schools and flats was being looked at. Her ambition was to ensure Harrow was the best borough in this area for recycling. Anti Social Behaviour in Harrow had been reduced and a great deal of attention was being paid to the perception of fear of crime and how this could be reduced. Working in partnership on this issue with young people was being investigated.

A Member suggested that the Council and the stakeholders should work in unison to communicate and improve on health inequalities. It was noted that a great deal of work was being done on self-directed care. Another Member queried the number of employees with learning disabilities in the Council. It was noted that Harrow did not categorise employees by the nature of the disability but explained how the indicator would be measured. It was further noted that the Council was looking into the employment of people with disabilities and the need to set an example to the rest of the industry. Details would be reported to this Committee.

It was also noted that significant investments had been made in Child and Adolescent Mental Health (CAHMS) with the intention of delivering on the project.

The Committee was also informed of the need to raise awareness in relation to carbon dioxide emissions and for the Council to take a lead on it. A new fleet of vans, the fuel used by Council transport and a walk to school plan were all being considered.

RESOLVED: To note the above and the current position in negotiations with the government for a new Local Area Agreement (LAA).

275. **Corporate Plan 2008-11:**

The Leader of the Council introduced the report titled 'Corporate Plan 2008-11', which had been produced at the same time as the Council's budget for the first time. He drew attention to the flagship actions of the administration and invited questions from the Committee.

The Leader of the Council and the Corporate Director of Strategy and Business Support responded to questions as follows:-

- in relation to flagship action 5.3 (improve the service for library users), the relocation of the Gayton Road library to Garden House was a temporary measure. It was intended to provide a purpose built library and improve the systems with a view to improving the service. The final site of the library had not been agreed. The Arts Centre at Hatch End would be revitalised and it was intended to get the residents involved on this issue in a cohesive way. The same would apply to other proposals and it was important to improve the existing resources before embarking on building other such facilities across the borough;
- acknowledged that the development of the Gayton Road site was subject to planning approval;
- the flagship action 2.3 (give a facelift to St. Anns Road) together with improved cleaning and the Town Centre policing team initiative would have a significant impact on the area;
- the Town Centre policing initiative would increase the number of police officers by six, and a zero tolerance approach would be applied. This team would be supported by the Greenhill Safer Neighbourhoods Police Team and visibility

was essential to deter crime, such as theft which was an issue in the Town Centre;

- dedicated teams of officers working across Directorates – the Envirocrime Team - would tackle environmental crime. It was intended to achieve a Gold Standard. The team would be in place by April 2008. The Council intended to concentrate on collecting recycling material from houses rather than flats. Continual offenders who contaminated their bins would be fined. The Portfolio Holder for Environment Services offered to speak to various groups, especially the elderly, on issues relating to this matter;
- in relation to the 2012 Olympics, Harrow had a multitude of talent within the borough and a diverse culture which would make a marked contribution to the Games;
- the key to flagship 3.4 was to ensure that more carers were available. It was noted that children with complex needs were placed outside the borough. However this was not the most appropriate solution and children's homes were costly. The most suitable way forward was to encourage foster care;
- a holistic service in relation to flagship action 4.2 (establish provision of children on the autistic spectrum in mainstream primary schools) was appropriate. A number of strands were being worked on, including multi-professional work with partners and an early intervention programme;
- the Miss Dorothy Dot Com programme would be rolled out to all primary schools to help fight bullying and abuse. Its effectiveness would be measured by carrying out a survey of children and through the OFSTED inspection;
- a number of groups were under performing in schools and that black pupils performance was significantly low in Harrow when compared with other boroughs. In addition, performance of white working class pupils was also an issue and an area of focus for the Council;
- the measurement applied to flagship action 5.2 (improve access to services through our contact centre) was achievable, subject to budget approval. Average waiting times currently were in the region of 20-25 minutes;
- there was a vision that all schools would have sport facilities similar to those envisaged for Whitmore High School, and open to the public.

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

276. **Exclusions and Pupil Referral Unit:**

The Director of Schools and Children's Development introduced the report, which set out the position on exclusions up to July 2007 and the current provision with regard to the Pupil Referral Unit. The Director stated that this area remained a challenge for Harrow. Funding from the Local Area Agreement had been used for in-school seclusion for pupils subject to fixed term exclusions, which were considered more of a deterrent to pupils. She also explained that education targets were collected on a school calendar yearly basis rather than the financial year.

In response to questions, the Director stated that the Helix Project was being piloted. In relation to exclusions in primary schools, underlying factors leading to exclusion would also be examined and the approach was to look at the child holistically and make appropriate referrals.

RESOLVED: That the report be noted.

277. **Final Education Results:**

The Director of Schools and Children's Development introduced the report, which summarised the final education results for Key Stage 2 and Key Stage 4. It was noted that Key Stage 3 results were still provisional and would not be finalised until 27 February 2008. The Director highlighted the key aspects of the report. She referred to the performance of pupils which had been outstanding.

A Member suggested an alternative way of presenting the information in a positive way. A co-opted member suggested the inclusion of the previous year's figures to allow comparisons to be made.

RESOLVED: That the report be noted.

278. **Councillor Call for Action and Local Petitions:**

Further to Recommendation I, the Committee considered the report of the Corporate Director of Strategy and Business Support in detail. The report also invited the Committee to comment on the consultation document on Councillor Call for Action and local petitions.

The Scrutiny Officer introduced the report and stated that the consultation document gave Members an opportunity to comment on the proposals and identify areas where exemptions might be suitable for Harrow.

In noting the progress made in Harrow in preparing for the Councillor Call for Action, Members sought clarification on aspects of the report and made the following comments on the consultation document and local petitions:-

- the consultation document was vague in relation to matters relating to crime and disorder. As a result, there was a potential of an overlap and duplication of work in the arrangements for dealing with crime and disorder matters. The Scrutiny Officer advised that the Councillor Call for Action related to the discharge of the functions of the authority, thereby crime and disorder matters could be covered as they related to services delivered by the Council or in partnership;
- the consultation document failed to address partnerships and how they could work together. There was an opportunity for Harrow to add value and put in place various processes to ensure effective working;
- the local proposal that Lead Members for Scrutiny should consider Councillor Calls for Action and the potential conflict of interest that could arise if the matter was in their Ward. In response, the Scrutiny Officer stated that checks and balances would be in place in order to address such situations, for example it was proposed that Lead Members would work together, thereby strengthening accountability. Additionally, only systematic problems ought to be referred to the Committee for review, as set out in the options available to the Lead Members for Scrutiny on page 19 of the agenda;
- officers should present the proposals to the political groups in order to ensure that Members were fully briefed on the proposals and arrangements;
- the Committee's remit ought to include an overview of how the Councillor Call for Action was working by way of an annual report;
- the potential risks associated with the Councillor Call for Action were challenging, in particular the costs of implementing the proposals. The Scrutiny Officer acknowledged the potential cost implications but costs would be minimised by ensuring that the Council's existing processes for handling complaints were robust. This would ensure that scrutiny was not overwhelmed with minor issues, which could be resolved through normal daily interactions with Council services.

RESOLVED: That (1) the progress made in Harrow in preparing for the Councillor Call for Action be noted;

(2) the comments made in the preamble above be incorporated into the Council's response to the Department for Communities and Local Government consultation document.

279. **Review Programme Update Report:**

The Scrutiny Manager introduced the report, which updated the Committee on progress made on the current programme of reviews. It outlined the membership and chairing arrangements for each of the reviews and scopes for two challenge panels. She amended the report as follows:-

- Future of Schools – to include Councillor Mrs Margaret Davine as a Member and to note that Councillor Barry Macleod-Cullinane would Chair the review;
- preparing for the White Paper on Care Matters: Time for Change – to note that Councillor Mrs Margaret Davine would Chair the review.

It was noted that the Town Centre Redevelopment Review had met on 6 February 2008. The Scrutiny Policy Lead Member for Children and Young People suggested

looking at extended schools. The Policy and Performance Lead Members agreed to discuss this suggestion with officers at a separate meeting.

RESOLVED: That (1) subject to the preamble above, the progress on the review programme, attached at Appendix 1 to the officer report, be noted;

(2) the membership and chairing of the review programme, attached at appendix 1 to the officer report be noted, subject to the preamble above (Appendix One);

(3) the scope for the 'Preparing for the White Paper 'Care Matters: Time for Change' challenge panel, set out at appendix 2 to the officer report, be agreed.

280. **Appointment of Non-Voting Advisers to the Overview and Scrutiny Committee:**
The Scrutiny Manager introduced the report, which outlined options for appointing non-voting advisers to the Committee. She stated that Appendix 3 should not be considered as a conclusive list and could be amended. It was suggested that the Community Health Councils (CHC) be included at Appendix 3. Non-voting advisers would be expected to give impartial advice and declare interests should a conflict of interest arise.

RESOLVED: That (1) the amended role profile for the non-voting scrutiny adviser at Appendix 1 to the report be agreed;

(2) the proposal for the development of the pool of advisors set out at paragraphs 4 - 7 of the officer report be agreed;

(3) the person specification at Appendix 2 be agreed;

(4) CHC be included on the list of possible organisations (Appendix 3 refers) to be invited to participate in the pool of advisers.

281. **References from Performance and Finance Committee:**
The Chairman of the Performance and Finance Scrutiny Sub-Committee introduced the report, which set out issues arising from the last two quarterly meetings of the Sub-Committee. It was noted that the matters relating to the MORI survey, the Decent Homes programme, Recycling and Waste, as set out in pages 60 and 61 of the agenda would be examined further in April 2008. He referred to the opportunity given to Scrutiny Lead Members to raise issues.

RESOLVED: That the report be noted.

(Note: The meeting, having commenced at 7.36 pm, closed at 10.22 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD
Chairman

APPENDIX**OVERVIEW AND SCRUTINY COMMITTEE – Terms of Reference**

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

1. To oversee a more targeted and proportionate work programme that can help secured service improvement through in depth investigation of poor performance and the development of an effective strategy/policy framework for the council and partners;
2. To have general oversight of the council's scrutiny function;
3. To support the executive's policy development function and the long-term strategic direction of the borough;
4. To anticipate policy changes and determine their potential impact on residents;
5. To consider the council and partners strategic approach to service delivery;
6. To undertake detailed investigation of service/financial performance in order to recommend policy changes and to commission light touch investigations by the Performance and Finance sub committee;
7. To consider items included in the Forward Plan as appropriate;
8. To consider such urgent items as are appropriate – ~~Community Calls for Action~~, area scrutiny.
9. **To consider Councillor Call for Action.**

PERFORMANCE AND FINANCE SUB-COMMITTEE – Terms of Reference

The Performance and Finance Sub-Committee has the following power and duties:

1. To be the key driver of the scrutiny function's work programme and the body responsible for monitoring the performance of the council and partners in relation to their stated priorities;
2. To consider/monitor, on an *exception* basis, the financial and service performance of the organisation;
3. To consider/monitor the performance of the Local Area Agreement;
4. To undertake specific investigation of identified 'hot spots' through Q&A, reports or challenge panels – subject to endorsement by Overview and Scrutiny Committee;
5. To refer 'hot spots' to Overview & Scrutiny for more detailed investigation where necessary;
6. To consider such urgent items as are appropriate – ad hoc, ~~Community Calls for Action~~, area scrutiny.
7. **To consider Councillor Call for Action.**

LICENSING AND
GENERAL PURPOSES
PANELS

LICENSING PANEL

20 FEBRUARY 2008

Chairman: * Councillor John Nickolay

Councillors: * Ashok Kulkarni * Raj Ray

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**240. **Appointment of Chairman:**

RESOLVED: That Councillor John Nickolay be appointed Chairman of the Panel for the purposes of this meeting.

241. **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.

242. **Arrangement of Agenda:**

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

243. **Minutes:**

(See Note at conclusion of these minutes).

244. **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.

245. **Licensing Procedures:**

The Chairman asked the Panel Members, officers, Responsible Authorities and other attendees at the meeting to introduce themselves and then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

246. **Application for a new Premises Licence for 'Lava Lanes', basement of 16 Church Road, Stanmore, Middlesex, HA7 4AW:**

The panel received the report of the Chief Environmental Health Officer which sought a determination of an application for a new premises licence for Lava Lanes, Basement of 16 Church Road, Stanmore, Middlesex, HA7 4AW. The application had been made by Mr Sandip Ruparelia through his company Maurya Restaurant Limited and was referred to the panel as there were unresolved representations from the Planning Authority and a number of residents.

The applicant, Mr Ruparelia, was in attendance and was represented by Mr James Rankin and Ken Macleay from Hodders Solicitors. Also present were Mr P Sivashankar, Mr Stephen Gallagher and Mr Peter Coates from Licensing Services, Ms C Lis, Mrs Jacqueline Raynaud and Mr H B Raynaud from Elm Park Resident's Association, and Mr P Amin, Mr N Aremband, Mr T Nakazawa, Mr L A Weston and Manuel Paris from Stanmore Towers.

Mr Sivashankar informed the panel that the applicant had offered 50 conditions that could be placed on the licence. It was also noted that Health and Safety had withdrawn their representation after the agenda has been printed and distributed.

Mr Rankin, speaking on behalf of the applicant, stated that Mr Ruparelia had been running the restaurant, Maurya, above the premises of Lava Lanes since 2003. Maurya was situated on the ground floor with two floors of office space between it and the residential floors. It was noted that Maurya served approximately 120 patrons and implemented a half hour drinking up time policy. He stated that save for a few issues with some smells and music levels, Maurya was a good restaurant without complaint.

Mr Rankin stated that planning permission for Lava Lanes had been granted with strict guidelines to be followed. It was noted that should there be a breach of conditions the enforcement section would take the appropriate action. It was further noted that Mr

Rankin was confident that most of the members of the public's concerns had already been addressed. Mr Rankin further stated that the entrance to Lava Lanes would be via a dedicated door on Church Road and that 20 parking spaces had been secured on the top level of nearby Sainburys car park. Access to the basement for disabled patrons would be via the residents lift. Mr Rankin assured the Panel that the lift would only operate by use of a swipe-card in the possession of an SIA approved security guard. The card would only allow the lift to rise as far as the ground floor of Stanmore Towers. Mr Rankin concluded that the Planning inspector had accepted that Lava Lanes would not be a 'destination bar', but rather that bar facilities would be ancillary to the bowling activity. The sale of alcohol would cease at 22:30 every night, and Mr Rankin commented that it was reasonable that whilst bowling patrons might desire drinks and entertainment.

In response to questions Mr Rankin confirmed that:

- the application covered ad-hoc events such as Children's parties that would require licences for dancing, provision for making music and the showing of films on television sets;
- such activities and events would be ancillary to the bowling activity;
- the provision for smoking would be under the awning situated at the entrance to the premises. A security guard would manage noise and gathering crowds;
- the non-key opening rear door would be connected to a fire alarm;
- building work on the premises had ceased pending approval for certain specified works. The request for such approval has been submitted to the Planning Authority. It was estimated that construction would take a further 13 weeks once everything had been sanctioned;
- there would be an over-provision of toilets.

In their representations, the residents of Stanmore Towers and the Elm Park Residents Association stated that they had concerns regarding security, the potential noise generated, and that the nature of Lava Lanes' operation would be likely to change. Mr Paris, an objector, commented that the issue of residential security, would in effect, be handed over to the Management of Lava Lanes, and that crowds loitering around the entrance to Lava Lanes would intimidate the residents. He further commented that noise could already be heard from the restaurant below, and that complaints directed towards the management of Maurya had previously been ignored. Ms Lis, of Elm Park Residents Association, added that work on the premises had been carried out without the adequate permission, and that Mr Rankin's claims of parking spaces were incorrect. In response Mr Rankin confirmed that the deal was with the Freeholders of the car park, Oakwood Estates, and not Sainsburys who were the leaseholders.

RESOLVED: That having heard the relevant representations, the Panel resolved to grant the application for a premises licence as requested of six aspects.

Four aspects to be amended.

Conditions:

1. Staff are trained as appropriate in respect of relevant licensing law, the implementation of licence conditions, health safety, first aid, alcohol and drug awareness and conflict management.
2. Customers will not be permitted to take open glass containers outside the premises, as defined in the plan submitted with the operating schedule and approved by the Licensing Authority.
3. The consumption of alcohol will be restricted to those parts of the premises identified on the plan submitted with the operating schedule and approved by the Licensing Authority.
4. A summary of the Premises Licence will be displayed at each public entrance to the premises.
5. Notices will be displayed at each public entrance to the premises, which clearly state the premises policy on admission.

6. The Designated Premises Supervisor or a personal licence holder is required to actively participate in and support the local Pubwatch Scheme (where active).
7. Where existing, CCTV systems will continue to operate during the additional hours.
8. In line with our Alcohol and Social Responsibility Policy there will be no promotions that encourage illegal, irresponsible or immoderate consumption.
9. SIA registered door supervisor is employed at all times.
10. Incidents are logged and recorded in a log book.
11. Known troublemakers are barred.
12. A security manual is available on site.
13. Signs are put up throughout the premises alerting customers to possible theft.
14. Toilets are checked an average of 2 hourly daily and a log kept of the times/dates they are visited.
15. The premises operate the current local authority or similar 'proof of age' scheme and display the relevant literature.
16. Closed Circuit television cameras and recorders of an agreed image standard will be installed at locations on the premises and in accordance with advice from the Police.
17. All cameras and recording equipment will be installed and maintained in accordance with the manufacturers instructions and will be fully operational when the premises are open to the public.
18. The medium upon which images are recorded, will be clearly identifiable, stored securely, retained for a period of not less than 31 days and be made available to Council and Police Officers on request.
19. The Designated Premises Supervisor and their staff will at all times remain aware of their responsibilities for the prevention of crime and disorder on the premises and demonstrate a responsible attitude to the marketing and sale of alcohol.
20. Floor staff conduct physical sweeps inside the premises to remove hazardous objects/waste.
21. Public transport information (including night time travel options) is available to customers.
22. Phone number of an allocated taxi firm displayed on the premises.
23. As part of these arrangements the Designated Premises Supervisor and Personal Licence Holders are aware of their responsibilities to themselves, their staff and customers in respect of public safety and will continue to take all reasonable steps to ensure the maintenance of all provided fire and other safety arrangements (including evacuation procedures) and equipment in accordance with the requirements of current legislation, including means of escape arrangements, fire extinguishing appliances and fire detection installations, as marked on the plan submitted with this application.
24. The Designated Premises Supervisor/Personal Licence Holder have ensured that their staff have been made fully aware of and trained in their responsibilities and the public and to the emergency fire plan arrangements, which have been enhanced to include for the provision of regulated entertainment.
25. Managers are required to liaise with local neighbours as part of their duties and resolve any reasonable concerns in accordance with our Role in Community guidelines.
26. Deliveries are conducted during daytime to control noise nuisance.

