

# Harrow Town Centre Forum

## AGENDA

**DATE:** Tuesday 21 September 2010

**TIME:** 4.30 pm or at the rising of the AGM  
whichever is the later

**VENUE:** St. Ann's Management Suite,  
St. Ann's Shopping Centre,  
Harrow  
HA1 1AT

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**MEMBERSHIP** Quorum = 6 (to include 2 Core Funding Organisations)

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**Chairman:** To be Appointed at the AGM

**Councillors:**

Sue Anderson, Labour – Greenhill Ward      Simon Williams, Conservative –  
Ben Wealthy, Labour – Greenhill Ward      Harrow on the Hill Ward

**Core Funders:**

Keith Bowling	–	Boots the Chemist, St Georges Shopping Centre
Fran Pulford	–	St George's Shopping Centre
Alan Emm, Facilities Manager	–	GE Money
Chris Grant, Maureen Payne	–	Marks and Spencer
Mark Haynes, Manager	–	Debenhams
Kurt Jansen	–	McDonalds Restaurant
Lydia Noel	–	McDonalds Restaurant, St Georges Shopping Centre
Suzy Wood, Centre Manager	–	St Ann's Shopping Centre
Daniel Wright	–	HSBC

**Permanent Members:**

Howard Bluston – North West London Chamber of Commerce

**Ordinary Members**

Pat Carvalho	–	Harrow College
Amin Lalljee	–	Orient Rice and Foods Ltd
Bernard Segal	–	Roxborough Residents' Association

**Non-Voting Advisers**

The Reverend Bob Gardiner	–	Harrow Baptist Church
Sgt Richard Irlen - Greenhill Safer Neighbourhood Team	–	Metropolitan Police
Sgt Mike Windeatt - Town Centre Team	–	Metropolitan Police
Anthony Wood	–	Harrow Public Transport Users' Association

**Contact:** Mark Doherty, Acting Democratic Services Officer

Tel: 020 8416 8050 E-mail: [mark.doherty@harrow.gov.uk](mailto:mark.doherty@harrow.gov.uk)

*Note: If you require disabled access please contact the Democratic Services Officer listed above by Monday 13 September 2010.*

# **Harrow Town Centre Forum AGENDA**

## **Tuesday 21 September 2010**

A meeting of the Harrow Town Centre Forum will be held in St. Ann's Management Suite, St. Ann's Shopping Centre, Harrow HA1 1AT at 4.30 pm on Tuesday 21 September 2010.

**1. Apologies for Absence**

**2. Minutes of Meetings:**

To agree the minutes of the Harrow Town Centre Forum meeting held on 9 December 2009. (Pages 1 - 4)

**3. Update on proposals for Business Improvement District (BID):**

Report of the Regeneration Project Manager. (Pages 5 - 8)

**4. Oral Updates:**

1. Police – Town Centre Team;
2. Major Projects and Harrow and Wealdstone Intensification Area Action plan.

**5. Any Other Business:**

Which cannot otherwise be dealt with.

**6. Date of Next Meeting**

**HARROW TOWN CENTRE FORUM**

**WEDNESDAY 9 DECEMBER 2009**

**PRESENT:**

Councillor Narinder Singh Mudhar (Vice-Chairman)	Harrow Council
Councillor Rekha Shah	Harrow Council

**ORDINARY MEMBERS:**

Pat Carvalho	Harrow College
The Reverend Bob Gardiner	Harrow Baptist Church
Bernard Segal	Roxborough Residents' Association
Anthony Wood	Harrow Public Transport Users Association
Suzy Wood	St Ann's Shopping and Leisure Centre

**OFFICERS:**

David Sklair	Regeneration Project Manager
Matthew Paterson	Senior Professional Policy and Research

**9. Apologies for Absence:**

Received from Councillor Marilyn Ashton, Mr Steve Kent, St. Georges Shopping and Leisure Centre, and Mr Alan Emm, GE Money Home Finance Limited.

**10. Minutes of Meetings:**

**AGREED:** That (1) the notes of the informal meeting of the Harrow Town Centre Forum held on 26 February 2009 be noted; (2) the minutes of the meeting held on 2 July 2008 be considered at the next meeting of the Forum.

