

2008 – 2009  
October 2008 Volume 5



**CABINET  
AND  
COUNCIL  
MINUTES**



# CABINET AND COUNCIL MINUTE BOOK

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COUNCIL  
AND  
COUNCIL  
COMMITTEES



STRATEGIC  
PLANNING  
COMMITTEE



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**REPORT OF STRATEGIC PLANNING COMMITTEE**


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**MEETING HELD ON 2 OCTOBER 2008**


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Chairman: \* Councillor Marilyn Ashton

Councillors: \* Husain Akhtar \* Julia Merison  
 \* Don Billson \* Jerry Miles (3)  
 \* Keith Ferry \* Joyce Nickolay  
 \* Thaya Idaikkadar

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

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**293. 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 Mrinal Choudhury	Councillor Jerry Miles

**294. 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 items indicated:

<u>Councillor</u>	<u>Planning Application</u>
Bill Stephenson	3/01 North Harrow Assembly Hall, Station Road

[Note: The item was subsequently deferred, therefore Councillor Bill Stephenson did not speak].

**295. Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
11. Planning Applications Received. Item 3/01 North Harrow Assembly Hall	) Councillor Husain Akhtar ) Councillor Thaya Idaikkadar ) Councillor Anjana Patel	) All declared personal interests in so far as knowing some members of the public gallery present but considered that they were able to speak and vote on the matter.

**296. 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>
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.

Supplemental agenda This additional information on Item 1/03 Wood Farm, Wood Lane was not available at the time the agenda was printed and circulated.

Second supplemental agenda This revised report on Item 1/03 Wood Farm. Wood Lane was not available at the time the agenda was printed and circulated.

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

297. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 10 September 2008, be taken as read and signed as a correct record.

298. **Public Questions and Deputations:**

**RESOLVED:** To note that no public questions were put or deputations received at this meeting under the provisions of Committee Procedure Rules 19 or 17 respectively.

299. **Petitions:**

**RESOLVED:** To note the receipt of the following petitions which were presented by Councillor Bill Stephenson and considered with the relevant planning application on the agenda:

1. Petition from businesses, signed by 42 persons, supporting the application for development at North Harrow Assembly Hall.
2. Petition, signed by 1421 persons, in support of the development at North Harrow Assembly Hall.

300. **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.

301. **Representations on Planning Applications:**

**RESOLVED:** That (1) in accordance with the provisions of Committee Procedure Rule 27.1 (Part 4B of the Constitution), Committee Procedural Rule 18 be suspended to receive representations on item 1/03;

(2) in accordance with the provisions of Committee Procedure Rule 18, the length of time for representations be for a maximum of three minutes each.

302. **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.

303. **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.

304. **Member Site Visits:**

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

(Note: The meeting, having commenced at 6.30 pm, closed at 8.40 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

**SECTION 1 – MAJOR APPLICATIONS**

<b>LIST NO:</b>	1/01	<b>APPLICATION NO:</b>	P/1673/08/DC3
<b>LOCATION:</b>	Former Case is Altered Public House, 74 High Street, Wealdstone		
<b>APPLICANT:</b>	Fruition Properties		
<b>PROPOSAL:</b>	Redevelopment to Provide 24 Flats in 3 Separate Blocks Ranging Between 4 and 6 Storeys in Height; 352 square metres of Retail Floor Space (Use Class A1) at Ground Floor Level (Resident Permit Restricted)		
<b>DECISION:</b>	<p>REFUSED permission for the development described in the application and submitted plans and amended on the addendum for the following reasons:</p> <ol style="list-style-type: none"> <li>1. The proposal represents an over intensive use of the site by reason of poor design, excessive mass and bulk and would appear to be visually obtrusive in the street scene, thereby not making a positive contribution to the overall built environment, contrary to HUDP policy D4 and PPS 3.</li> <li>2. The block fronting on to the High Street would adversely affect the character of the Grade II Listed Building next door by reason of poor design and scale, contrary to HUDP policy D4 and D11.</li> <li>3. The proposed development fails to fully comply with lifetime homes and wheelchair access because there is no provision for disabled parking to the detriment of the residential amenity of the future occupiers, contrary to the Accessible Homes SPD, HUDP Policy D4 and 3A.5 of the London Plan.</li> </ol> <p>[Notes: (1) Councillors Keith Ferry and Thaya Idaikkadar were not present for the whole of the item so were unable to take part in the discussion;</p> <p>(2) The Committee wished it to be recorded that the voting was as follows: Councillors Husain Akhtar, Marilyn Ashton, Don Billson, Julia Merison and Joyce Nickolay as having supported refusal,</p> <p>Councillor Jerry Miles abstained from voting;</p> <p>(3) The Head of Planning had recommended that the above application be granted].</p>		