27. Notices will be displayed around the premises asking patrons to leave the premise quietly.
28. The management and staff are pro-active in informing all customers to leave the premises quietly.
29. In conjunction with steps proposed for the prevention of crime and disorder objective, the Licensees and staff will at all times remain aware of their responsibilities for the prevention of public nuisance in and around the premises.
30. A telephone number for the premises will be made available for local residents who have any concerns.
31. We will at all times observe the law and ensure that alcohol is not served to people who are under 18 years of age. The manager and staff are briefed in the importance of their responsibilities in ensuring customers are over 18.
32. Staff are trained to prevent sale of alcohol to under 18's.
33. The Designated Premises Supervisor/ Personal Licence Holder and staff will at all times remain aware of their responsibilities under this objective, including that alcohol shall not be sold to anyone under the age of 18, although certain types of alcohol can be consumed by 16/17 year olds with a table meal. Staff on duty have been trained and made aware of these requirements and the need to demand an acceptable form of age ID (ie an accredited 'Proof of Age' card or 'new type' driving licence with a photograph or passport with (photograph) where considered appropriate.

In respect of the four amended aspects of the application, the panel believes that their decision is in the interests of the prevention of public nuisance in the context of the nature of the premises, namely as described, a bowling alley with bar and restaurant facilities:

Performance of Dance	Monday to Sunday	12:00 - 20:00
Entertainment of a similar Description to the above	Monday to Sunday	12:00 - 20:00
Provisions of facilities for Dancing	Monday to Sunday	12:00 - 20:00
Provision of similar Entertainment facilities	Monday to Sunday	12:00 - 20:00

REASON: To ensure the promotion of all four licensing objectives as set out in the Licensing Act 2003.

(Note: The meeting having commenced at 7.06 pm, closed at 10.26 pm)

(Signed John Nickolay) COUNCILLOR JOHN NICKOLAY
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 Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

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

COUNCIL



**MINUTES
of the
COUNCIL TAX MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 21 FEBRUARY 2008**

Present: **The Worshipful the Mayor (Councillor Jean Lammiman)
The Deputy Mayor (Councillor John Nickolay)**

Councillors:

Husain Akhtar
David Ashton
Mrs Marilyn Ashton
Mrs Camilla Bath
Miss Christine A. Bednell
Robert Benson
Don Billson
Mrs Lurline Champagnie
Mrinal Choudhury
Golam Sobhan Chowdhury
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
Manji. Kara
Mrs E.M. Kinnear
Ashok Kulkarni
Barry Macleod-Cullinane
Julia Merison
Salim Miah
Myra Michael
Jerry J. Miles
Vina Mithani
Chris Mote
Mrs Janet Mote
Narinder Singh Mudhar
Mrs Joyce Nickolay
Christopher D. Noyce
Phillip O'Dell

Asad Omar
Paul Osborn
Anjana Patel
David Perry
Raj Ray
Richard David Romain
Paul Scott
Anthony Seymour
Navin Shah
Stanley Sheinwald
Eric Silver
Dinesh Solanki
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
Reverend Mike Hall

212. MINUTE'S SILENCE:

Having opened the meeting, the Mayor requested Council to observe a minutes silence in memory of the late Councillor Mrs Janet Cowan, Councillor Dhirjlal Lavingia, past Mayor Phyllis Harkett and former long serving employee Malcolm Blake who had all died recently.

213. MAYOR'S WELCOME:

The Mayor welcomed Councillor Husain Akhtar to his first meeting of Council since his election and also the newly appointed Youth Parliament representatives who were viewing the evenings proceedings. She further congratulated Councillor Gawn as he celebrated his 30th birthday.

214. COUNCIL MINUTES:

RESOLVED: That the minutes of the meeting held on 18 October 2007 be signed as a correct record.

215. DECLARATIONS OF INTEREST:

(i) Item 7 on the Summons – Revenue Budget 2007/08 – 2009/10
A number of Members declared personal interests in the above item (set out at Appendix I to these Minutes) and accordingly remained in the Chamber and took part in the debate and voting on this item.

(ii) Item 9 on the Summons – Corporate Plan
Councillor Paul Osborn declared a personal interest in the above item as a resident in the vicinity of the Travis Perkins site the redevelopment of which was identified as a flagship action within the Plan, but considered that he could still speak and vote thereon.

Councillor Margaret Davine also declared a personal interest in the above item by virtue of her mother being in receipt of social care. She remained in the room and participated in the debate and voting on this item.

(iii) Item 16 on the Summons – Appointments to Outside Bodies
Councillor Archie Foulds declared a personal and prejudicial interest in the above item as an employee of Stanmore College and accordingly took no part in the discussion thereon.

Councillor Mrs Bednell declared a personal interest in the item as an appointed governor and remained in the Chamber and took part in the debate and voting on this item.

(iv) Item 18(2) on the Summons – Motion (Land Registry Office in Harrow)
Councillors Christopher Noyce and Anthony Seymour declared a personal interest in the above item as Solicitors who dealt with Harrow Land Registry but considered that they could still speak and vote thereon.

(v) Item 18(4) on the Summons – Urgent Motion (Post Offices in Harrow)
Councillor Henson declared an interest in the above item, as an employee of the Post Office.

216. MAYOR'S ANNOUNCEMENTS:

RESOLVED: That the report of the Worshipful the Mayor upon her official duties, as tabled, be noted and received.

217. PROCEDURAL MOTIONS:

(i) The Leader of the Council, Councillor Chris Mote, moved a procedural motion under Rule 26.1 that, in line with the practice in previous years, the rules of debate be varied, as set out in the tabled note, for the purposes of the debate on the Revenue Budget, and that the tabled procedure also apply to the debate on the Corporate Plan insofar as the Recommendation and amendments be debated jointly. This was agreed.

- (ii) The Council also received notification in the tabled papers of two Urgent Motions, relating to an extension of approved absence on behalf of Councillor John Cowan, and Post Office Closures. It was agreed by general assent to admit the Motions to the business to be transacted at the meeting under the provisions of Rule 15.2.

RESOLVED: That

- (1) **the partial suspension under Rule 26.1 of Rules 14.1 and 17 regarding the moving of a Recommendation from the Cabinet and the rules of debate (including extended time for opening speeches by all three political groups) as set out in the tabled note, be approved for the purposes of the Revenue Budget debate (Minute 220);**
- (2) **the partial suspension of Rule 17.6 regarding the rules of debate be approved for the purposes of the debate on the Corporate Plan (Minute 222);**
- (3) **the two Urgent Motions be admitted to the Summons under Rule 15.2 as Items 18(3) and 18(4) respectively.**

218. PETITIONS:

In accordance with Rule 11, the following petitions were presented.

- (1) By Members of Council on behalf of petitioners:
- (i) Submitted by Councillor Noyce containing 57 signatures, objecting to Planning Application P/3845/07 for the construction of a single and two storey detached dwelling house.
- [The petition stood referred to the Development Management Committee].
- (ii) Submitted by Councillor Perry containing 35 signatures, drawing attention to concerns regarding the Leisure Centre redevelopment plans and seeking a consultation process.
- [The petition stood referred to Portfolio Holders for Planning, Development & Enterprise and for Community & Cultural Services].
- (iii) Submitted by Councillor Choudhury containing 42 signatures, drawing attention to commuter parking in Buckingham Road.
- [The petition stood referred to the Traffic and Road Safety Advisory Panel].
- (iv) Submitted by Councillor Mrs Eileen Kinnear containing 196 signatures, supporting the plans for St Anselm's RC Primary School.
- [The petition stood referred to the Portfolio Holder for Planning Development & Enterprise].
- (v) Submitted by Councillor Mrs Eileen Kinnear containing 573 signatures, supporting the extension, reconfiguration and refurbishment of St Anselm's RC Primary School.
- [The petition stood referred to the Portfolio Holder for Planning Development & Enterprise].
- (vi) Submitted by Councillor Navin Shah containing 62 signatures, seeking to stop the sale of the Gayton Road Library and public car park sites.
- [The petition stood referred to Portfolio Holders for Planning Development & Enterprise and Community & Cultural Services].
- (2) By the Mayor on behalf of petitioners:
- (i) Petition containing 702 signatures, drawing attention to an objection to the shutting down of the Harrow Leisure Centre and that consultation on this issue should be held prior to any further action being taken.

[The petition stood referred to the Portfolio Holder for Community & Cultural Services].

- (ii) Petition containing 60 signatures, drawing attention to Grimsdyke Road public realm issues relating to street cleansing.

[The petition stood referred to the Portfolio Holder for Environment Services].

219. PUBLIC QUESTIONS:

Further to Item 6 on the Summons, no questions had been received from members of the public under the provisions of Rule 12.3.

220. REVENUE BUDGET 2008/09 TO 2009/10:

- (i) Further to Item 7 on the Summons, the Council received Recommendation I of the Cabinet meeting held on 14 February 2008, together with a revised model Council Tax resolution, which reflected changes in the GLA precept notified since the Cabinet meeting, and which had been circulated in the tabled papers.
- (ii) The Leader of the Council, Councillor Chris Mote formally moved the Recommendation, and further moved that Schedule 1 relating to Members Allowances be considered and voted upon separately to the overall Revenue Budget.
- (iii) The Labour Group tabled an amendment to the Recommendation. Councillor Navin Shah moved and Councillor Bill Stephenson seconded the detailed amendment, which included specific proposals for the Authority's budget for 2008/09, and a revised Medium Term Budget Strategy and a revised model Council Tax resolution on the basis of those proposals. The proposals sought to make £75,000 in 2008/09 and £100,000 in subsequent financial years available for the provision of additional services to some residents with moderate care needs, with the aim of preventing a move to "substantial" or "critical" categories – such funding to be found from a reduction in the contribution to bad debts and litigation provision.
- (iv) Further to the decision outlined at Resolution 217 above, the amendment and the Recommendation were debated jointly.
- (v) Following a full debate, the amendment outlined at (iii) above was voted upon but not carried.
- (vi) The Council voted upon Schedule 1 relating to Members Allowances which was carried and adopted.
- (vii) Upon the meeting moving to a vote upon the substantive Recommendation this was carried and adopted.

RESOLVED: That the substantive Recommendation be adopted in the following form:

- (1) the 2008/09 Revenue Budget be approved to enable the Council Tax for 2008/09 to be set;
- (2) the model Council Tax Resolution set out below be approved;

Council Tax Resolution 2008/09

- (A) To note that at its meeting on 17 January 2008 the Council calculated the amount of 85,466 as its Council Tax Base for the year 2008-2009 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33 (5) of the Local Government Finance Act 1992.
- (B) That the following amounts be now calculated by the Council for the year 2008-2009, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:

- (i) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a) to (e) of the Act. **(Gross expenditure)** £518,871,202
- (ii) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (3)(a) to (c) of the Act. **(Gross income including use of reserves)** £356,033,572
- (iii) Being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated by the Council, in accordance with Section 32(4) of the Act, **as its budget requirement for the year.** £162,837,630
- (iv) Being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, revenue support grant, reduced by the amount of the sums which the Council estimates will be transferred in the year from its General Fund to its Collection Fund in accordance with Section 97(4) of the Local Government Finance Act 1988 (Collection Fund Deficit). £64,333,461
- (v) Being **the amount to be raised from Council Taxes** calculated as the amount at (iii) above less the amount at (iv) above. £98,504,169
- (vi) Being the amount at (v) divided by the Council Tax Base, calculated by the Council at its meeting on 17 January 2008 in accordance with Section 33 (1) of the Act, as the basic amount of its council tax for the year. **(The average Band D Council Tax)** £1,152.55
- (vii) Valuation Bands

	A	B	C	D	E	F	G	H
£	768.37	896.43	1,024.49	1,152.55	1,408.67	1,664.79	1,920.92	2,305.10

Being the amounts given by multiplying the amount at (vi) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (C) That it be noted that for 2008-2009 the Greater London Authority stated the following amount in precept issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	206.55	240.97	275.40	309.82	378.67	447.52	516.37	619.64

- (D) That, having calculated the aggregate in each case of the amounts at (B)(vii) and (C) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2008-2009 for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	974.92	1,137.40	1,299.89	1,462.37	1,787.34	2,112.31	2,437.29	2,924.74

(2) the Housing Revenue Account for 2008/09 be approved and in particular it be agreed with effect from 1 April 2008 to increase:

- (i) rents by 5.61% on average;
- (ii) service charges by 4.26% on average;
- (iii) water charges, garage rents and car park rents by 3% on average;
- (iv) increase energy (heating) charges by £3.78 on average;

(3) the Members' Allowances Scheme for 2008/09 be approved.

[Notes to the Resolution: (i) The budget summary relating to the Resolution is enclosed at Appendix II to these Minutes;

(ii) the Housing Revenue Account for 2008/09 is enclosed at Appendix III to these Minutes;

(iii) the Members' Allowances Scheme for 2008/09 is enclosed at Appendix IV to these Minutes].

221. TREASURY MANAGEMENT STRATEGY 2008/09 & PRUDENTIAL INDICATORS 2008/09 - 2010/11:

Further to Item 8 on the Summons, the Leader of the Council, Councillor Chris Mote, moved Recommendation II of the Cabinet meeting on 14 February 2008.

RESOLVED: That

- (1) **the Treasury Management Strategy for 2008/09 be approved (as set out in paragraphs 5 to 17 of the report of the Corporate Director of Finance submitted to the cabinet meeting);**
- (2) **the Prudential Indicators for 2008/09 – 2010/11 be approved (as set out in paragraphs 18 to 39 of the report of the Corporate Director of Finance submitted to the Cabinet meeting).**

222. CORPORATE PLAN:

- (i) Further to Item 9 on the Summons, with the assent of the Council, Councillor Paul Osborn formally moved Recommendation III of the Cabinet meeting of 14 February 2008 on behalf of the Leader.
- (ii) The Labour Group tabled two amendments to the Recommendation. Councillor Bill Stephenson moved and Councillor Jerry Miles seconded amendment 1, which proposed the temporary withdrawal of proposals for the Gayton Road and Byron Park sites, pending the submission of new proposals for a combined Central Library/ Performance Space/ Exhibition Space on Gayton Road and a new enhanced Leisure Centre on the Byron Park site.
- (iii) Councillor Mrs Margaret Davine moved and Councillor Bill Stephenson seconded amendment 2, which proposed the inclusion of an additional Flagship Action to work in partnership with the Voluntary Sector and other bodies to support those people having "moderate" social care needs so that by early intervention they could be prevented from falling onto the categories of having "substantial" or "critical" needs.
- (iv) Further to the decision outlined at Resolution 217 above, both amendments and the Recommendation were debated jointly.
- (v) Following a full debate, the amendment outlined at (ii) above was voted upon but not carried.
- (vi) The amendment outlined at (iii) above was then voted upon, but not carried.
- (vii) Upon the meeting moving to a vote upon the substantive Recommendation this was carried and adopted.

RESOLVED: That the Corporate Plan 2008-11 be adopted.

223. PROCEDURE FOR TERMINATION OF MEETING:

- (i) At 10.15 pm, during the debate on the Corporate Plan at Item 9 of the Summons, the Council agreed a procedural motion to extend the meeting beyond the formal closure time of 10.30 pm until 10.45 pm.
- (ii) At 10.41 pm, at the conclusion of the debate on Item 9, the Leader, Councillor Chris Mote, moved a procedural motion to further extend the meeting until 10.55 pm for the determination of the remaining business on the Summons.

RESOLVED: That the procedure for the termination of the meeting, as set out above, be applied.

224. HEALTHCARE FOR LONDON - JOINT OVERVIEW & SCRUTINY COMMITTEE:

Further to Item 10 on the Summons, the Council received Recommendation I from the Overview and Scrutiny Committee meeting held on 13 November 2007 in this matter. The Recommendation and a proposed additional recommendation, within the tabled documentation, was formally moved by Councillor Stanley Sheinwald.

RESOLVED: That

- (1) **the appointments of Councillors Mrs Rekha Shah and Mrs Margaret Davine as 3rd and 4th reserve representatives on the pan-London Joint Overview and Scrutiny Committee be rescinded;**
- (2) **Councillor Mrs Vina Mithani be appointed as the Council's representative to serve on the pan-London Joint Overview and Scrutiny Committee in place of Councillor Myra Michael and Councillor Mrs Margaret Davine be appointed as the reserve Member in place of Councillor Mrs Vina Mithani.**

225. COUNCILLOR CALL FOR ACTION AND LOCAL PETITIONS:

Further to Item 11 on the Summons, the Council received a Recommendation from the Overview and Scrutiny Committee meeting held on 12 February 2008 to effect a change in its Terms of Reference and those of the Performance and Finance Sub-Committee in order to ensure arrangements were in place should the provisions in the relevant legislation come into force from 1 April 2008.

RESOLVED: That the Terms of Reference of the Overview and Scrutiny Committee and Performance and Finance Sub-Committee be amended as set out in the Appendix to the Recommendation, to enable both Committees "To consider Councillor Calls for Action".

226. RECOMMENDED CONSTITUTIONAL CHANGES:

At item 12 on the Summons, the Council received a report of the Chief Executive which proposed an amendment to the Constitution, following consultation with the Constitution Review Working Group members.

RESOLVED: That

- (1) **Overview and Scrutiny Rule 2.1 be amended to read as follows:**
"All Councillors except Members of the Executive may be Members of the Overview and Scrutiny Committee and any Scrutiny Sub-Committee."
- (2) **Article 7.13 be amended to read as follows:**
"Non-Executive Councillors may be appointed as assistants to Portfolio Holders. These assistants may not exercise any of the powers of the Portfolio Holder nor act in the absence of the Portfolio Holder. Confirmation of the appointment of any assistants must be given by the Executive"

[Note: Under Rule 13.1 (Questions Without Notice), Councillor B E Gate asked a question of Councillor Paul Osborn, the Chairman of the Constitution Review Working Group, to which an oral answer was provided].

227. 10TH LONDON LOCAL AUTHORITIES BILLS - CONFIRMING RESOLUTION:

Further to Item 13 on the Summons, the Council received a report of the Director of Legal and Governance Services in this matter.

RESOLVED: That the confirming resolution of Harrow's continued participation in the promotion of the 10th London Local Authorities Bill be adopted as set out at Appendix V to these minutes.

228. ALLOCATION OF PROPER OFFICER FUNCTIONS:

Further to Item 14 on the Summons, the Council received a report of the Director of Legal and Governance Services in respect of his formal appointment as the Proper Officer for various functions relating to the business of the Authority.

RESOLVED: To appoint the Director of Legal and Governance Services as the Proper Officer of the London Borough of Harrow for the functions identified at Appendix 6 to these minutes.