**11. Matters Arising:**

**AGREED:** To note that there were no matters arising from the minutes.

**12. Harrow Local Development Framework - Core Strategy Preferred Option:**

The Forum received a presentation from an officer on the Harrow Core Strategy Preferred Option, and the context and main drivers for change in Harrow, which included:

- the existing environment and an emerging evidence base;
- changes to national policy;
- changes to the regional planning context;

- responding to previous consultation.

The officer stated that the aim of Core Strategy was to promote and encourage the transformation of Harrow by 2026. He added that the existing plan was outdated, and that legislation required special planning relating to when the transformation should occur, and which specific locations would grow and expand throughout the course of the Core Strategy.

In response to a question, the officer stated that the Core Strategy differed from the Local Development Framework (LDF), as it was a high level strategic document that development management policies could follow. He reported that the purpose of having an up to date Core Strategy was to prevent any inappropriate developments, and prohibit the obligation to build upon specific locations in Harrow.

The officer added that Harrow's demography was constantly changing. The officer stated that Harrow was required to build 5000 new homes, approximately 3000 of these would be classed as affordable housing. He advised that if Harrow failed to build 5000 new houses, it would lose the ability to reject inappropriate development. He added that green belt land could possibly be built on if that target was not met.

In response to questions, the officer informed the Forum that:

- the Core Strategy was a process by which change would be managed, and that the proposed growth and intensification areas would be Station Road and Wealdstone, as Wealdstone was only 14 minutes from the centre of London by public transport;
- it was key that Harrow played a part in London as a prosperous city;
- in attempting to give the public a greater understanding of what Harrow could potentially look like, Design For London would create a 3D image of how Harrow would look with 5000 new homes, and re-engineer Station Road with gateways to neighbouring boroughs and improved transport links.
- the Design For London creation would incorporate good design principles whilst creating greater connections to Harrow College and Harrow's open spaces.

Clarification was sought on how much input the community would have on the design proposals. The officer confirmed the Greater London Authority (GLA) and partners were looking to create neighbourhoods and to engage with the community. He added that by using bio efficient materials and sustainable urban design, locations such as Harrow Tube Station could be brought up to a 21st century standard.

Proposals within the Core Strategy included plans to relocate Harrow Civic Centre. The officer stated that moving it towards a central location in the Town Centre could help revitalise the area. He added that as another of Harrow's largest employers, Kodak, which was located in Wealdstone, was one of the last strategic employment sites left in Harrow. In light of this, he stated

that it was essential to maintain Kodak as a key employment location. In response to questions, the officer confirmed that the Core Strategy was a document comprising of broad locations within the borough, and that further details on specific locations would follow.

Members of the Forum sought clarification on how Harrow would cope with increased demands on schools and healthcare. The officer advised that the Core Strategy included the following proposals:

- the site where Tesco's supermarket on Station Road was situated could become a new Primary School. He added that the development could proceed if it was matched by strategic provisions;
- that the development of residential sites would need to be offset by developers providing key services, such as a GP surgery within the housing development;
- to improve the car parks for St Ann's and St George's Shopping and Leisure centres'.

In response to a question, the officer advised that to address public safety and retail trade, Harrow Tube and Bus Station would be redeveloped to cope with the increasing levels of capacity.

In summary, the officer stated that the Harrow Core Strategy Preferred Option was being considered until 11 January 2010, and would be submitted to the Secretary of State in 2011.

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

**The Meeting having started at 4.00 pm, finished at 5.20 pm.**

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## **REPORT FOR: HRROW TOWN CENTRE FORUM**

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**Date of Meeting:** 21 September 2010

**Subject:** Harrow Business Improvement District

**Author:** David Sklair, Regeneration Project  
Manager, Harrow Council

### **Section 1 – Summary**

This report summarises progress to date towards the establishment of a Harrow Business Improvement District (BID).

Recommendations:

The Forum is requested to:

- Agree that the Town Centre Forum will continue to act as a consultation body to the Shadow BID Board

### **Section 2 – Report**

Following a decision of the Harrow Town Centre Forum in October 2006, the Council has been working with businesses in Harrow Town Centre towards establishing a Business Improvement District (BID) in the Town Centre.