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<b>LIST NO:</b>	1/02	<b>APPLICATION NO:</b>	P/1321/08/RP1
<b>LOCATION:</b>	Prince Edward Playing Fields, St. Davids Drive, Edgware		
<b>APPLICANT:</b>	Barnet Football Club Holdings		
<b>PROPOSAL:</b>	Alterations And Internal Changes To East Stand And Change Of Use Of Part Of First Floor Of East Stand From D2 (Assembly And Leisure) To Primary Care Trust Premises		
<b>DECISION:</b>	<p>GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported and the following:</p> <p>Insertion of condition 7 to read 'The use hereby permitted shall not be open to the public or patients outside of the following times:- 0800 to 2000 Monday to Saturday inclusive and at no other time except with the written permission of the local planning authority.</p> <p>Reason: To safeguard the amenities of the locality.</p>		

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<b>LIST NO:</b>	1/03	<b>APPLICATION NO:</b>	P/2203/06/DT2
<b>LOCATION:</b>	Wood Farm, Wood Lane, Stanmore		
<b>APPLICANT:</b>	C P Holdings Limited		
<b>PROPOSAL:</b>	Demolition Of Buildings, Construction Of 10 Dwellings, Refurbishment Of House And Dairy And Associated Entrances, Roadways And Landscape Works And Change Of Use Of Farm To Country Park/Open Space.		
<b>DECISION:</b>	<p>GRANTED permission for the development described in the application and submitted plans, subject to a legal agreement, referral to the Government Office For London and the conditions and informatives reported.</p> <p>[Notes: (1) Prior to discussing the above application, the Committee received representations from two objectors which were noted.</p> <p>(2) During discussion on the above, it was moved and seconded that the permission be refused. Upon being put to the vote this was lost.</p> <p>(3) In granting permission the Committee had weighed up the development policies etc on the basis of the balance required by PPG2 paragraph 3.2 and dealt with the key issues arising under each of the sections of the report and had concluded that, whilst housing development was inappropriate in the Green Belt in accordance with PPG2, the merits of the proposal (including the country park and the associated benefits) clearly outweighed those elements of harm resulting from it. It was granted on the basis of the professional judgement that very special circumstances had been justified.</p> <p>(4) The Committee wished it to be recorded that the voting was as follows: Councillors Husain Akhtar, Marilyn Ashton, Don Billson, Julia Merison and Joyce Nickolay in support.</p> <p>Councillors Keith Ferry, Thaya Idaikkadar and Jerry Miles against.]</p>		

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<b>LIST NO:</b>	1/04	<b>APPLICATION NO:</b>	P/2030/08/DC3
<b>LOCATION:</b>	Comfort Inn Harrow, 2-12 Northwick Park Road, Harrow		
<b>APPLICANT:</b>	Grangebrook Ltd		
<b>PROPOSAL:</b>	Extensions & Alterations To Hotel To Provide Additional Bedrooms And Re-Locate Conference Centre (No Additional Floorspace)		
<b>DECISION:</b>	<p>GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported and the following:</p> <p>Deletion of Condition 20 and the insertion of a new Condition 20 to read:</p> <p>“The hotel bedrooms and common areas shall be used for no other purpose nor shall the conference facility internal floor area be increased without the prior written consent of the local planning authority.”</p> <p>REASON: In the interest of neighbouring amenity.</p> <p>[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].</p>		