229. APPOINTMENT TO VACANCY - STANDARDS COMMITTEE:

The Leader of the Council, Councillor Chris Mote, notified the Council of the nomination of Councillor Husain Akhtar to the vacancy in the membership of the Standards Committee and also to the fourth and fifth reserve memberships respectively of the Strategic Planning Committee and the Development Management Committee, on behalf of the Conservative Group.

RESOLVED: That the above appointments be agreed.

230. APPOINTMENTS TO VACANCIES - REPRESENTATIVES ON OUTSIDE BODIES:

- (i) Item 16 on the Summons provided for the receipt of proposals from the Political Groups as to the appointment of representatives of the Authority to several vacancies on outside bodies for the remainder of the Municipal Year 2007/08 and the replacement of a representative on an Outside Body. The proposals were circulated in the tabled documents.
- (ii) The Conservative and Labour Groups having nominated Councillors Husain Akhtar and Mrs Margaret Davine respectively to the vacancy relating to Stanmore College, the appointment to this vacancy was the subject of a separate vote, upon which Councillor Husain Akhtar was appointed.

RESOLVED: That the substantive proposal as to the Appointments to Vacancies on Outside Body appointments for the remainder of the Municipal Year 2007/08 be approved as follows:

Name of Outside Body	Name of representative to be replaced	Proposed replacement representative	
Stanmore College	Vacancy	Councillor Husain Akhtar	
North London Collegiate School	Vacancy	Councillor John Cowan	(to end March 2008)
Age Concern Harrow	Vacancy	Councillor Asad Omar	
Harrow Council for Racial Equality	Councillor Nizam Ismail	Councillor Navin Shah	

231. QUESTIONS WITH NOTICE:

The following two questions had been submitted by a Member of Council in accordance with Rule 13.2:-

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
(1) Councillor Raj Ray	The Leader of the Council (Councillor Chris Mote)	"The recent Audit Commission report reveals that most local Councils employ officers with salaries over £50,000. How many officers do we have with salaries of £50,000 and over?"
(2) Councillor Raj Ray	The Leader of the Council (Councillor Chris Mote)	"Since June 2006 - how many Agency Staff are employed and what are their average salaries?"

[Note: Both questions were answered orally, and in respect of question (2) the Leader undertook to provide the Member with a detailed written reply].

232. MOTION AT ITEM 18(1): FAIR GRANT FUNDING FOR HARROW:

- (i) At Item 18(1) on the Summons, the Council received a Motion in the names of Councillors Navin Shah and Councillor Bill Stephenson in the following terms:

"Council acknowledges the London Mayor's support for fair grant funding for Harrow in particular, and London in general. The joint letter signed by the London Mayor and the Leader of the Council makes a well-argued and persuasive case for better grant funding from the Government. The Council resolves to work on this project on a cross party basis deriving support from the local MPs, the GLA Member for Brent & Harrow, the Mayor of London, and other regional, sub-regional bodies to enhance the chances of success".

- (ii) There was an amendment in the names of Councillor Chris Mote and Councillor David Ashton, which sought to amend the Motion to read as follows:-

"This Council acknowledges the support and hard work of the Chairman of London Councils for fair grant funding for London. The joint letter signed by the Leader of Harrow Council and the London Mayor makes a well argued and persuasive case for well deserved grant funding for Harrow from the Government."

- (iii) Upon a vote, the amendment was carried.
(iv) The substantive Motion, as amended, was agreed.

RESOLVED: That the substantive Motion, as amended and set out at (ii) above, be adopted.

233. MOTION AT ITEM 18(2): LAND REGISTRY OFFICE IN HARROW:

- (i) At Item 18(2) on the Summons, the Council received a Motion in the names of Councillors Navin Shah and Councillor Bill Stephenson.

- (ii) The Motion was the subject of a cross party amendment in the names of Councillor Navin Shah and Councillor Chris Mote, which sought to amend the Motion to read as follows:-

"This Council condemns the decision to close the Land Registry Office in 2010 and to stop serving customers from the end of March. This is likely to lead to the closure of both the Harrow Land Valuation and Harrow Tax Offices with a consequent loss of nearly seven hundred jobs and a loss of services to Harrow residents in particular and to North London residents in general.

This Council agrees to offer support in whatever way it can to the staff of

the Land Registry in order to retain a presence within the Harrow area. In addition Council agrees to write to the Chief Executive of the Land Registry expressing its and local residents' deep concern about the decision, and urging him to reconsider it; to hold genuine discussions with all interested parties so as to properly examine all options that may lead to the extension of the lease; to safeguard the long term viability of Lyon House as a centre that delivers key central Government services to the local communities; to protect the jobs of dedicated staff"

- (iii) The amendment, and subsequently the amended substantive Motion were agreed by general assent.

RESOLVED: That the substantive Motion, as amended and set out at (ii) above, be adopted.

234. MOTION AT ITEM 18(3): ATTENDANCE AT MEETINGS OF THE AUTHORITY AT SECTION 85(1) OF THE LOCAL GOVERNMENT ACT 1972 – REQUEST FOR EXTENSION OF APPROVED ABSENCE ON BEHALF OF COUNCILLOR JOHN COWAN:

In accordance with Rule 15.2, the Council received an Urgent Motion in the names of Councillor Chris Mote and Councillor David Ashton in the following terms:

"In the eventuality that Councillor Cowan were unable to attend the meeting on 21 February that this Council approves under the provisions of Section 85 (1) of the Local Government Act 1972 an extension of time beyond the statutory six months during which Councillor Cowan may remain absent from meetings of the Authority and retain his elected office by reason of bereavement which precludes him from attending meetings at the Civic Centre or elsewhere for the time being and that the extension of time shall run until 8 May 2008."

RESOLVED: That the Urgent Motion be adopted.

235. MOTION AT ITEM 18(4): POST OFFICES IN HARROW:

- (i) In accordance with Rule 15.2, the Council received an Urgent Motion in the names of Councillor Navin Shah and Councillor Graham Henson, which had been circulated in the tabled papers.
- (ii) The Motion was the subject of a cross party amendment in the names of Councillor Navin Shah and Councillor Chris Mote which amended the Motion to read as follows:-

This Council notes with grave concern the recent announcement by the Post Office that they plan to close 20% of post offices in Harrow. Council further notes the social importance of post offices to the well being of both the community and individuals in Harrow and a lifeline for the elderly, the disabled and those without their own transport who rely heavily on local Post Office services and also for local shopping centres.

Council reiterates its stance against the proposed closure of local post offices in Harrow; seeks an extension to the consultation period from 6 to 12 weeks and resolves the following

- 1 – The Chief Executive Harrow Council writes to Alan Cook, Managing Director Post Office Ltd and Allan Leighton, Chairman Royal Mail Group.
- 2 – We respectfully ask the Overview and Scrutiny Committee to undertake an urgent review of the proposed closures; the effect they will have on the community; the provision and access to Post Offices in Harrow".

- (iii) The amendment, and subsequently the amended substantive Motion, were agreed by general assent.

RESOLVED: That the Urgent Motion be adopted as amended and set out at (ii) above.

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

Further to Item 19 on the Summons, the meeting received a report of the Director of Legal and Governance Services which provided a summary of the urgent decisions taken by Portfolio Holders and the Leader and the use of the special urgency procedure, since the last meeting of Council on 18 October 2007.

RESOLVED: That the urgent decisions taken by the Portfolio Holders and the Leader and Cabinet since the last Council meeting be noted.

237. URGENT DECISIONS ON MATTERS RESERVED TO COUNCIL:

The Director of Legal and Governance Services advised of an urgent decision he had taken in respect of a matter reserved to Council, following consultation with the Leaders of each of the Political Groups on the Council, since the last meeting held on 18 October 2007.

RESOLVED: That the decision taken under delegation by the Director of Legal and Governance Services, on behalf of Council, be noted.

238. ANY OTHER BUSINESS:

With the consent of the Mayor, Councillors Mrs Camilla Bath and Navin Shah both spoke briefly on the swift and efficient response by officers to the gas explosion that had occurred the previous week and commended the attitudes of both the workers on the site and the residents in distressing circumstances. They further praised the actions of Mr Ross Simpson, a local resident and representative of Roxeth Green Church who had assisted with the aid of evacuated residents and the emergency services accessing the scene.

RESOLVED: That a letter be sent to the various appropriate parties involved in the event thanking them for their assistance in managing the circumstances around the explosion.

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 11.02 pm).

APPENDIX I**COUNCIL (COUNCIL TAX) MEETING – 21 FEBRUARY 2008****DECLARATIONS OF INTEREST MADE BY MEMBERS OF COUNCIL – MINUTE 220**

The following Members of Council declared their interests in Minute 220 - **Revenue Budget 2008/09 to 2010/11**:

<u>Member</u>	<u>Interest</u>
Councillor David Ashton	Has a relative employed on a temporary contract with Harrow Council
Councillor Marilyn Ashton	Has a relative employed on a temporary contract with Harrow Council
Councillor Mrs Margaret Davine	Has a relative in receipt of Meals on Wheels.
Councillor Eileen Kinnear	Chairman of West London Waste Authority Member of Lee Valley Regional Park Authority
Councillor Stanley Sheinwald	Chairman of the Carers Partnership Group.

APPENDIX II

HARROW COUNCIL
REVENUE BUDGET SUMMARY 2008-2009

	2007-2008 Original Budget £000	2008-2009 Original Budget £000
Local Demand - Borough Services		
Adults and Housing	52,058	54,417
Children's	31,211	29,698
Community and Environment	41,303	43,306
Corporate Strategy	17,490	17,841
Corporate Finance	17,230	17,603
Total Directorate Budgets	159,292	162,865
Inflation and Corporate items	4,170	7,710
Capital Financing adjustments	(3,460)	(3,460)
Interest on Balances	(4,688)	(4,688)
Total – Baseline	155,314	162,427
Capitalisation	(1,240)	(590)
Contribution to Balances	1,000	1,000
Total Net Expenditure	155,074	162,837
Contribution re Collection Fund Deficit b/f	350	1,365
National Non-Domestic rate (NNDR)	(51,676)	(57,670)
Revenue Support Grant (RSG)	(8,673)	(8,028)
Local Demand on Collection Fund	95,075	98,504
Funds / Balances		
Balances Brought Forward	1,354	2,154
Adjustment to Balances	800	1,000
Balances Carried Forward	2,154	3,154
Council Tax for Band D Equivalent		
Harrow (£)	1,119.50	1,152.55
<u>Increase</u>		
Harrow (%)	4.90%	2.95%
Taxbase	84,926	85,466

APPENDIX IIIHOUSING REVENUE ACCOUNT (HRA) 2008-09 to 2010-11

	Revised Budget 2008-09 (Feb 08)	Revised Budget 2009-10 (Feb 08)	Original Budget 2010-11 (Feb 08)	Key areas of change from the December budget report
Expenditure				
Employee Costs	3,065,408	3,000,389	3,045,395	Budgets from 2009-10 reflects savings from the new HARP project. Increase to energy costs to reflect recent industry indicative price increases. Budgets from 2009-10 reflects savings from the new HARP project.
Supplies & Services	2,065,771	2,265,771	2,292,771	
Central Recharges	1,411,180	1,411,180	1,411,180	Contribution to Housing General Fund reflects actual estimated costs uplifted for pay inflation at 2.5%.
Employee Costs - Needs / Strategy	427,425	438,111	449,063	
Recharge to other services	-502,530	-502,528	-502,528	Reflects increased admin and insurance costs to be recovered from leaseholders.
Home Ownership service	68,921	69,955	71,004	
Baseline expenditure	6,536,175	6,682,878	6,766,886	
Contingency	200,000	200,000	200,000	
Operating Expenditure	6,736,175	6,882,878	6,966,886	
Charges for Capital	5,520,644	5,866,672	6,020,207	Borrowing costs reflects a reduced estimated consolidate rate of interest (CRI) at 4.5% (previously 5.08%) in line with the Council's restructured debt.
Contribution to Repairs Account	4,617,000	4,661,000	4,705,000	Estimated service improvement costs to be contained within identified budget.
Bad or Doubtful Debts	100,000	100,000	100,000	
Total Expenditure	16,973,819	17,510,549	17,792,093	

	Revised Budget 2008-09 (Feb 08)	Revised Budget 2009-10 (Feb 08)	Original Budget 2010-11 (Feb 08)	Key areas of change from the December budget report
Income				
Rent Income – Dwellings	-21,160,318	-22,345,296	-23,592,163	Average rent to increase by 5.61% (previously 5.66%) in 08-09 in line with final determination.
Rent Income – Non Dwellings	-990,810	-1,013,599	-1,036,911	
Service Charges - Tenants	-1,079,423	-1,126,162	-1,175,375	Average tenant service charges to increase by 4.26% (previously 3.50%) in 08-09 in line with final determination.
Service Charges - Leaseholders	-210,000	-219,093	-228,667	Average leaseholder service charge to increase by 4.26% in line with charges to tenants.
Facility Charges	-469,980	-616,980	-643,980	Heating charges to increase to ensure full recovery of costs and to reflect recent indicative industry price increases.
Interest	-19,000	-19,000	-19,000	
Other Income	-8,010	-8,010	-8,010	
Transfer from General Fund	-83,000	-83,000	-83,000	
HRA Subsidy	6,837,598	7,678,736	8,607,902	Negative subsidy payable reflects the final determination and the revised CRI at 4.50%.
Total Income	-17,182,943	-17,752,404	-18,179,206	
Net Operating Expenditure	-209,124	-241,854	-387,113	
Revenue Contribution to Capital	1,000,000	1,000,000	1,000,000	
In Year Deficit / (Surplus)	790,876	758,146	612,887	
BALANCE	-5,287,534	-4,529,388	-3,916,501	

APPENDIX IVLONDON BOROUGH OF HARROW
MEMBERS' ALLOWANCES SCHEME

1. This scheme shall have effect until 31st March 2009. It replaces all former schemes.

Basic Allowance

2. A basic allowance of £8,000 per annum shall be paid to each Councillor.

Special Responsibility Allowances and Mayoral Allowances

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
(2) An allowance of £10,050 per annum shall be paid to the Mayor and an allowance of £2,000 per annum shall be paid to the Deputy Mayor.
(3) No Member may receive special responsibility allowances in respect of more than one post. For the purposes of this paragraph, the mayoral allowances referred to in 3(2) above are considered to be special responsibility allowances.

Uprating the Basic and Special Responsibility Allowances

4. The basic allowance and special responsibility allowances will be uprated annually in line with an index approved by the ALG Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2008/2009, the indexing arrangements will be reviewed.

Travel and Subsistence Allowances

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

Carers' Allowance

6. (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix 1.
(2) The maximum basic rate of pay is £2.84 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.
(3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).
(4) Actual costs will be paid **on production of an invoice or receipt**.
(5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
(6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
(7) The allowance is not to be paid where the carer is a member of the Member's household.
(8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Standards Committee for adjudication.

Co-optees' Allowance

7. A basic allowance of £435 per annum shall be paid to co-optees to formal Council committees and Independent Members of the Standards Committee.

Claims and Payments

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
 - (2) Payment shall be made
 - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
 - (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

Backdating

9. Any changes made to this scheme during the year may be backdated to 1st April 2007 by resolution of the Council when approving the amendment.

Pensions

10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

Renunciation

11. A person may, by notice in writing given to the Chief Executive, elect to forgo any part of his/her entitlement to an allowance under this scheme.

Withholding Allowances

12. (1) In the event that a Member is suspended from duties, that Member's basic allowance and special responsibility allowance (if any) will be withheld for the whole period of the Member's suspension.
 - (2) In the event that a Member is partially suspended from duties, that Member's basic allowance will be paid but their SRA, if any, will be withdrawn for the period of the partial suspension.

Appendix A**Approved duties for Carers' Allowance**

- A meeting of the Executive.
- A meeting of a committee of the executive.
- A meeting of the Authority.
- A meeting of a committee or sub-committee of the Authority.
- A meeting of some other body to which the Authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- A meeting which has both been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a Local Authority association of which the Authority is a member.
- Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)

There are 7 bands of SRAs:-

Band	Post	SRA -£/annum
1	Leader of the third largest Group Deputy Leader of the second largest Group Chief Whips of the two largest Groups Chairman of Governance, Audit and Risk Management Committee Chairman of Licensing and General Purposes Committee Chairman of Standards Committee Support Members for Cabinet x 11	£2,000
2	Performance Lead Members for Scrutiny x 4 Policy Lead Members for Scrutiny x 4	£3,000
3	Nominated Member of the largest party not holding the Chair of the Strategic Planning Committee (<i>see Note 1</i>) Nominated Member of the largest party not holding the Chair of the Development Management Committee (<i>see Note 1</i>) Chairman of the Traffic Advisory Panel Chairman of the Grants Advisory Panel	£4,500
4	Chairman of the Performance and Finance Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Performance and Finance Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee	£6,500
5	Chairman of the Strategic Planning Committee (<i>see Note 2</i>) Chairman of the Development Management Committee (<i>see Note 2</i>) Chairman of the Overview and Scrutiny Committee Leader of the Second Largest Group	£8,500
6	Deputy Leader Cabinet Members x 8	£19,500
7	Leader	£30,500

NOTES

- (1) If the same person is the Nominated Member of the largest party not holding the chair on both the Strategic Planning Committee and the Development Management Committee, they will receive 1.5 times the Band 3 allowance.
- (2) If the same person is the Chairman of both the Strategic Planning Committee and the Development Management Committee, they will receive 1.5 times the Band 5 allowance.
- (3) In the Council for 2006 to 2010, the Groups are as follows:-
Largest Group = Conservative Group
Second Largest Group = Labour Group
Third Largest Group = Liberal Democrat Group

SCHEDULE 2

CLAIMS FOR OUT-OF-BOROUGH TRAVEL AND SUBSISTENCE EXPENSES

Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
 - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
 - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
 - (c)
 - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
 - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
 - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.
 - (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
 - (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.
2. Duties for which out-of-Borough travel and subsistence expenses may **not** be claimed include:-
 - (a) Political meetings or events.
 - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
 - (c) Meetings of the Governing Bodies of Schools.

APPENDIX V**CONFIRMING RESOLUTION OF LONDON BOROUGH COUNCIL****HARROW LONDON BOROUGH COUNCIL**

R E S O L V E D that the resolution of this Council passed at a meeting of the Council held on 18 October 2007 to promote a Bill or Bills, pursuant to which the Bills intituled "A Bill to confer further powers upon local authorities in London; and for related purposes"; "A Bill to introduce in London a prohibition on the supply of certain bags by retailers, to confer powers upon local authorities in London to enforce the prohibition; and for related purposes" and "A Bill to confer further powers upon local authorities in London and upon Transport for London; and for related purposes" have been deposited in Parliament, be and the same is hereby confirmed.