#### **What is a Business Improvement District?**

A **Business Improvement District (BID)** is a partnership arrangement through which the local business community, the local authority and other statutory service providers can implement plans and improvement projects that directly benefit their area. The improvements must be in addition to services already provided by the local authority.

These proposals must be agreed upon by a majority of ratepayers in the BID area before they can be enacted. The cost of the proposal is met by a supplement on the rate bills of the businesses within the BID area along with other voluntary contributions.

All businesses that pay the supplement levy are entitled to a vote in a ballot conducted by the local authority to determine if the BID proposal should go ahead.

A formal company is set up to organise the BID and to agree how the money that is collected is spent. Usually a Board is established to develop and

approve the proposal and business plan and monitor these proposals following a successful vote.

The legislation on Business Improvement Districts requires that the mandate for a BID is renewed at least every five years.

### **BID Development**

Over the period from February 2008 to February 2009, Council officers worked closely with town centre businesses to develop proposals for the Business Improvement District with the intention of holding a ballot in March 2009.

The key stages and achievements over this period were:

- a questionnaire survey of businesses in the town centre to identify key issues [January – February 2008]
- a BID launch event at the VUE Cinema to introduce the BID concept to all businesses in the town centre BID area [May 2008]
- a BID event linked to offices to promote the idea to business occupiers in the proposed BID area
- A draft Business Plan was produced and following consultation with all retail and office businesses in the BID area, a revised version was produced to reflect feedback [September – October 2008].
- Two demonstration projects were organised including a Business Support Event in conjunction with Business Link for London (March 2009) and lunch time walks for town centre businesses in conjunction with the PCT [July 2009]
- Harrow Town Centre BID Company has been formally set up with board members from town centre based businesses.

In addition, the software to bill businesses has been installed and is currently being tested by Revenues team in Finance Department.

In autumn 2008, the BID Board was ready to recommend going forward for a vote for Spring 2009. Harrow Council formally backed the BID process at their Cabinet meeting in November 2008.

However, the “credit crunch” began to affect the property, retail and public sector around that time.

As a result, a number of key town centre projects such as the public realm improvement works in St Ann’s Road, and the Harrow College development were hit by lack of funding and some of the businesses, who were initially supportive of the BID, had to withdraw because of financial issues or changes in personnel.

A survey of major retailers in early 2009 suggested that there was reluctance at head offices to support BIDs given the economic climate at the time. Reluctantly, the shadow BID Board decided to postpone the vote.

Since that time, the shadow BID Board has continued to meet to assess the situation and decide when to reinvigorate the BID process. It also deals with



other town centre issues including coordinating promotional events in the town centre and the role of HBAC.

### **Harrow Town Centre BID Company**

A Harrow Town Centre Company was formally established in early 2009 to act as the formal company to promote and organise the BID and to agree how the money that is collected is spent.

The BID Company is effectively dormant at this stage as there is no income or need for it to trade until a decision to go for a BID vote is made.

### **Current situation**

Currently, the BID development process is on hold due to a number of both national and local issues including the perceived fragile trading environment, and the position of St George's shopping centre.

## **Section 3 – Recommendation**

It is recommended that Harrow Town Centre Forum seeks the views of businesses on the development of a BID.

The Shadow BID Board would continue to meet on a monthly basis to monitor BID support from within the business community and report back to the Town Centre Forum in early 2011 to update the group on progress.

If it was decided to progress towards a vote at this time, the shadow BID board would request that the Town Centre Forum money, which is made up of contribution from the Core Funders, was used to fund the publication of material related to the BID including the Business Plan.

## **Section 4 – Legal and Financial Implications**

### **Considerations**

#### Legal

The Local Government Act 2003 provided the legislative framework to enable BIDs to be established in England.. The Business Improvement District Regulations (England) 2004 relating to BIDs were passed in September 2004. These give details of precisely how BIDs should be set up and the ballot process.

#### Financial Implications

If agreed by the Town Centre Forum, the BID Board would decide on how the Town Centre Forum's budget is spent in progressing towards a BID ballot.

Council officers within the Council will continue to support the development of the BID during this period through officer time within the existing budget.

## **Section 6 - Contact Details and Background Papers**

**Contact:** David Sklair, Regeneration Project Manager, 020 8736 6084

**Background Papers:** Nil