DEVELOPMENT
MANAGEMENT
COMMITTEE

REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE

MEETING HELD ON 27 FEBRUARY 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Don Billson * Julia Merison
 * Mrinal Choudhury * Narinder Singh Mudhar
 * Keith Ferry * Joyce Nickolay
 * Graham Henson (2)

* Denotes Member present

(2) Denotes category of Reserve Members

[Note: Councillor Paul Osborn also attended this meeting to speak on the item indicated at Minute 197 below].

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

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

Ordinary Member
Reserve Member

Councillor Thaya Idaikkadar

Councillor Graham Henson

197. Right of Members to Speak:

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

Councillor
Agenda item

Councillor Paul Osborn

Planning applications 2/04 and 2/05

198. 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.

199. Arrangement of Agenda:

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

Agenda item
Special Circumstances / Grounds for Urgency

Addendum

This contained information relating to various items on the agenda and was based on information received after the agenda's dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.

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

200. Minutes:

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

201. **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.

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

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

203. **Representations on Planning Applications:**

That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of item 2/02 on the list of planning applications.

[Note: Subsequently, planning application 2/02 was deferred, and so the representations were not received].

204. **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.

205. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Head of Planning which listed enforcement notices awaiting compliance.

RESOLVED: That the report be noted.

206. **Member Site Visits:**

RESOLVED: That Member visits to the following sites take place on Saturday 15 March 2008 from 9.30 am:

2/02	-	17 Winscombe Way, Stanmore, HA7 3AX
2/06	-	137 Whitchurch Lane, Edgware, HA8 6NZ
2/11	-	The Old Coachworks Land to the rear of 1 – 7 Whitefriars Drive, Harrow Weald, HA3 5HJ

(Note: The meeting, having commenced at 6.30 pm, closed at 7.55 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/3540/07/DFU
LOCATION: 12 Alton Avenue, Stanmore, HA7 3PQ
APPLICANT: Mr P Furlong and Mrs J Smith
PROPOSAL: Single and two storey side extension and single storey front extension incorporating front porch (revised).
DECISION: GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informative reported.

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

LIST NO: 2/02 **APPLICATION NO:** P/3266/07/DFU
LOCATION: 17 Winscombe Way, Stanmore, HA7 3AX
APPLICANT: Mrs Emma Simons
PROPOSAL: Single / two storey rear extension, front porch, conversion of garage to habitable room with external alterations, rear dormer.
DECISION: DEFERRED for a Member site visit.

LIST NO: 2/03 **APPLICATION NO:** P/3889/07/DFU
LOCATION: 1 Howberry Road, Edgware, HA8 6SR
APPLICANT: Mr J Donnan
PROPOSAL: Single / two storey rear extension; external alterations; conversion to two flats; relocated vehicle access (revised).
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported and the following:

(i) Inserting condition 9 to read:

Notwithstanding the detail shown on drawing JD/1HR/11 Rev B the approach to the front entrance door shall be re-graded at a gradient of no more than 1:20 before the development hereby permitted is occupied.

REASON: To provide satisfactory access for disabled persons.

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

LIST NO: 2/04 **APPLICATION NO:** P/2719/07/DFU
LOCATION: 19 – 23 High Street, Pinner, HA5 5PJ
APPLICANT: Starbucks Coffee (UK) Ltd
PROPOSAL: Retention of shopfronts on High Street and Bishops Walk.
DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason:

(i) The proposed retention of the shop fronts would not preserve or enhance the character or appearance of the Pinner High Street Conservation Area, by reason of the blank fascia over the previous entrance, the removal of doors, relocation of them and the poor finish and design thereof, which would be detrimental to the visual amenity in the street scene, contrary to HUDP policies D4 and D14.

[Note: (1) During discussion on the above item, it was moved and seconded that the application be refused for the reason given. Upon being put to a vote, this was carried;

(2) Councillors Marilyn Ashton, Don Billson, Julia Merison, Narinder Singh Mudhar and Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application;

(3) Councillor Keith Ferry wished to be recorded as having voted against the decision to refuse the application;

(4) the Head of Planning had recommended that the above application be granted, had the applicant not appealed against non-determination].

(See also Minute 197)

LIST NO: 2/05 **APPLICATION NO:** P/2717/07/DAD
LOCATION: 19 – 23 High Street, Pinner, HA5 5PJ
APPLICANT: Starbucks Coffee (UK) Ltd.
PROPOSAL: Externally illuminated fascia and projecting signs.
DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason:

(i) The proposed externally illuminated fascia and projecting signs would appear unbalanced, out of keeping and visually obtrusive in the street scene particularly at night and therefore will not preserve or enhance the character or appearance of the Pinner High Street Conservation Area, contrary to HUDP policies D4 and D14.

[Note: (1) During discussion on the above item, it was moved and seconded that the application be refused for the reason given. Upon being put to a vote, this was carried;

(2) Councillors Marilyn Ashton, Don Billson, Julia Merison, Narinder Singh Mudhar and Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application;

(3) Councillors Keith Ferry and Graham Henson wished to be recorded as having voted against the decision to refuse the application;

(4) the Head of Planning had recommended that the above application be granted, had the applicant not appealed against non-determination].

(See also Minute 197)

LIST NO: 2/06 **APPLICATION NO:** P/3969/07/DFU
LOCATION: 137 Whitchurch Lane, Edgware, HA8 6NZ
APPLICANT: Bala Kylassum
PROPOSAL: Rear dormer; conversion to two flats; widening of vehicle access.
DECISION: DEFERRED for a Member site visit.

LIST NO: 2/07 **APPLICATION NO:** P/3972/07/DFU
LOCATION: 91A Stanmore Hill, Stanmore, HA7 3DZ
APPLICANT: Jamie Dean and Co
PROPOSAL: Change of use from retail to financial and professional services (class A1 to A2).

DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported.

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

LIST NO: 2/08 **APPLICATION NO:** P/3647/07/DFU
LOCATION: 18 – 28 Masons Avenue, Harrow, HA3 5AP
APPLICANT: Atlas Coaches Ltd
PROPOSAL: Change of use from light industry (B1) to parking / storage of vehicles (cabs / minibuses) (sui generis)
DECISION: GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informative reported.
[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

LIST NO: 2/09 **APPLICATION NO:** P/4142/07/DFU
LOCATION: 5 The Quadrant, Headstone Gardens, Harrow, HA2 6PH
APPLICANT: Miss N Ali
PROPOSAL: Change of use from shop (class A1) to restaurant (class A3); single storey rear extension and installation of extract duct at rear elevation.
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported.
[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

LIST NO: 2/10 **APPLICATION NO:** P/4096/07/CFU
LOCATION: 28 Shaftesbury Circle, Harrow, HA2 0AT
APPLICANT: Mr M B Patel
PROPOSAL: Sub division and change of use of car showroom (sui generis) to 4 self-contained shop / retail (class A1) units with new shopfronts and single storey rear extensions; external alterations and parking at rear.
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported and the following:
(i) Inserting a further condition which states:
"The development hereby permitted shall not commence until a scheme for:

- The storage and disposal of refuse / waste
- The vehicular access thereto

has been submitted to, and approved in writing by, the local planning authority. The use hereby permitted shall not be commenced until the works have been completed in accordance with the approved details and shall thereafter be retained.
REASON: To ensure adequate standards of hygiene and refuse / waste collection without prejudice to the enjoyment by neighbouring occupiers of their properties".

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

LIST NO: 2/11 **APPLICATION NO:** P/4054/07/DFU
LOCATION: The Old Coachworks Land to the rear of 1 – 7 Whitefriars Drive, Harrow Weald, HA3 5HJ
APPLICANT: Stablewood Ltd
PROPOSAL: Three storey block of 8 flats with associated parking and landscaping.
DECISION: DEFERRED for a Member Site Visit.

LIST NO: 2/12 **APPLICATION NO:** P/3980/07/CFU
LOCATION: Kenmore Park First and Middle School, Moorhouse Road, Kenton, HA3 9JA
APPLICANT: London Borough of Harrow
PROPOSAL: Single storey extension to provide children's centre.
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported.

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

LIST NO: 2/13 **APPLICATION NO:** P/3374/07/DAD
LOCATION: The Case is Altered Public House, 28 Old Redding, Harrow Weald, HA3 6SE.
APPLICANT: Mark Douglas
PROPOSAL: Externally illuminated freestanding sign and wall sign, 2 X non illuminated free standing signs.
DECISION: DEFERRED to allow officers to further consider the proposals

LIST NO: 2/14 **APPLICATION NO:** P/4013/07/DDP
LOCATION: Former Government Offices Site, Honeypot Lane, Stanmore, HA7 1BB
APPLICANT: Berkeley Urban Renaissance Ltd
PROPOSAL: Details of existing and proposed boundary treatment pursuant to condition 4 of planning permission ref: P/2317/06/CFU allowed on appeal 12 November 2007 (redevelopment for 798 residential units [including 40% affordable housing] 959 square metres class A1 / A2 / A3 / A4 / A5 / D1 and D2 floorspace; 7927 square metres of B1 (A), (B), (C) floorspace).
DECISION: GRANTED permission for the development described in the application.

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

LIST NO: 2/15 **APPLICATION NO:** P/4037/07/CDP
LOCATION: Former Government Offices Site, Honeypot Lane, Stanmore, HA7 1BB
APPLICANT: Berkeley Urban Renaissance Ltd

PROPOSAL: Details of compensatory flood storage works measures pursuant to condition 29 of planning permission ref: P/2317/06/CFU allowed on appeal 12 November 2007 (redevelopment for 798 residential units [including 40% affordable housing], 959 square metres class A1 / A2 / A3 / A4 / A5 / D1 and D2 floorspace; 7927 square metres of B1 (A), (B), (C) floorspace).

DECISION: DEFERRED to await clearance of the proposal by the Environment Agency.

LIST NO: 2/16 **APPLICATION NO:** P/4015/07/CDP

LOCATION: Former Government Offices Site, Honeypot Lane, Stanmore, HA7 1BB

APPLICANT: Berkeley Urban Renaissance Ltd

PROPOSAL: Details of contamination investigation and remediation pursuant to condition 2 of planning permission ref: P/2317/06/CFU allowed on appeal 12 November 2007 (redevelopment for 798 residential units).

DECISION: APPROVED the details of condition 2, as described in the application.

[Note: The Committee wished for it to be recorded that the decision to approve the details of the condition was unanimous].

LIST NO: 2/17 **APPLICATION NO:** P/4036/07/CDP

LOCATION: Former Government Offices Site, Honeypot Lane, Stanmore, HA7 1BB

APPLICANT: Berkeley Urban Renaissance Ltd

PROPOSAL: Details of surface water control measures pursuant to condition 28 of planning permission ref: P/2317/06/CFU allowed on appeal 12 November 2007 (redevelopment for 798 residential units [including 40% affordable housing], 959 square metres class A1 / A2 / A3/ A4 / A5 / D1 and D2 floorspace; 7927 square metres of B1 (A), (B), (C) floorspace).

DECISION: DEFERRED to await clearance of the proposal by the Environment Agency.

LIST NO: 2/18 **APPLICATION NO:** P/4040/07/CDP

LOCATION: Former Government Offices Site, Honeypot Lane, Stanmore, HA7 1BB

APPLICANT: Berkeley Urban Renaissance Ltd

PROPOSAL: Details of the maintenance regime for the flood storage works pursuant to condition 30 of planning permission ref: P/2317/06/CFU allowed on appeal 12 November 2007 (redevelopment for 798 residential units [including 40% affordable housing], 959 square metres class A1 / A2 / A3 / A4 / A5 / D1 and D2 floorspace; 7927 square metres of B1 (A), (B), (C) floorspace).

DECISION: DEFERRED to await clearance of the proposal by the Environment Agency.

LIST NO: 2/19 **APPLICATION NO:** P/0263/08/DDP

LOCATION: Former Government Offices Site, Honeypot Lane, Stanmore, HA7 1BB

APPLICANT: Berkeley Urban Renaissance Ltd

PROPOSAL: Details of finished floor levels pursuant to condition 27 of planning permission ref: P/2317/06/CFU allowed on appeal 12 November 2007 (redevelopment for 798 residential units [including 40% affordable housing], 959 square metres class A1 / A2 / A3 / A4 / A5 / D1 and D2 floorspace; 7927 square metres of B1 (A), (B), (C) floorspace).

DECISION: APPROVED the details of condition 27, as described in the application.

[Note: The Committee wished for it to be recorded that the decision to approve the details of the condition was unanimous].

LIST NO:	2/20	APPLICATION NO:	P/0458/08/CVA
LOCATION:	Former Government Offices Site, Honeypot Lane, Stanmore, HA7 1BB		
APPLICANT:	Berkeley Urban Renaissance Ltd		
PROPOSAL:	Variation of condition 26 (details of surface water drainage attenuation and storage works) of planning permission ref: P/2317/06/CFU allowed on appeal 12 November 2007 (redevelopment for 798 residential units [including 40% affordable housing], 959 square metres class A1 / A2 / A3 / A4 / A5 / D1 and D2 floorspace; 7927 square metres of B1 (A), (B), (C) floorspace).		
DECISION:	APPROVED the variation of condition 26 to read: Development of any buildings shall not begin until surface water drainage, attenuation and storage works have been carried out to serve the development hereby permitted, in accordance with details to be submitted and approved in writing by the local planning authority. REASON: To ensure that adequate drainage facilities are provided. [Note: The Committee wished for it to be recorded that the decision to approve the variation of the condition was unanimous].		

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 14 FEBRUARY 2008

Chairman: * Councillor Chris Mote

Councillors: * David Ashton * Janet Mote
 * Marilyn Ashton * Paul Osborn
 * Mrs Camilla Bath * Mrs Anjana Patel
 * Miss Christine Bednell * Eric Silver
 * Susan Hall

* Denotes Member present

[Note: Councillors Margaret Davine, Navin Shah and Bill Stephenson also attended this meeting to speak on the item indicated at Minute 360 below].

PART I - RECOMMENDATIONS
Corporate Plan and Budget

The Chief Executive introduced the summary report on the Council's Corporate Plan 2008-11 and the Revenue Budget 2008-09 and Medium Term Financial Strategy 2008-09 to 2010-11. He outlined the Council's vision and how resources would be directed towards achieving and meeting residents' aspirations. Accountability would be at the forefront in delivering these aspirations. He identified the key elements of the Council's medium term planning process, and the step change for the Council in presenting the Corporate Plan and the Budget together and thanked officers and Members for their contributions and achievements in the area.

RECOMMENDATION I - Key Decision - Harrow Council Corporate Plan 2008 - 11

The Corporate Director of Strategy and Business Support introduced the Council's Corporate Plan for 2008-11 setting out the Council's vision 'To be recognised as one of the best London Councils by 2012, in a borough that was cosmopolitan, confident and cohesive'. The vision was supported by new corporate priorities for the next three years. The Corporate Plan had been developed as part of the integrated planning and budgeting framework and, more importantly, would direct resources to priorities.

The vision, supported by specific aspirations, would be delivered with the commitment of the Council's staff and partners. Within the aspirations, the Council had adopted corporate priorities, which included a number of flagship actions demonstrating what the corporate priorities meant in practice.

The Corporate Director explained that, in addition to the Corporate Plan, the Council had a detailed Corporate Improvement Plan and each Directorate had a Service Improvement Plan 'sitting' below the Corporate Plan. Both of these translated into action through individual staff objectives. These Plans were used to determine priorities and monitor progress throughout the year and which reported to Cabinet through the strategic performance reports.

The Portfolio Holder for Strategy and Business Support also outlined the Council's vision and the importance of the coming together of the Corporate Plan and the Budget, which was key to directing resources to priorities. This integrated process was a positive move from the previously disjointed approach.

The Portfolio Holder outlined the flagship actions, which were important to the people of Harrow and explained how these would be measured. He identified flagship actions that would make a real difference to the people of Harrow. All flagship action were measurable and would ensure accountability.

Having agreed that the commitments the Corporate Plan 2008-2011 proposed for the Council were compatible with Harrow's visions, priorities and strategy, it was

Resolved to RECOMMEND:

That the Corporate Plan 2008-11 be adopted.

Reason for Recommendation: To outline what the Council was going to achieve in relation to the Administration's corporate priorities.

(See also Minute 355)

RECOMMENDATION II - Key Decision - Revenue Budget 2008-09 and Medium Term Financial Strategy 2008-09 to 2010-11

The Corporate Director of Finance introduced the report, which set out the proposed revenue budget for 2008-09 and the medium term financial strategy (MTFS) for 2008-09 to 2010-11. She referred to the emergency measures that had been put in place in 2005/06, the savings plan in August 2006, the three budget rounds for 2006-07, 2007-08 and 2008-09, which had culminated in a major drive to raise financial awareness and improve financial management in the Council. Having embedded a stringent culture of financial management in the organisation, the budget before Members was a major achievement on part of both Members and officers to put the Council on a stable financial footing.

The Corporate Director reported that the budget included :-

- £1.9m of new investment in priority services, £6.1 for unavoidable growth pressures where the biggest single issues were increasing demand for social care, waste management and disposal;
- savings of £9.9m and how these had been achieved. Every effort had been made to maximise efficiency savings and minimise its impact on services;
- a detailed analysis of the figures, including an analysis of changes between the draft and final budget;
- an impact assessment that had been carried out for each savings proposal and which had been shared with all interested parties. Action necessary to ensure that discrimination and disadvantage did not arise from these potential savings would be undertaken;
- proposals for investment in Access Harrow;
- assumptions that had been made in relation to the Business Transformation Partnership and future efficiency savings;
- the grant increase of 2% in 2008-09, 1.75% in 2009-10 and 1.5% in 2010-11, which equated to around £1m a year and did not cover the pressures facing the Council;
- an average increase of 2% for fees and charges. There was no increase at all for some major items such as home care and car parking;
- the schools' budget which was funded through the Dedicated Schools Grant and was set by central government with no local involvement. Education continued to be a priority for central government and schools funding would increase by 4.5% next year;
- a reserves policy intended to add £1m to reserves and provisions each year until such time as general balances exceed £5m. This prudent policy would contribute to ensuring a robust budget and deal with unexpected situations;
- the medium term Housing Revenue Account that allowed for additional investment in the stock to achieve the decent homes standard by 2010;
- an average rent increase for 2008-09 is 5.61%. The planned average service charge increase for 2008-09 is 4.26%;
- Members' allowance scheme;
- a Council Tax increase of 2.74%, which was the combined Harrow and GLA precept increase, reflecting the final GLA budget.

The Corporate Director referred to the consultation undertaken with stakeholders. She stated that a balanced budget was being presented to Council and referred to the funding gaps in future years of £5.4m and £6.9m, which were being addressed. The

GLA precept was different to the one in the report; the GLA budget having been approved on 13 February 2008.

The Portfolio Holder for Finance and Portfolio Coordination stated that the Budget represented a very significant step in the Council's financial transformation. It delivered a reasonable Council Tax increase, included additional investment in priority areas, identified savings without impacting on front line services, included growth, and a policy for reserves. Despite the challenging financial context, the budget was robust and prudent. The Portfolio Holder added that the budget included an increased grant to the voluntary sector, and that scrutiny had been asked to carry out a review on the funding of this sector.

In summary, the Portfolio Holder added that the administration intended on building for the future and to ensure a strong financial platform. He referred to the ongoing campaign on the unfair settlement received by the Council from Central Government and acknowledged that radical changes in the formula applied by the government would be required. However, Harrow Council would continue to campaign for a better settlement and grants that were ring-fenced.

Having approved the MTFs, proposals in relation to fees and charges, the Medium Term Budget Strategy for the Housing Revenue Account, revenue income optimisation, and the budget in relation to schools, and having noted the new investment policy and the reserves policy, it was

Resolved to RECOMMEND:

That (1) budget be approved to enable the Council Tax for 2008-09 to be set;

(2) the model Council Tax resolution set out at Appendix 1 be approved;

(3) the Housing Revenue Account for 2008-09 set out at Appendix 2 be approved and in particular to agree to:

- (a) increase rents by 5.61% on average from 1 April 2008
- (b) increase service charges by 4.26% on average from 1 April 2008
- (c) increase energy (heating) charges by £3.78 on average from 1 April 2008
- (d) increase water charges, garage rents and car park rents by 3% on average from 1 April 2008;

(4) Members' Allowances Scheme, attached at Appendix 3, be approved.

Reason for Recommendation: To publish the final budget proposals and set the Council Tax and rents for 2008-09.

(See also Minutes 355 and 364).

Summary

In summing up, the Leader of the Council was positive about the production of the Council's Corporate Plan and the Budget as a single entity for the first time by the Administration. The Corporate Plan had been developed as part of an integrated process with the Council's Budget. It ensured that resources supported the priorities. The combined process was vital to effective service planning and delivery. He recommended this process to other authorities.

The Leader thanked Cabinet Members for driving the process to develop new priorities and flagship actions, which would be monitored through Improvement Boards. The Administration intended to be clear and transparent and held accountable on these flagship actions. Accountability through public question time would also be welcomed.

He looked forward to a productive and successful year and on achieving the flagship actions, which were considered to be 'stretch' targets.

RECOMMENDATION III - Key Decision - Treasury Management Strategy 2008-2009 and Prudential Indicators 2008-2009 to 2010-2011

The Corporate Director of Finance introduced the report, which set out the Council's Treasury Management Strategy for 2008-2009 and the levels at which the Prudential Indicators should be set for the three financial years 2008-2009 to 2010-2011. She highlighted the key aspects of the report, including the decision to bring back an external portfolio in-house due to poor management and performance.

The Portfolio Holder for Finance and Portfolio Co-ordination referred to the advice received from consultants and the resultant savings achieved in debt management and borrowing. In recommending the report, he stated that the Council would continue to re-evaluate the position particularly in the current volatile financial market.

Resolved to RECOMMEND:

(1) Approval of the Treasury Management Strategy for 2008-2009, as set out in paragraphs 5 to 17 of the report of the Corporate Director of Finance;

(2) approval of the Prudential Indicators for 2008-2009 to 2010-2011, as set out in paragraphs 18 to 39 of the report of the Corporate Director of Finance, be approved.

Reason for Recommendation: To promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and relevant guidance.

(See also Minute 366).

PART II - MINUTES354. **Councillor Dhirajlal Lavingia:**

A minute of silence was observed in memory of Councillor Dhirajlal Lavingia.

355. **Declarations of Interest:**

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

Agenda Item 9(b) – Harrow Council Corporate Plan 2008-2011

The following Members declared personal interests, as set out below, and remained in the room to participate in the discussion and decision relating to this item:-

- (i) Councillor Paul Osborn stated that he lived in Vaughan Road, within the vicinity of the Travis Perkins site, a flagship action of the administration. He added that he had not participated in the discussion relating to the flagship action and would therefore vote on this item;
- (ii) Councillor Susan Hall stated that her interest related to Wealdstone.

Agenda Item 9(c) - Revenue Budget 2008-09 and Medium Term Financial Strategy 2008-09 to 2010-11

1. The following Members declared personal interests, as set out below, and remained in the room to participate in the discussion and decision relating to this item:-

- (i) Councillor Chris Mote stated that his sister worked part-time as a teacher in Harrow;
- (ii) Councillor Janet Mote stated that her sister-in-law worked part-time as a teacher in Harrow;
- (iii) Councillor Miss Christine Bednell stated that she was a governor of Whitmore High School. She had not been party to any discussion relating to the proposals at Whitmore School and would not be speaking on the matter that evening.

2. The following Member, who was not a Member of Cabinet, declared a personal interest, as set out below, and remained in the room during the discussion and decision relating to this item:-

Councillor Mrs Margaret Davine stated that her mother received meal on wheels and social care from the Council.

356. **Minutes:**

RESOLVED: That, subject to the following amendment, the minutes of the meeting held on 17 January 2008, be taken as read and signed as a correct record:-

Minute 345(2), delete reference to '1,178' signatures and replace with '1,781'.

357. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
17. Treasury Management Strategy 2008-09 and Prudential Indicators (Appendix 2)	The appendix contained exempt information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, in that it contained relating to the financial or business affairs of a particular person - company, other than the Council.
18. Temporary to Permanent Housing Initiative	The report, which related to item 10 on the agenda, contained exempt information under paragraph 3 of Part I of

Schedule 12A to the Local Government Act 1972, in that it contained information relating to the financial or business affairs of a particular person (including the Authority holding that information).

358. **Petitions:**

RESOLVED: To note that no petitions had been received.

359. **Public Questions:**

RESOLVED: To note that the following public questions had been received:-

1.

Questioner: Mr Nameer Ahmed

Asked of: Councillor Anjana Patel, Portfolio Holder for Community and Cultural Services

Question: Why has the Council decided to spend £300,000 building a new skate park and demolish a frequently used, legendary skate park when they could use it to buy other land such as the bowls club to build the new leisure centre? There are plenty of bowls clubs scattered generously around the borough, they are all the same but there is nothing like Harrow Skatepark anywhere in the world, where £300,000 is nowhere near enough to provide an adequate replacement.

Answer: The new Byron Leisure site was determined to be the best suited on the skate park site so that the existing leisure site (with over 1 million annual users) is kept open. To prevent a loss to the skatepark users, nearby replacement was considered to be the option.

Working closely with the skatepark users group we are jointly designing, pre-qualifying and tendering for a replacement park of a like or better quality to the existing one. We have set aside £300K as a starting point for this investment, but cannot comment further on cost until we have the tenders returned.

In terms of the planned budget, however, top international skateboard pro, Tony Hawk, has said that compared with most parks in the US, £300,000 is a healthy budget and could be enough to make a decent park with some 1970s flair.

The Council is also championing to regional partners that the skatepark users deserve an Olympic quality park since Harrow has the UK BMX Champion and potential 2008 and 2012 Olympic hopefuls. We hope this raises profile and potential additional funding to make it even better.

Supplemental Question: I'm aware of what you've said, but I've been informed that the new park can't be built on the old driving school or the bowls club as it can't be seen from the road. So does the Council truly think that being able to see the new leisure centre from the road is more important than the needs of the users of this legendary skatepark?

Answer: I don't think we've ever said that we want people to see it from the road that is why we built it there, that is the best location that we can build the leisure centre and that is why we have chosen that, so that we can keep the other one open until the new one is built and we can open it, so that this one can close and the other will re-open at the same time.

2.

Questioner: Alex Reeve

Asked of: Councillor Chris Mote, Leader and Portfolio Holder for Strategic Overview, HSP, External Affairs and Property

- Question:** Why has the Council decided to redevelop the leisure centre at all?
- Answer:** Harrow Council is keen to invest in leisure to improve the lives of all residents and our current facilities are no longer fit for purpose. We are investing £36 million into sports and leisure facilities across Harrow, at no cost to the taxpayer.
- In looking at all the options on the available Byron site, while balancing with the need to keep the existing building open, a careful review was made of the best place to site the new building and all potential options for acquisition. The result is that the proposed site on the skate park is the best option.
- Supplemental Question:** The Council said that they are improving the sporting facilities in Harrow, as far as I can see all they are doing is reducing the number of squash courts, reducing the size of the swimming pool, reducing the table-tennis facilities, and building over a great skatepark that's been there for decades. So what is this really? A sporting investment, if it is, please explain how, or is that the Council is just looking to build more yet flats at the expense of sporting facilities in the borough?
- Answer:** No they are not. It is actually a new state of the art facility that the residents of Harrow needs and that is what we are building at the cost of £36 million, and no it isn't just that we are doing it for the sake of doing it and that we are getting rid of all the facilities that we have, and we are listening to people, we are consulting the groups and the users and, accordingly, we are reviewing our plans as well so we are not reducing all the facilities that we have in the existing leisure centre but obviously we are going to do it in a way that is used all the time and is used by more people and not just lying there and not used.
- Councillor Chris Mote:** Can I just add to that. It's the first of a leisure centre build, as we've stated before, there will be more than one leisure centre built, spreading across the borough, so it's not all located, so yes it may appear small on the first one, but if you add up the total number there will be more facilities than there were before.
- Supplemental Question:** But in the plans it has left room for housing, which was the idea in general.
- Councillors Chris Mote:** Yes, I accept that. But that's how you pay for it in no cost to the ratepayer. Thank you.
- 3.
- Questioner:** Yvonne Lee
- Asked of:** Councillor Eric Silver, Portfolio Holder for Adult Services
- Question:** Could you tell us if there is a joint commissioning strategy for people with learning disabilities in Harrow?
- Answer:** Yes, it was published by the Council and Harrow PCT in March 2006. This will be reviewed in the next financial year. The document published in March 2006 is still relevant and is used today by the officers when setting service priorities. The current strategy will be reviewed after April in the light of further developments, including the new Local Area Agreement, the recent inspection of services that will be reported in May 2008, and the new Government directives such as personalised services. In fact what I've done for you if you'd like it, I've got you the agreement. I thought it might be of use. Would you like a copy?
- Supplemental Question:** I would like it yes, but what I'd like to know is if the strategy exists, why in 2005 after partners were asked to comment on the draft strategy, they were told by managers that the strategy wouldn't be taken forward, and there would be an over arching strategy for client reviews and the strategy would no longer be relevant.

- Answer:** You are saying it is 2005 you are talking about.
- Supplemental Question:** We are asked to comment on the draft strategy that was coming in 2006, we made comments and then we were told that it was no longer of use.
- Answer:** Actually, we weren't in power by then, so unfortunately I can't speak for the previous administration. If you'd like to ask the previous administration I am positive that they'll be able to help.
- 4.
- Questioner:** Marie-Louise Nolan, Harrow Mencap
- Asked of:** Councillor Eric Silver, Portfolio Holder for Adult Services
- Question:** How many people have been reassessed and now fall into the 'moderate' needs category and therefore are no longer eligible for social care support?
- Answer:** The Council aims to review services users needs annually. This can happen sooner if service users needs warrant it. Every year there are significant numbers of users who cease to receive services. There are a number of reasons for this – changes, charges, empowerment, re-assessment, passing away, leaving the borough, becoming health responsibilities. So all these things can cause reasons for change. Currently our IT system does not allow us to break down the reasons for the end of the service.
- Supplemental Question:** My organisation, Harrow Mencap, has got evidence from service users that there has been an increase and would you say that it is rather merely a coincidence that once the Vaughan Centre closed last year that there is a lot of day placements that was done concurrently with equals needs being reassessed and in fact we have evidence that some service users, whilst I appreciate you say that they may be done annually or sooner, were done twice within a three-month period. This seems to be extremely frequent, so is it a coincidence that the loss of certain day centre places comes consequent with the change with people falling in and out of that category and into moderate needs?
- Answer:** Let me remind you that the Borough has never met moderate needs under the identical Fair Access to Care criteria a number of years ago. We know the Department of Families gives the care to a small number of users in 06/07. The new Corporate Director has reviewed this position and ensured that all those cases have been put right where appropriate.
- Change to our charges have been made within the borough into line with other boroughs. I am grateful that tonight's 08/09 budget which shows a significant investment to improve Adult Services in the future.
- Councillor Chris Mote:** If you have the evidence, could you let us have it?
- Questioner:** Yes.
- Councillor Silver:** Happy to meet you, whenever.

(Note: Both the question and the first supplemental question in relation to Question 2 were answered by the Portfolio Holder for Community and Cultural Services).

360. **Councillor Question Time:**

RESOLVED: To note the following Councillor Questions had been received:

1.

Questioner: Councillor Margaret Davine

Asked of: Councillor Eric Silver, Portfolio Holder for Adult Services

Question: Would you please clarify where Harrow's portion of the £520 million which was announced by the government in December to enhance the personalisation of social care features in the Revenue Budget being considered at the Cabinet Meeting tonight.

Answer: I think you are referring to the Social Care Reform Grant. The amounts for Harrow are £336k in 2008-09, £783k in 2009-10, and £926k in 2010-11.

This grant is not shown explicitly in the budget report and in fact it was not confirmed until last week. The money will be added to the Adults and Housing Directorate budget, and used to support service transformation for Adults.

(Questioner queries a figure.)

Supplemental Question: As there was a circular that announced the determination of the yearly grants to different boroughs on 17 January, I am quite surprised that you haven't had anything to put forward that shows how this will specifically be used by - because I realise that those - investment in Adult Services, and that is very welcome but this is particularly ring-fenced grant personalisation and I shall be very interested to see how you make sure those issues for those outcomes.

Answer: I will make sure that you are kept in the loop with everything that's being done. In fact we'll go together to Paul and we'll make sure of that. Is that all right?

2.

Questioner: Councillor Bill Stephenson

Asked of: Councillor Camilla Bath, Portfolio Holder for Housing

Question: Would Councillor Bath state how many of Harrow's major Council housing estates, out of what total have been fully externally decorated/refurbished in (i) the last seven years, (ii) the last nine years, (iii) the last eleven years?

Answer: You are asking three questions here but actually it comes down to six. Are we talking about decorate - external decoration, refurbishment - inside or outside but anyway, I will answer.

(Questioner speaks - Certainly my intention was external.)

The Council currently owns 5,068 tenanted homes and manages 1,164 leases. It is assumed that the questioner is asking how many of those properties have been decorated externally in each of the last eleven years.

It will take about 14 days to collate the information from earlier reports and to retrieve data from store to be able to provide the response to this question. I don't wish to be political but I was wondering if you had any of the other years when you were in power.

Supplemental Question: I, actually very carefully, talk about the major Council housing estates, which I have a list down here but I understand many of them have not been decorated in the last eleven years and a

particular one in my own ward, on the Kingswood Estate has not been redecorated for eleven years and I just say to Councillor Bath, is this the right way of looking after our estates and what happens to leaseholders where it is expected to have a cycle provided year on year of redecoration, when they get billed for very expensive external decoration with people who have lived there for so long?

(What is the question?)

Will she say when they are redecorating the external decoration of Kingswood Estate, which has not been decorated for eleven years and leaseholders are saying why should they have to wait for the Council's obligations?

**Councillor
Chris Mote
Answer:**

The question is when is it going to be redecorated?

What I said was that in 14 days we collate the information from earlier reports and I think it is necessary for us to do that and for you also to see it. So, as soon as that is done, I think then we'll have a chat about it and look at all areas that do need doing.

3.

Questioner:

Councillor Bill Stephenson

Asked of:

Councillor Camilla Bath, Portfolio Holder for Housing

Question:

Under the new contract with Kiers it would seem that all major external repairs are now carried out by Kiers without any competitive tendering and that a 20% 'administrative charge' is added to the cost. Would Councillor Bath agree that this is totally unfair to leaseholders and does not encourage anyone to have competitive prices?

Answer:

The Council re-tendered the contract for major and minor works to Council Homes in 2006. A public notice was published in the Official Journal of the European Union inviting tenders. A Section 20 Consultation Notice was sent to all leaseholders informing them of this on 17 July 2006 and inviting their comments. Competitive tenders were submitted and an evaluation team that included Council officers and tenants and leaseholder representatives selected Kier Building Maintenance. On 14 March 2007 a Section 20 Consultation Notice was sent to Leaseholders informing them that Harrow would enter into a contract with Kier Building Maintenance. The minor works contract is effective for five years and the major works contract for four years. The process that the Council applied provided opportunity for necessary competition and met the requirements of the Commonhold and Leasehold Reform Act 2004.

A 20% administration charge is applied to cover the cost of managing the contracts including the consultation process, pre and post inspections, supervision of the works, dealing with queries from leaseholders and invoicing the service charges. It is a requirement that leaseholders are invoiced for full costs and are not subsidised by tenants within the Housing Revenue Account.

**Supplemental
Question:**

In my own Ward, the tenants have been billed, for example by £3,000, for moving satellite dishes when many of the independent leaseholders don't have any satellite dishes and have been billed £5,000 to this purpose and they have no way of actually being able to query these claims. What is convenient for the Council, is it fair to leaseholders who do not have competitive tendering and that these are Kier's problems.

Answer:

I read it out here that we went through this process and we went through a competitive tendering process to get to where we are. I think that what you are asking, and I have dealt with it in other areas when people have come to me, that they go outside and they're looking at what it would cost just to have perhaps a single

roof done some place or a set of windows or something but they are forgetting that with a major block of flats or something, there are so many other things you have to take into consideration and also, with that, there is the 20% charge that is added but that includes all the other protection that they get while the work is being done.

4.

Questioner: Councillor Navin Shah

Asked of: Councillor Marilyn Ashton, Portfolio Holder for Planning, Development and Enterprise

Question: How much money has been received in Section 106 agreements in the last two years and how much of this has been spent?

Answer: A total of £3,096,647 has been received during 2006 and 2007.

£29,500 has been spent. The remainder will be spent as the conditions of the S106 agreements are triggered or when expenditure becomes due. As you know S106 payments can only be spent in accordance with the provisions of the agreement.

5.

Questioner: Councillor Navin Shah

Asked of: Councillor Marilyn Ashton, Portfolio Holder for Planning, Development and Enterprise

Question: In the last two years how much money has been spent in defending planning appeals broken down as (i) payments to external consultants and legal advisers, (ii) costs awarded against the Council, and how much internal staff time - approximately - has been spent on such matters?

Answer: Before I answer the question formally, I just want to explain what costs awards means to those people who don't know. Costs awards mean that the Council have had to pay the cost at appeal of the appellants. It doesn't mean the cost of fighting the appeal. I just thought I'd mention that because it can be quite confusing. I know that you know that, Councillor Shah, but lots of people don't.

In 2006 there were two costs awards against the Council totalled £10,751. These related to applications refused in November 2004. In 2007, no costs were awarded against the Council. In 2006, the Council spent £19,138 on external consultants/lawyers to defend planning appeals. For 2007 the expenditure for this purpose totalled £185,050, £184,000 of which was spent on the Honeypot Lane appeal by Berkeley Homes. Any planning applicant whose application is refused has the right of appeal and therefore the number and timing of appeals is unpredictable. Within the Council's current financial situation the Planning Service is not staffed to deal with the major appeals and hence it is necessary and I would say, indeed essential, to employ external consultants to ensure the Council's decisions are properly defended. In the time available it has not been possible to make an assessment of the staff time spent on dealing with appeals.

(Note: Councillor Navin Shah asked no supplemental questions in relation to questions 4 and 5).

361. **Forward Plan 1 February 2008 - 31 May 2008:**

RESOLVED: To note the contents of the Forward Plan for the period 1 February – 31 May 2008.

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

RESOLVED: To note that there were no reports to be considered.

363. **Key Decision - Harrow Council Corporate Plan 2008 - 11:**
(See Recommendation I and Minute 355).

364. **Key Decision - Revenue Budget 2008-09 and Medium Term Financial Strategy 2008-09 to 2010-11:**
(See also Recommendation II and Minute 355).

Having recommended the Revenue Budget 2008-09, the model Council Tax resolution, the Housing Revenue Account for 2008-09 and the Members' Allowance Scheme to Council for approval, it was

RESOLVED: That (1) the Medium Term Financial Strategy at Appendix B to the Corporate Director's report, be approved;

(2) the new investment in services be noted, and, in relation to Access Harrow, the performance targets set out in Appendix F to the Corporate Director's report be approved;

(3) in relation to revenue income optimisation, the following be approved:

(a) the project outlined at Appendix I to the Corporate Director's report

(b) the proposed framework at Appendix J to the Corporate Director's report;

(4) an average increase in non-statutory fees and charges of 2% from 1 April 2008 be approved;

(5) in relation to schools, the budget be approved and that it be noted that no changes to the LMS formula were proposed (Appendix K to the Corporate Director's report refers);

(6) the reserves policy be noted (Appendix M to the Corporate Director's report refers);

(7) the Medium Term Budget Strategy be approved for the Housing Revenue Account at Appendix P to the Corporate Director's report be approved.

Reason for Decision: To publish the final budget proposals and set the Council tax and rents for 2008-09.

365. **Key Decision - Capital Programme 2008-09 to 2010-11:**

Cabinet considered the report of the Corporate Director of Finance, which set out the proposed capital programme for 2008-09 to 2010-11. The Corporate Director stated that the Capital Programme:-

- represented an investment of some £84m in 2008-09. It included projects such as the new leisure centre at Byron Park, the new Whitmore school, a range of education modernisation projects and improvements to the Council's housing stock to achieve decent homes standard by 2010, the development of the Town Centre and further investment in new technology to drive out efficiencies in the future;
- included ongoing investments in social care facilities, highways, lighting, transportation and parks;
- £10k for 2008/09 for the Prosperity Action Team in each ward (£210k in total) along with a total of £105k for tree planting across the borough;
- The capital programme would be funded through a combination of government grants, capital receipts (from the sale of assets) and borrowing.

The Portfolio Holder for Finance and Portfolio Co-ordination recommended the Capital Programme to Cabinet.

RESOLVED: That the Capital Programme for 2008-09 to 2010-11 be agreed.

Reason for Decision: To confirm and ensure that the Council had an approved capital programme for 2008-09 to 2010-11.

366. **Key Decision - Treasury Management Strategy 2008-2009 and Prudential Indicators 2008-2009 to 2010-2011:**
(See also Recommendation III).

Having recommended the Treasury Management Strategy for 2008-2009 and the Prudential Indicators for 2008-2009 to 2010-2011, and having considered a confidential paper (Appendix 2), it was

RESOLVED: That the Council's lending list, as set out at Appendix 2 to the report of the Corporate Director of Finance, be approved.

Reason for Decision: To promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and other relevant guidance.

367. **Quarter 3 Revenue and Capital Monitoring as at 31 December 2007:**
Cabinet considered the report of the Corporate Director of Finance, which set out the Quarter 3 monitoring statement of Council's revenue and capital budgets 2007-2008.

The Corporate Director of Finance stated that it remained critical to monitor effectively the Council's revenue and capital budgets and that the position at quarter 3 showed a net forecast overspend of £200,000. The Council was working hard to contain the expenditure and come in on budget. Savings proposals would be actively monitored and reports submitted to the Improvement Boards.

The Director highlighted the positive aspects in relation to the Capital Programme, the Housing Revenue Account and the work being done in relation to income collection, details of which were set out in her report. She referred to the risk assessments being carried out and how these were updated quarterly to ensure that potential impacts were assessed regularly.

The Portfolio Holder for Finance and Portfolio Co-ordination referred to the cultural change within the organisation that was being encouraged in order to ensure that the budgets were managed effectively. He added that the Council intended to add £1m to reserves and provisions each year until such time as general balances exceeded £5m. This policy would not be altered. Additionally, the administration was confident that, by March 2008, the Council would hold at least £2.3m of reserves. There was an impetus to build on the reserves position in order to release money for growth in future years.

RESOLVED: That the current revenue and capital monitoring position at the end of Quarter 3 for 2007-2008 be noted.

Reason for Decision: To monitor effectively the Council's revenue and capital budgets.

368. **Key Decision - HARP Programme Approval:**
The Portfolio Holder for Strategy and Business support introduced the report on the HARP Programme, which covered projects in Housing, Revenues and Benefits and Planning. He added that the Programme would help transform some of the existing working processes to improve performance. It was also expected to deliver savings of £1.843m over a 10-year period and improve performance at the same time.

RESOLVED: That the HARP programme be approved to proceed in line with its agreed Business Case.

Reason for Decision: To enable the programme to formally start development and implementation. To improve performance and deliver savings.

369. **Key Decision - Temporary to Permanent Housing Initiative:**
Prior to the consideration of items 13-15 (Minutes 369-371), the Interim Corporate Director of Adults and Housing provided an overview of the work being carried out in Adults and Housing with a view to improving service provision to clients and to deliver on efficiency savings. A report setting out a 3-year transformation programme would be submitted to a future meeting of Cabinet.

The Interim Corporate Director commended the reports at items 13-15 to Cabinet, which had been developed over a period and were examples of prudent and innovative use of finance.

The Divisional Director of Housing introduced the report, which set out proposals for a West London temporary to permanent housing initiative. It involved the purchase of

properties on the open market that would be let initially at market rents and used as temporary housing. In the long term they would be converted to permanent housing and let at affordable rents. An accompanying confidential report detailed the tender negotiations and the procurement process with a further recommendation for Cabinet's agreement.

The Divisional Director explained that the initiative was driven by the requirement from the government to reduce the number of households in temporary accommodation. She added that two of the participating authorities had received approval from their respective Cabinets.

The Portfolio Holder for Housing commended the report to Cabinet.

RESOLVED: That (1) it be agreed in principle to award the contract to the Lloyds Bank consortium to procure, manage and maintain 1400 units of temporary to permanent housing across West London, of which 100 would be under a leasing arrangement with Harrow Council;

(2) the draft Heads of Terms for the contract, as set out in paragraph 3.6 of the Interim Corporate Director's report, be noted and it be further noted that the legal documentation would be finalised in conjunction with other participating boroughs and reported to Cabinet for final approval;

(3) the procurement process followed, which had resulted in resolution 1 above, be noted.

Reason for Decision: To increase the supply of permanent affordable housing, using the existing housing stock in accordance with national, regional and local housing strategies.

370. **Mill Farm Close Regeneration Proposal:**

The Divisional Director of Housing introduced the report, which set out proposals to improve and regenerate the Mill Farm estate, Pinner, following an options appraisal carried out with residents from May – September 2007. She added that authority was being sought to progress to comprehensive redevelopment proposals, details of which would be submitted to Cabinet for final approval in nine months' time.

The Portfolio Holder for Housing commended the report to Cabinet.

RESOLVED: That (1) officers be authorised to progress a comprehensive redevelopment proposal for the Mill Farm estate along the principles set out in Option 3 by formally inviting Registered Social Landlords to submit proposals on a competitive basis for consideration and assessment by Members, officers and local residents;

(2) a resident steering group be set up to work with the Council in taking this project forward and that reports on progress be submitted to the Tenants' and Leaseholders' Consultative Forum.

Reason for Decision: To enable a comprehensive improvement of the Mill Farm estate to meet and exceed Decent Home Standards and provide a better mix of housing to meet existing and future residents needs.

(See also paragraphs 1 and 2 in the preamble to Minute 369)

371. **Key Decision - LIFT/PFI Project:**

The Portfolio Holder for Adult Services introduced the report, which informed Members on the outcome of the Stage 2 approval process of the LIFT/PFI Project for the development of three Neighbourhood Resource Centres (NRCs) at Byron Park (formerly Christchurch Avenue), Kenmore and Vaughan (Projects) for people with learning disabilities. The report sought approval to conclude the final agreements with the LIFT Company (LIFTCo).

The Portfolio Holder added that the main purpose of this initiative was to ensure a holistic approach to service provision for people with learning difficulties. It would help support their quality of life, provide flexible day and outreach support, and introduce a positive welcoming environment for users. The completion dates had been set for June 2009. This was an exciting and a news worthy initiative.

The Interim Corporate Director of Adults and Housing referred to the desire of his Directorate to play a mainstream role within the Council and provide an integrated service for the benefit of clients. The report of the recent Learning Disability Inspection

was likely to urge further modernisation of the service. This project was crucial to this aim.

An officer stated that flexibility would be retained within the buildings.

RESOLVED: That (1) the Council to enter into the Land Retained Agreement, the Subordinated Credit Agreement, the Independent Tester Contract, the Lenders' Direct Agreement and all other documents ('Project Documents') to finalise and complete the Projects;

(2) the finalisation and completion of the Project Documents by the Council was necessary and expedient for the purpose of and in connection with the exercise of the Council's functions;

(3) to facilitate the closing of the Projects, the Interim Director of Adults and Housing ('the Authorised Officer') was hereby authorised by the Council to do all acts or things considered by him to be necessary or desirable in connection with or arising out of the Projects including, without limitation, the following:

- (a) to negotiate and, finalise the Project Documents on such terms as he (in his absolute discretion) sees fit, and such decision will be binding on Harrow Council;
- (b) to negotiate, approve any other agreements, deeds, notices, forms, letters or other documents to be entered into pursuant to the Project Documents which he considers necessary or desirable in relation to the Projects, in each case in such manner as he considers necessary or desirable in relation to the Projects;
- (c) to issue and sign certificates under the Local Government Contracts Act 1997;
- (d) complete all the Project Documents;

(4) that all the Project Documents considered by the Director of Legal and Governance Services as requiring the seal of the Council be sealed in accordance with the Constitution and such decision be binding on the Council;

(5) that the Authorised Officer be and is hereby authorised to execute (whether as a deed or otherwise) such of the Project Documents as the Director of Legal and Governance Services may direct (in his absolute discretion) and such decision be binding on the Council;

(6) the grant of a loan (which at the date of this meeting is likely to be in the region of £136,800 but could be more or less depending on the financial market) be authorised to LIFTCo as subordinated debt.

Reason for Decision: To allow construction of the NRCs to proceed.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.01 pm).

(Signed) COUNCILLOR CHRIS MOTE
Chairman

APPENDIX 1

HARROW COUNCIL

COUNCIL TAX RESOLUTION 2008-2009

Cabinet to approve as part of the Summons for Council, the model budget and Council Tax resolutions reflecting the recommendations of Cabinet and the GLA precept.

Council is requested to determine the level of the Council Tax for 2008-2009 in the light of the information on the precept and make the calculations set out in the resolution shown below.

- (1) To note that at its meeting on 17 January 2008 the Council calculated the amount of 85,466 as its Council Tax Base for the year 2008-2009 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33 (5) of the Local Government Finance Act 1992.
- (2) That the following amounts be now calculated by the Council for the year 2008-2009, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
 - (i) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a) to (e) of the Act. **(Gross expenditure)** £518,871,202
 - (ii) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (3)(a) to (c) of the Act. **(Gross income including use of reserves)** £356,033,572
 - (iii) Being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated by the Council, in accordance with Section 32(4) of the Act, **as its budget requirement for the year.** £162,837,630
 - (iv) Being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, revenue support grant, reduced by the amount of the sums which the Council estimates will be transferred in the year from its General Fund to its Collection Fund in accordance with Section 97(4) of the Local Government Finance Act 1988 (Collection Fund Deficit) £64,333,462
 - (v) Being **the amount to be raised from Council Taxes** Calculated as the amount at 2 (iii) above less the amount at 2 (iv.) above. £98,504,168
 - (vi) Being the amount at (v) divided by the Council Tax Base, calculated by the Council at its meeting on 17 January 2008 in accordance with Section 33 (1) of the Act, as the basic amount of its council tax for the year. **(The average Band D Council Tax)** £1,152.55
 - (vii) Valuation Bands

	A	B	C	D	E	F	G	H
£	768.37	896.43	1,024.49	1,152.55	1,408.67	1,664.79	1,920.92	2,305.10

Being the amounts given by multiplying the amount at (vi.) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (3) That it be noted that for 2008-2009 the Greater London Authority stated the following amount in precept issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	207.50	242.08	276.67	311.25	380.42	449.58	518.75	622.50

- (4) That, having calculated the aggregate in each case of the amounts at (2)(vii) and (3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2007-2008 for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	975.87	1,138.51	1,301.16	1,463.80	1,789.09	2,114.37	2,439.67	2,927.60

HARROW COUNCIL

REVENUE BUDGET SUMMARY 2008-2009

	2007-2008 Original Budget £000	2008-2009 Original Budget £000
Local Demand - Borough Services		
Adults and Housing	52,058	54,417
Children's	31,211	29,698
Community and Environment	41,303	43,306
Corporate Strategy	17,490	17,841
Corporate Finance	17,230	17,603
Total Directorate Budgets	159,292	162,865
Inflation and Corporate items	4,170	7,710
Capital Financing adjustments	(3,460)	(3,460)
Interest on Balances	(4,688)	(4,688)
Total – Baseline	155,314	162,427
Capitalisation	(1,240)	(590)
Contribution to Balances	1,000	1,000
Total Net Expenditure	155,074	162,837
Contribution re Collection Fund Deficit b/f	350	1,365
National Non-Domestic rate (NNDR)	(51,676)	(57,670)
Revenue Support Grant (RSG)	(8,673)	(8,028)
Local Demand on Collection Fund	95,075	98,504
Funds / Balances		
Balances Brought Forward	1,354	2,154
Adjustment to Balances	800	1,000
Balances Carried Forward	2,154	3,154
Council Tax for Band D Equivalent		
Harrow (£)	1,119.50	1,152.55
<u>Increase</u>		
Harrow (%)	4.90%	2.95%
Taxbase	84,926	85,466

APPENDIX 2HOUSING REVENUE ACCOUNT (HRA) 2008-09 to 2010-11

	Revised Budget 2008-09 (Feb 08)	Revised Budget 2009-10 (Feb 08)	Original Budget 2010-11 (Feb 08)	Key areas of change from the December budget report
Expenditure				
Employee Costs	3,065,408	3,000,389	3,045,395	Budgets from 2009-10 reflects savings from the new HARP project.
Supplies & Services	2,065,771	2,265,771	2,292,771	
Central Recharges	1,411,180	1,411,180	1,411,180	Increase to energy costs to reflect recent industry indicative price increases. Budgets from 2009-10 reflects savings from the new HARP project.
Employee Costs - Needs / Strategy	427,425	438,111	449,063	
Recharge to other services	-502,530	-502,528	-502,528	Contribution to Housing General Fund reflects actual estimated costs uplifted for pay inflation at 2.5%.
Home Ownership service	68,921	69,955	71,004	
Baseline expenditure	6,536,175	6,682,878	6,766,886	Reflects increased admin and insurance costs to be recovered from leaseholders.
Contingency	200,000	200,000	200,000	
Operating Expenditure	6,736,175	6,882,878	6,966,886	
Charges for Capital	5,520,644	5,866,672	6,020,207	Borrowing costs reflects a reduced estimated consolidate rate of interest (CRI) at 4.5% (previously 5.08%) in line with the Council's restructured debt.
Contribution to Repairs Account	4,617,000	4,661,000	4,705,000	
Bad or Doubtful Debts	100,000	100,000	100,000	Estimated service improvement costs to be contained within identified budget.
Total Expenditure	16,973,819	17,510,549	17,792,093	
	Revised Budget 2008-09 (Feb 08)	Revised Budget 2009-10 (Feb 08)	Original Budget 2010-11 (Feb 08)	Key areas of change from the December budget report

Income				
Rent Income – Dwellings	-21,160,318	-22,345,296	-23,592,163	Average rent to increase by 5.61% (previously 5.66%) in 08-09 in line with final determination.
Rent Income – Non Dwellings	-990,810	-1,013,599	-1,036,911	
Service Charges - Tenants	-1,079,423	-1,126,162	-1,175,375	Average tenant service charges to increase by 4.26% (previously 3.50%) in 08-09 in line with final determination.
Service Charges - Leaseholders	-210,000	-219,093	-228,667	Average leaseholder service charge to increase by 4.26% in line with charges to tenants.
Facility Charges	-469,980	-616,980	-643,980	Heating charges to increase to ensure full recovery of costs and to reflect recent indicative industry price increases.
Interest	-19,000	-19,000	-19,000	
Other Income	-8,010	-8,010	-8,010	
Transfer from General Fund	-83,000	-83,000	-83,000	
HRA Subsidy	6,837,598	7,678,736	8,607,902	Negative subsidy payable reflects the final determination and the revised CRI at 4.50%.
Total Income	-17,182,943	-17,752,404	-18,179,206	
Net Operating Expenditure	-209,124	-241,854	-387,113	
Revenue Contribution to Capital	1,000,000	1,000,000	1,000,000	
In Year Deficit / (Surplus)	790,876	758,146	612,887	
BALANCE	-5,287,534	-4,529,388	-3,916,501	

APPENDIX 3LONDON BOROUGH OF HARROW
MEMBERS' ALLOWANCES SCHEME

1. This scheme shall have effect until 31st March 2009. It replaces all former schemes.

Basic Allowance

2. A basic allowance of £8,000 per annum shall be paid to each Councillor.

Special Responsibility Allowances and Mayoral Allowances

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
(2) An allowance of £10,050 per annum shall be paid to the Mayor and an allowance of £2,000 per annum shall be paid to the Deputy Mayor.
(3) No Member may receive special responsibility allowances in respect of more than one post. For the purposes of this paragraph, the mayoral allowances referred to in 3(2) above are considered to be special responsibility allowances.

Uprating the Basic and Special Responsibility Allowances

4. The basic allowance and special responsibility allowances will be uprated annually in line with an index approved by the ALG Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2008/2009, the indexing arrangements will be reviewed.

Travel and Subsistence Allowances

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

Carers' Allowance

6. (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix 1.
(2) The maximum basic rate of pay is £2.84 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.
(3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).
(4) Actual costs will be paid **on production of an invoice or receipt**.
(5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
(6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
(7) The allowance is not to be paid where the carer is a member of the Member's household.
(8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Standards Committee for adjudication.

Co-optees' Allowance

7. A basic allowance of £435 per annum shall be paid to co-optees to formal Council committees and Independent Members of the Standards Committee.

Claims and Payments

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
 - (2) Payment shall be made
 - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
 - (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

Backdating

9. Any changes made to this scheme during the year may be backdated to 1st April 2007 by resolution of the Council when approving the amendment.

Pensions

10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

Renunciation

11. A person may, by notice in writing given to the Chief Executive, elect to forgo any part of his/her entitlement to an allowance under this scheme.

Withholding Allowances

12. (1) In the event that a Member is suspended from duties, that Member's basic allowance and special responsibility allowance (if any) will be withheld for the whole period of the Member's suspension.
 - (2) In the event that a Member is partially suspended from duties, that Member's basic allowance will be paid but their SRA, if any, will be withdrawn for the period of the partial suspension.

Appendix A**Approved duties for Carers' Allowance**

- A meeting of the Executive.
- A meeting of a committee of the executive.
- A meeting of the Authority.
- A meeting of a committee or sub-committee of the Authority.
- A meeting of some other body to which the Authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- A meeting which has both been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a Local Authority association of which the Authority is a member.
- Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)

There are 7 bands of SRAs:-

Band	Post	SRA -£/annum
1	Leader of the third largest Group Deputy Leader of the second largest Group Chief Whips of the two largest Groups Chairman of Governance, Audit and Risk Management Committee Chairman of Licensing and General Purposes Committee Chairman of Standards Committee Support Members for Cabinet x 11	£2,000
2	Performance Lead Members for Scrutiny x 4 Policy Lead Members for Scrutiny x 4	£3,000
3	Nominated Member of the largest party not holding the Chair of the Strategic Planning Committee (<i>see Note 1</i>) Nominated Member of the largest party not holding the Chair of the Development Management Committee (<i>see Note 1</i>) Chairman of the Traffic Advisory Panel Chairman of the Grants Advisory Panel	£4,500
4	Chairman of the Performance and Finance Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Performance and Finance Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee	£6,500
5	Chairman of the Strategic Planning Committee (<i>see Note 2</i>) Chairman of the Development Management Committee (<i>see Note 2</i>) Chairman of the Overview and Scrutiny Committee Leader of the Second Largest Group	£8,500
6	Deputy Leader Cabinet Members x 8	£19,500
7	Leader	£30,500

NOTES

- (1) If the same person is the Nominated Member of the largest party not holding the chair on both the Strategic Planning Committee and the Development Management Committee, they will receive 1.5 times the Band 2 allowance.
- (2) If the same person is the Chairman of both the Strategic Planning Committee and the Development Management Committee, they will receive 1.5 times the Band 4 allowance.
- (3) In the Council for 2006 to 2010, the Groups are as follows:-
Largest Group = Conservative Group
Second Largest Group = Labour Group
Third Largest Group = Liberal Democrat Group

SCHEDULE 2

CLAIMS FOR OUT-OF-BOROUGH TRAVEL AND SUBSISTENCE EXPENSES

Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
 - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
 - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
 - (c)
 - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
 - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
 - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.
 - (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
 - (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.
2. Duties for which out-of-Borough travel and subsistence expenses may **not** be claimed include:-
 - (a) Political meetings or events.
 - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
 - (c) Meetings of the Governing Bodies of Schools.

HARROW
ADMISSIONS
FORUM

HARROW ADMISSIONS FORUM**4 FEBRUARY 2008**

Chairman:	(Vacancy)		
Councillors:	* Dinesh Solanki * Bill Stephenson (Vice-Chairman in the Chair)		
Community School Representatives:	<u>Governor</u> (Vacancy)	<u>Primary</u> * Sue Jones	<u>Secondary</u> * Janice Howkins
Jewish School Representative:	* Mrs D Palman		
Roman Catholic School Representative:	† Mike Murphy		
Church of England School Representative:	† Mrs S Hinton		
Church of England Diocese Representative:	* Rev P Reece		
Catholic Schools Diocese Representative:	* Mr Billiet		
Primary Elected Parent Governor Representative:	* Mrs D Speel		
Secondary Elected Parent Governor Representative:	* Mr R Chauhan		
Harrow Council for Racial Equality Representative:	Saeed Ahmad		
Early Years Development Partnership Representative:	* Helena Tucker		
Children's Services Representative:	(Vacancy)		
Cedars Middle School Representative:	* Timothee Nguessan		

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Determination of Admission Arrangements 2009-10**

The Forum considered a report of the Director of Schools and Children's Development, which set out the proposed admission arrangements for 2009-10 following consultation.

The officer reported that no feedback had been received on the admission arrangements during the consultation period and, as the arrangements had been discussed at the previous meeting of the Forum, it was

Resolved to RECOMMEND: (to Cabinet)

That (1) the proposed Schemes of Co-ordination for primary and secondary admissions be adopted;

(2) the following amendments to the admission rules be approved:

- to offer places at Bentley Wood throughout the year by undertaking a fresh random allocation to decide which child is to be offered a place from the waiting list. This will be after places have been allocated to Children Looked After, girls with a Statement of Special Educational Needs naming Bentley Wood, any agreed medical claim, girls with sisters attending Bentley Wood at the same time;

- to adopt the revised Fair Access Protocol;
- to maintain Harrow's relevant area as the administrative area of the London Borough of Harrow;
- to agree the closing date for receipt of applications for Reception class as 27 February 2009.

[Reason for Recommendation: To meet the requirement under the School Standards and Framework Act 1988 for admission authorities to determine admission arrangements by 15 April in the determination year (ie by 15 April 2008).]

PART II - MINUTES

48. **Tribute to the late Councillor Janet Cowan:**
A minute of silence was observed in memory of Councillor Janet Cowan.
49. **Appointment of Chairman:**
RESOLVED: That the election of Chairman be deferred until the next meeting of the Forum.
50. **Attendance by Reserve Members:**
RESOLVED: To note that there were no Reserve Members in attendance at this meeting.
51. **Declarations of Interest:**
RESOLVED: To note that the following interests were declared:
- | <u>Agenda Item</u> | <u>Nature of Interest</u> |
|--|--|
| 9. Determination of Admission Arrangements 2009-10 | Councillor Dinesh Solanki declared a personal interest arising from the fact that he was a parent governor at Park High School and that his daughter attended Belmont Middle School. Accordingly, he would remain in the room during the discussion and decision-making of the item. |
52. **Arrangement of Agenda:**
RESOLVED: That all items be considered with the press and public present.
53. **Minutes:**
RESOLVED: That the minutes of the meeting held on 9 October 2007 be taken as read and signed as a correct record.
54. **Public Questions:**
RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).
55. **Petitions:**
RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).
56. **Deputations:**
RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
57. **Determination of Admission Arrangements 2009-10:**
(See Recommendation 1).

58. **Compliance with the School Admissions Code: Voluntary Aided Admission Arrangements:**

The Forum received a report from the Director of Schools and Children's Development which set out the requirement for the Forum to review the admissions arrangements for voluntary aided schools to ensure they meet statutory requirements.

The Vice-Chairman in the Chair noted that the arrangements of some voluntary aided schools were not necessarily compliant with the Schools Admissions Code of Practice and it was the Forum's duty to raise any concerns.

The officer explained that the voluntary aided schools had been contacted on multiple occasions to submit their admissions arrangements for 2009-10 to the Forum, but none of the schools had complied.

A member of the Forum noted that voluntary aided schools had to consult their diocese or other relevant body on the arrangements, which may have caused a delay in response. Another member suggested that the admissions authority contacted the diocese directly to obtain the admission arrangements.

Discussing the admission arrangements for the Krishna-Avanti Primary School a member of the Forum expressed concern regarding the school's admission arrangements following reports in the press. It was noted that the school would be admitting its first pupils in September 2008, while the Forum had not been consulted on the admission arrangements. The officer responded that, since it was a new school, admission arrangements could be determined up to six months before admission.

The Vice-Chairman in the Chair noted that the current admission arrangements were different from those agreed by the School Organisation Committee. In particular priority 4, which stated ten nominations by Bhaktivedanta Manor, instead of the agreed five nominations for a period of three years.

Another member of the Forum commented that admissions to the school would go via temples, but noted that not all Hindus worshipped at the temple. He subsequently queried how the tenets would be verified considering that the Code of Practice excludes certain questions being asked of the parents. A Member responded that Hindus could worship at any temple and the school might just require a local priest to sign off the Supplementary Information Form.

The officer noted that the school had been advised to seek their own legal advice. She added that the Krishna-Avanti School had indicated that they had discussed their admission arrangements with the Department for Children, Schools and Families who were satisfied with the arrangements.

Following discussion of the school's admission arrangements the Forum

RESOLVED: That (1) the Krishna-Avanti Primary School be sent a letter on behalf of the Forum to remind the school of the admission arrangements agreed by the School Organisation Committee;

(2) an extra meeting of the Forum be scheduled to review the admission arrangements of the voluntary aided schools.

59. **Date of Future Meetings:**

RESOLVED: That the next meeting of the Forum be held on Monday 3 March 2008 at 6.00 pm.

(Note: The meeting having commenced at 6.04 pm, closed at 7.13 pm)

(Signed) COUNCILLOR BILL STEPHENSON
Vice-Chairman in the Chair

CONSULTATIVE
FORUMS

**TENANTS' AND LEASEHOLDERS'
CONSULTATIVE FORUM****28 FEBRUARY 2008**

Chairman: * Councillor Mrs Camilla Bath

Councillors: * Don Billson * Phillip O'Dell
* Bob Currie

* Denotes Member present

Tenants' and Leaseholders' Representatives

Representatives from the following Associations were in attendance:-

Antoney's Close Tenants' and Residents' Association
Berridge Estate Tenants' and Residents' Association
Pinner Hill Tenants' and Residents' Association

In total 6 Tenants/Representatives attended.

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**123. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.124. **Declarations of Interest:****RESOLVED:** To note that the following interests were declared:

- (i) Councillor Bob Currie declared a personal interest in all items on the agenda, in that he attended monthly meetings of Brookside Close Tenants' and Residents' Association. Accordingly, he would remain in the room when the items were discussed.
- (ii) Councillor Phillip O'Dell declared a personal interest in all items on the agenda, in that he attended meetings of the Wealdstone Community Association. Accordingly he would remain in the room when the items were discussed.

125. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
10. Housing HRA Capital Programme 2008 - 10	This report had not been circulated with the agenda to allow up to date information relating to the Housing Capital Programme to be provided to the Forum.
11. Information Report – Grounds Maintenance Service	This report had not been circulated with the agenda due to concerns relating to confidential information in the original report.

Following a vote, it was:

RESOLVED: That the items would not be admitted late to the agenda.126. **Minutes:****RESOLVED:** That the minutes of the extraordinary meeting and the ordinary meeting, held on 9 January 2008 be taken as read and signed as correct records.

127. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

128. **Petitions:**

RESOLVED: To note that no petitions had been received.

129. **Deputations:**

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

130. **Quarter 3 Housing Revenue Account (HRA) Monitoring Report as at 31 December 2007:**

An officer introduced the report and explained that the end of year Housing Revenue Account (HRA) Budget was likely to achieve a surplus of £219,000.

The officer reported that:

- the estimated outturn of over £300,000 was an improved position compared to the original budget;
- key variances suggested that the budget would allow additional surpluses;
- a key area of expenditure was the salaries of officers who supported the delivery of the housing priorities. A marginal overspend in terms of staffing costs was expected;
- an increase in charges by energy suppliers had resulted in increased costs of gas, water and electricity and a subsequent overspend of approximately £267,000;
- there had been an overspend of £140,000 on repairs across housing estates due to increased costs relating to void repairs and the use of specialists;
- in total, the HRA expenditure was approximately £17.54 million;
- the income received under the HRA would meet the majority of expenditure. The Council would be recovering more than had been originally budgeted for;
- the Council had experienced a lower than expected rental loss although there had been lower Right to Buy sales;
- voids were being made habitable much more rapidly. As a result, the Council were experiencing less rental loss at below budget;
- it was estimated that £1.1 million would be recovered in Service Charges from leaseholders;
- facility charges recovery was in line with the changes in the Budget. The level of charges was below costs as the costs of utilities were increasing above assumed levels of inflation;
- the Council is in negative HRA subsidy due to the formula and policy employed by Central Government.

In response to a Member's request for further information on the insurance premium recovered from leaseholders, the officer advised that the Council had budgeted to recover through leasehold charges up to £259,000. Service charges also services such as ground maintenance and caretaking. This was reflected by the £215,000 variance. The HRA only supported £43,000 of leaseholder costs.

RESOLVED: That the Housing Revenue Account position at the end of the third quarter of 2007-08 be noted.

131. **INFORMATION REPORT – Update On Decent Homes Progress:**

An officer introduced the report of the Divisional Director (Housing) and explained that Housing, Property Services and Kier had put a considerable effort into the delivery of decent homes. The officer explained that it had been previously reported that there were 108 completions as part of the Decent Homes programme. Due to several difficulties encountered with the Council's contractor, Kier, the Council had not quite achieved this target.

The officer explained that as of 8 February 2008, there were 735 completions with 1006 outstanding. The officer explained that the Council's target for 2007/08 was to complete Decent Homes work on 1720 properties.

The officer qualified the statistics by stating that the Council were placing importance on ensuring that the works being carried out were being done correctly. In addition, the Council had increased the number of contractors on site to perform work, sub contractors had been dismissed and management resources had been increased by Kier.

During the discussion on this item, Members and representatives of individual housing estates' Tenants' and Residents' Associations raised a number of issues, which officers responded to as follows:

- in response to concerns over the installation of 4 foot long fluorescent lights, lights currently being installed as part of the programme would be changed and other bulbs used instead;
- that when a boiler had reached the end of its useful life it would be replaced. A Member expressed his concern about boilers having yearly checks. The Chairman advised that certificates were issued to residents confirming gas safety inspection. In response to a concern about condensation on windows, the officer responded that windows were double glazed which meant that the panels could be taken out and replaced;
- the Council was in the process of appointing an additional Tenant Liaison Officer. The officer had only recently left and apologies were offered to tenants and residents if they had been unaware of the changes in staff. The Council was in the process of sending out information to the residents informing them of the changes;
- satisfaction forms stating that works had been completed satisfactorily under the Decent Homes programme should not be signed unless residents were satisfied that the works were completed. Residents should speak to Resident Liaison Officers. In terms of the concerns over baths, this had been investigated and they were a British Standard approved design. The officer reported that pre-assessments were carried out by the Resident Liaison Officer. If there were any issues regarding designs of components these would be fed back to the Council to determine what was fit for purpose;
- the programme for Decent Homes was based on information relating to Stock Condition that the Council held. As a result, not every resident could expect to have new facilities. The Council had communicated the Decent Homes Standards and used the information it held to develop the programme. Works were being conducted on empty properties to bring them up to the Decent Homes Standard. The Council would agree the level of works to be undertaken. A key factor considered in developing the programme related to the life expectancy of the components. In response to a query on the actual number of houses that had been surveyed as part of the stock condition survey. The Divisional Director (Housing) responded that 20% of the properties under the Council's management were surveyed. This was in accordance with guidelines issued by the government for conducting stock condition surveys. It was the Council's intention to hold information on all properties in the borough but this would develop over a period of time. The Council was already in the process of working with Kier to start next year's validation programme of the published so that there was no delay in progressing the Decent Homes works;
- the 232 outstanding properties from the Apollo Project had been transferred to Kier;

- the Council had experience of working with the two sub contractors who were performing well. A number of new sub contractors had been employed and would be closely monitored by Kier;
- in response to a concern regarding a fuse box being condemned shortly after installation, the situation would be investigated and a response provided to the Member of the Forum.

A Member of the Forum expressed his concern that there was a continuous pattern of issues raised by the tenant representatives present which was not conducive to an optimistic atmosphere at the Forum. The Divisional Director (Housing) stated that she was willing to organise a meeting between officers, concerned tenant representatives and relevant Councillors to resolve these issues prior to the next meeting of the Forum.

RESOLVED: That the progress on the delivery of the Council's Decent Homes programme be noted.

132. **INFORMATION REPORT – Gas Safety Inspections – Progress Report:**

The Forum received a report which had been prepared as a result of concerns on the Council's approach to gas safety inspection.

The officer explained that the Council had a statutory responsibility, as a landlord, to check safety relating to gas installations. The officer further explained that since 1 July 2007, the Council had delegated this task to Kier. He advised that Kier followed a programme approved by the Council's Property Services team to ensure that gas checks were completed. The officer reported that all properties had to be tested and safety certificates issued before expiration.

The officer described the process followed in accessing gas safety in properties. This involved:

- Kier conducting a first visit to the premises in question. If no contact was made then a letter was sent to the resident;
- a second visit would then be made. If there was still no contact, a third visit would be made after which the Council would serve a Section 54 Notice. This was a statutory power under the Housing Act which enabled the Council to undertake necessary inspections.

The officer emphasised that the Council's objectives were to ensure that installations were safe and not to take tenants to court.

The officer reported that the Council had undertaken to inform all tenants that gas inspection needed to be undertaken. He added that the Council would attempt to reduce the number of properties without gas safety certificates by allowing Kier to be flexible and utilise the Environmental Protection Act.

A representative of a Tenants and Residents Association commented that officers should work more closely with them to gain access to those properties which they were having difficulty with. The officer and Divisional Director (Housing) stated that they would welcome the assistance of the TRAs.

In response to a Member's query as to what the cost implications of submitting section 54 notices, the Divisional Director (Housing) stated that there were no significant costs.

RESOLVED: That the background and current position of the Council's gas safety programme within HRA tenanted properties be noted.

133. **INFORMATION REPORT – Right to Manage Process:**

The Forum received a report which stated that Cabinet had agreed in June 2005, following the conclusion of the housing stock options appraisal, to investigate the potential for establishing a Tenants' Management Board supported by an Independent Tenants Adviser Service. First Call had been appointed as the Independent Tenant Adviser by a panel of tenants and leaseholders.

The officer explained that legislative requirements were applicable in the establishment of a Tenant Management Organisation (TMO). These were prescriptive and he/she detailed the procedures to be followed.

The next stage of the process involved entering the feasibility stage. This would address identified concerns, would the TMO address the concerns and would the scheme be both financially and generally viable.

The officer explained that in order to enter the feasibility stage, a TMO had to be established. The conditions included that 20% of secure tenants or tenants overall had to be members of the TMO and a constitution based on the model constitution provided by the Government had to be adopted. Once these conditions had been adhered to, a Right to Manage notice would be distributed to tenants and leaseholders within a relevant area of the TMO and notice served on the Council.

The officer reported that First Call were successful in applying for Section 16 funding from the Housing Corporation for a borough wide pre-feasibility study. The Council was currently undertaking this study and had carried out a survey to identify the level of interest. There had been a 22% response rate to the survey and of those who did respond, 82% had expressed an interest in exploring tenant management further. The officer also reported that a meeting had been organised for those who had expressed an interest in establishing a steering group.

During the discussion on this item, Members and representatives of Individual housing Estates Tenants and Residents Associations raised a number of issues, which officers responded to as follows:

- there would be implications for funding if Tenants and Residents Associations opted out of the Right to Manage Scheme. The Tenants and Residents Association and TMO were separate schemes. The prime responsibility for the Tenants and Residents Association was to be a key consultee of the Council. The purpose of the TMO was to manage all housing services in a specific area;
- there was a clear distinction between the roles of TRA, TMOs and the Council;
- TMOs, as prescribed in law, related solely to tenants and leaseholders;
- the way in which tenants could vote was different at each stage of the right to manage process. At the end of the feasibility study, a report would be produced and would specify whether to conduct a final ballot. It would be the responsibility of the Council to organise a final ballot and a TMO could not be established unless 51% of those eligible to vote agreed to the establishment. The officer did inform the Forum that there were proposals to amend legislation to ensure that the final ballot was more reflective of all other previous ballots which had taken place;
- the legislation was clear on who could and could not vote on the setting up of a TMO. Each tenant and leaseholder concerned had a right to vote at each stage of the process. To further clarify, in cases of joint tenancies those tenants listed on the tenancy agreement would be eligible to vote on the basis of the vote for tenant.

RESOLVED: That the update on the Right to Manage process in Harrow's Council Housing report be noted.

134. **Suggestions for agenda items for next meeting:**
The following items were suggested as agenda items for the next meeting of the Forum:

- Housing HRA Capital Programme 2008 – 10;
- Grounds Maintenance Service.

RESOLVED: That the above be noted.

135. **Any Other Urgent Business:**

Garden Fences

A member of the Forum representing the Tenants and Residents Association requested the Forum to consider the Council's policy on garden fences. The member had been informed by a Council officer that tenants had to pay for fences to be installed / reinstalled and wished to know the reasons for this.

The officer explained that she understood that this question related to an incident which had occurred last year. The officer explained that it was understood that a passer by

had been injured by a brick wall. An order had been issued to replace the brickwall. The job had been carried out in September 2007 but a surveyor had said that the works were not satisfactory and the Council requested that the fence be replaced as requested by the initial works order.

The officer explained that the tenant's handbook did state that fencing was the responsibility of the Council. However, new tenancy agreements under item 3 did now state that the tenant was responsible for gardens, patios and fencing.

The Member representing the tenants and residents association stated that he/she had seen the tenant knock down the wall in question whilst other neighbours had seen the tenant selling the bricks. The Member questioned why the tenant in question should get a new fence. A Member of the Forum also commented that they knew that the tenant had knocked down the wall in question.

The officer explained that they could only provide information that they had received. An officer stated that the Council did not have any background information on the wall being knocked down but that the repair had been handled by Kier without any further cost to the Council.

RESOLVED: That the position be noted.

Organisation Funded by the Council

A Member raised an item on an independent report investigating an organisation funded by the Council. The item was raised in a private session of the meeting.

The Member asked questions of officers present who provided responses to the queries asked.

RESOLVED: That the above be noted.

136. **Date of Next Meeting:**

RESOLVED: To note that the next meeting of the Forum would be held on 22 July 2008.

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

In accordance with the Advisory and Consultative Procedure Rule 13 (Part 4E of the Constitution) it was:

RESOLVED: At (1) 9.59 pm to continue until 10.15 pm;

(2) 10.14 pm to continue until 10.20 pm;

(3) 10.19 pm to 10.30 pm.

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

(Signed) COUNCILLOR CAMILLA BATH
Chairman

CABINET
ADVISORY
PANELS

HARROW BUSINESS CONSULTATIVE PANEL

7 FEBRUARY 2008

Chairman: * Councillor Manji Kara

Councillors: * Mrinal Choudhury * Susan Hall
* Keith Ferry

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**39. **Attendance by Reserve Members:**

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

40. **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.

41. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
9. Feedback from Consultation on Council Tax and Business Rates	The report was not available at the time the agenda was printed and circulated as the Consultation meeting, was held two days after the dispatch of this agenda. The Panel was asked to consider this report, as a matter of urgency, to ensure feedback was provided to Cabinet before its meeting on 14 February 2008.

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

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

Councillor Mrinal Choudhury was nominated and seconded and Susan Hall was nominated and seconded. Upon a vote it was

RESOLVED: To appoint Councillor Susan Hall as Vice-Chairman of the Harrow Business Consultative Panel for the remainder of the Municipal Year 2007/08.

43. **Minutes:**

RESOLVED: That the minutes of the meeting held on 1 February 2007 be taken as read and signed as a correct record.

44. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

45. **Petitions:**

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

46. **Deputations:**

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

47. **Feedback from Consultation on Council Tax and Business Rates:**

The Panel received a report from the Director of Planning, Development and Enterprise on the consultation with local businesses on Non Domestic Rates and Council Tax for 2008/09.

The officer outlined the history of the Panel and its reformatting due to consistently low attendance at formal meetings. Discussions with local businesses were now being held at informal quarterly meetings, which had proved a more successful way of engaging with local businesses.

A Member queried what feedback had been provided at the consultation meeting. The officer responded that businesses were primarily interested in the rate relief available to small businesses. Members agreed that the consultation was useful and productive, but considered there had not been sufficient time for the responses to be fed back to the Panel and suggested there should be two weeks between the consultation meeting and the Panel meeting. The Panel requested that that future reports include details of feedback from businesses at the consultation meeting. Additionally, the officer was asked to submit feedback to the Panel after all quarterly meetings.

A discrepancy was noted in the number of small business that received rate relief and clarification was sought. It was also queried if the deadline stated in the report was correct. The officer would report back to the Panel with the correct details. After a general discussion of the report, the Panel

RESOLVED: That the report be referred to Cabinet for noting.

(Note: The meeting having commenced at 7.00 pm, closed at 7.35 pm)

(Signed) COUNCILLOR MANJI KARA
Chairman

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL****13 FEBRUARY 2008**

Chairman: (Vacancy)

Councillors: * Mrinal Choudhury (Vice-Chairman in the Chair) * Joyce Nickolay

Advisers: Ms V Swaida
(Vacancy)

* Denotes Member present

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

On 13 February 2008, there was one child for whom 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 offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H146	9	Rooks Hill
H147	9	Rooks Heath

[Notes: (1) An additional case was tabled at the meeting; this became H147;

(2) case H146 was withdrawn from the agenda as an offer of a place had already been made].

PART II - MINUTES282. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.283. **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.284. **Arrangement of Agenda:****RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the meeting by virtue of the special circumstances and grounds for urgency stated below:

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

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

- | <u>Item</u> | <u>Reason</u> |
|---------------------------------|--|
| 8. Admissions to County Schools | This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals. |
| 285. | <p><u>Minutes:</u></p> <p>RESOLVED: That (1) the minutes of the meetings held on 3 October 2007, 19 October 2007 and 31 October 2007, 14 November 2007 and 28 November 2007 be taken as read and signed as a correct record;</p> <p>(2) the minutes of the meetings held on 12 December 2007, 2 January 2008, 16 January 2008 and 30 January 2008 be deferred until printed in the next Council Bound Minute Volume.</p> |
| 286. | <p><u>Public Questions:</u></p> <p>RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).</p> |
| 287. | <p><u>Petitions:</u></p> <p>RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).</p> |
| 288. | <p><u>Deputations:</u></p> <p>RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).</p> |
| 289. | <p><u>Admissions to County Schools:</u>
(See Recommendation 1).</p> <p>(Note: The meeting having commenced at 2.33 pm, closed at 2.42 pm)</p> |

(Signed) COUNCILLOR MRINAL CHOUDHURY
Vice-Chairman (in the Chair)

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL****27 FEBRUARY 2008**

Chairman:

Councillors: * Mrinal Choudhury (Vice-Chairman in the Chair) * Joyce Nickolay

Advisers: Ms V Swaida
(Vacancy)

* Denotes Member present

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

On 27 February 2008, there were 3 children for whom 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 offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H148	10	Rooks Heath
H149	10	Harrow High
H150	9	Harrow High

[Note: One additional case was added to the agenda after case H149; this became case H150].

PART II - MINUTES290. **Attendance by Reserve Members:**

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

291. **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.

292. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
9. Admissions to County Schools	The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider the applications, in order to allocate an appropriate place to the applicants.

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

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals.

293. **Minutes:**

RESOLVED: That the minutes of the meetings held on 12 December 2007, 2 January 2008, 16 January 2008, 30 January 2008 and 13 February 2008 be deferred until printed in the next Council Bound Minute Volume.

294. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

295. **Petitions:**

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

296. **Deputations:**

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

297. **Admissions to County Schools:**

(See Recommendation 1).

(Note: The meeting having commenced at 2.33 pm, closed at 2.45 pm)

(Signed) COUNCILLOR MRINAL CHOUDHURY
Vice-Chairman (in the Chair)

TRAFFIC AND ROAD SAFETY ADVISORY PANEL

26 FEBRUARY 2008

Chairman: * Councillor John Nickolay

Councillors: * Mrs Camilla Bath * Jerry Miles
* Robert Benson * David Perry
* Mrinal Choudhury * Yogesh Teli
* Nizam Ismail * Jeremy Zeid
* Manji Kara

Advisers: * Mr A Blann * Mr L Gray
Mr E Diamond * Mr A Wood

* Denotes Member present

[Note: Councillor Bill Stephenson also attended this meeting to speak on the item indicated at Minute 94 below].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Controlled Parking Zones/Parking Schemes - Annual Review**

An officer presented a report of the Head of Property and Infrastructure, which reviewed progress and assessed and recommended priorities for the introduction and review of Controlled Parking Zones (CPZs) and associated parking restrictions.

The officer explained that the report suggested changes to the way the CPZ programme was driven to address the situation where CPZ reviews were taking longer and costing more to deliver. The officer confirmed that there was an opportunity to look at the costing of schemes and that the programme was to be managed more flexibly. The officer also explained that it was debatable whether large-scale reviews of CPZs were necessary.

In response to questions by Members, the officer confirmed that:

- when CPZs were being consulted on, a record was kept of all representations made;
- a number of schools had provided parking for members of the public who were travelling from Stanmore to Wembley Stadium for events. However, it was believed there were concerns over insurance and liability issues, security and potential damage that followed such use;
- in relation to the proposed CPZ review in Stanmore, 4,000 leaflets had been distributed to residents and a number of petitions had been received by the Traffic Management department as a result of the consultation;
- local organisations such as the Stanmore Society had been consulted regarding the proposals for Stanmore. A stakeholder meeting had taken place in July 2007 to discuss options and agree a way forward;
- in addition to sport events, attendance at music concerts at Wembley Stadium also caused parking problems in Stanmore;
- it would be significantly more expensive using event day only restrictions and signage instead of permanent restrictions fixtures in Harrow to counter the problems with parking caused by events at Wembley Stadium because this would require a higher capital cost and would require ongoing revenue expenditure;
- when considering the implementation of CPZs, the views of residents generally needed to be considered on a 'road by road' basis;
- the implementation of a CPZ in Burnt Oak Broadway had moved up the list of priorities because Barnet Council were proposing a CPZ in the area surrounding Burnt Oak underground station;

- the problem of parking at Hooking Green was being addressed through utilising money made available from the LCN budget;
- there were separate funds set aside for dealing with 'problem streets' with particular access difficulties. These streets could be addressed by implementing appropriate waiting restrictions and generally double yellow lines would be proposed to address safety and access problems;
- businesses would be included in the consultation as part of the Kenton Station review, including at the stakeholder meetings stage;
- in relation to the proposed Canons Corner 'pay and display' scheme, a petition had been submitted by businesses since the cancellation of the scheme seeking for parking controls to be implemented;

An officer noted the comment by a Member that some of the parking restrictions on Imperial Drive on Saturday were unnecessary. The officer confirmed the reason for the restrictions would be investigated to see if there was justification for a review.

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

That (1) subject to funding, the priority list as set out in Appendix C of the report - the Controlled Parking Zone programme be adopted;

(2) officers be authorised to carry out consultation and scheme design for formal approval of the Controlled Parking Zone Programme.

[Reason for Recommendation: To prioritise the Controlled Parking Zones Programme.]

PART II - MINUTES

84. **Attendance by Reserve Members:**

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

85. **Declarations of Interest:**

RESOLVED: To note that the following declarations of interest were declared:

- Councillor Robert Benson declared a personal interest arising from the fact that he was a resident of Stanmore. Accordingly, he remained in the room for the discussion of all items.
- Councillor Jeremy Zeid declared a personal interest arising from the fact that he was a Ward Councillor for Kenton West. Accordingly, he remained in the room for the discussion of all items.

86. **Arrangement of Agenda:**

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

87. **Minutes:**

RESOLVED: That the minutes of the meeting held on 28 November 2007, be taken as read and signed as a correct record.

88. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

89. **Petitions**

- Petitions Received at the Meeting:**

RESOLVED: To note the receipt of the following petition which was referred to the relevant officer for consideration:

- Petition requesting that the Council make the back entrance to Cannon Lane First and Middle Schools on Chestnut Drive, Pinner safer for children entering and leaving the school between the hours of 8.30 - 9.00 and 15.00 - 15.30.

Presented by a member of the public and signed by 108 people.

- (ii) INFORMATION REPORT – Petitions relating to Stanmore CPZ review and Imperial Drive/The Ridgeway – request for pedestrian phase:

An officer presented an information report of the Head of Property and Infrastructure, which set out details of three petitions received in response to consultation on the Stanmore CPZ review, and a petition received requesting a pedestrian phase at the junction of Imperial Drive and the Ridgeway, North Harrow. Details of action taken on the petitions were included in the report.

It was agreed by the Panel that with regards to the petition received in response to consultation on the Stanmore CPZ review, the issues the petition raised would be addressed by officers in a report of the Head of Property and Infrastructure which was to be submitted to the next meeting of the Panel.

An officer explained that a petition had been received containing the signatures of 227 local residents from the Chairs of Governors of Longfield First and Middle Schools. The petition requested that the Council and Transport for London take immediate action to install pedestrian crossing facilities at the junction of Imperial Drive and the Ridgeway.

An officer explained that a written response to the petition had been sent to Longfield School. Another officer explained that the issue was being addressed in the School Travel Plan, which was specific to the junction. The officer confirmed that there were on going difficulties in providing a pedestrian crossing at the junction because of the adverse effect on the signals and the capacity of the junction.

An adviser commented that he was aware of the problems at the junction and that he would like to see the problem addressed by officers. An officer confirmed that measures were being investigated.

RESOLVED: That the report and the above be noted.

90. **Deputations:**

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

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

RESOLVED: To note that no references were received.

92. **Controlled Parking Zones/Parking Schemes – Annual Review:**
(See Recommendation 1)

93. **INFORMATION REPORT – TfL Funding Award and Scheme Programme 2008/09:**

An officer presented an information report of the Head of Property and Infrastructure which outlined the award received from Transport for London (TfL) in order to implement sections of the Mayor's Transport Strategy in Harrow. The report also outlined the programme of works to be implemented in 2008/09.

An officer agreed to provide Members and advisers with a briefing note on the bus priority scheme planned at the junction of Common Road and the High Road in Bushey. In response to the provision of Cycle Lanes, an officer agreed to assist an adviser outside of the meeting with the information he required.

In response to questions, officers confirmed that:

- funding for the width restriction in Headstone Lane was made available through the Bus Priority Schemes budget. There was a CCTV enforcement camera, which monitored vehicle movement at the width restriction;
- generally, Toucan crossings were not time linked;

- the Junior Citizen scheme was aimed at raising awareness of road safety among younger children;
- Harrow was within the top two London Boroughs for the lowest number of personal injury accidents.

An adviser queried whether there were section 106 agreements in relation to the two developments at the junction of Northolt Road and Shaftesbury Avenue. It was agreed to refer the issue to a relevant officer.

An officer confirmed that a report on the Road Safety function would be submitted to the next meeting of the Panel.

RESOLVED: That the report be noted.

94. **INFORMATION REPORT – Progress Update on Key Traffic Schemes:**

A Member who had made a request to speak at the Panel, which had been formally agreed, expressed concern that a petition that was submitted to Cabinet on the 17 January 2008 had not been addressed in the information report of the Head of Property and Infrastructure. The petition sought the introduction of parking facilities for local shops located in Headstone Drive, Harrow View and Headstone Gardens and had been referred to the Portfolio Holder for Environment Services for consideration. The Chairman stated that he was keen to see progress on the issue. An officer confirmed that the petition was being taken into account in relation to the study of the junction that had been commissioned and apologised that the issue had not been specifically referred to in the information report.

Further queries regarding a number of traffic management projects were raised by Members and dealt with by officers.

RESOLVED: That the report be noted.

95. **Any Other Urgent Business:**

Elm Park, Stanmore

A Member expressed concern regarding the situation concerning the bollards in Elm Park Stanmore.

Councillor John Nickolay

A Member stated that as the meeting was the last of the municipal year, he wished to express his thanks towards the Chairman for the fact that meetings had been conducted in a courteous manner. The Member expressed his best wishes towards the Chairman for the forthcoming municipal year.

RESOLVED: That the above be noted.

96. **Date of Next Meeting:**

RESOLVED: That it be noted that the next meeting of the Panel would be held on Wednesday 18 June 2008 at 7.30 pm.

(Note: The meeting having commenced at 7.31 pm, closed at 9.44 pm)

(Signed) COUNCILLOR JOHN NICKOLAY
Chairman