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

**LIST NO:** 2/01                      **APPLICATION NO:** P/2782/08/GL

**LOCATION:** 17-19 Peterborough Road, Harrow

**APPLICANT:** Mr Shany Gupta

**PROPOSAL:** Rear Extension At Ground To Third Floor Level And Additional Floor At Fourth Floor Level To Provide Additional Office (Class B1) Floorspace

**DECISION:** GRANTED permission for the development described in the application and submitted plans, and amended on the addendum, subject to the conditions and informatives 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/2765/08/RH

**LOCATION:** 'Highlands', 9 Park View Road, Pinner

**APPLICANT:** Mr and Mrs Das

**PROPOSAL:** Demolition Of House & Construction Of New 2 Storey House; Provision Of Gated Entrance, Widening Of Driveway And Hardsurfacing To Forecourt

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

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

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

**LIST NO:** 3/01                      **APPLICATION NO:** P/2376/08/DC3

**LOCATION:** North Harrow Assembly Hall, Station Road; including 34 & 36 Canterbury Road and 37 & 39 Gloucester Road, North Harrow

**APPLICANT:** B W Foundation

**PROPOSAL:** Demolition Of Buildings, Construction Of Community Centre Including Sports Hall, Gym, Prayer Hall For Up To 200 People, Library, Children's Play Centre, Cafe/Restaurant, 24 Bed Nursing Home And 8 Flats.

**DECISION:** DEFERRED to enable the applicant and officers to meet to address the 7 reasons for refusal which were all planning based.

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



OVERVIEW AND  
SCRUTINY  
COMMITTEE



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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 7 OCTOBER 2008**


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Chairman:	* Councillor Stanley Sheinwald	
Councillors:	* Mrs Margaret Davine * B E Gate * Ashok Kulkarni (2) * Julia Merison (1) * Jerry Miles * Mrs Vina Mithani	* Janet Mote * Phillip O'Dell (2) * Dinesh Solanki * Yogesh Teli * Jeremy Zeid (7)
Voting	(Voluntary Aided)	(Parent Governors)
Co-opted:	Mrs J Rammelt Reverend P Reece	* Mr R Chauhan † Mrs D Speel

\* Denotes Member present  
(1), (2) and (7) Denote category of Reserve Members  
† Denotes apologies received

[Note: Councillor Paul Osborn, Portfolio Holder for Performance, Communication and Corporate Services, attended this meeting to speak on item indicated at Minute 416 below].

**PART I - RECOMMENDATIONS**
**RECOMMENDATION I - Scrutiny Work Programme and Feasibility Reports**

At its meeting on 4 September, the Overview and Scrutiny Committee had agreed the process for developing the Scrutiny Work Programme and considered a list of projects for inclusion in its Work Programme for 2009/10. Members now received a report detailing the projects that were underway during 2008 and those intended for 2009/10. It also set out those matters considered by way of reports to the Overview and Scrutiny Committee and Performance and Finance Scrutiny Sub-Committee.

The Committee, having prioritised its projects as part of its Work Programme, noted the requirement set out under Overview and Scrutiny Procedure Rules 12.1 and 12.3, and accordingly

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

That the Work Programme at Appendix 1 to these minutes, be noted.

(See also Minute 421)

**PART II - MINUTES**

408. **Welcome:**  
 The Chairman welcomed members of the public, the Portfolio Holder for Performance, Communication and Corporate Services, Assistant Chief Executive, Corporate Director of Children's Services, Head of Communications and the Service Manager dealing with complaints in Children's and Adults Services to the meeting. He also welcomed Fola Beckley, Scrutiny Officer, to her first meeting of the Committee.
- During the course of the meeting and upon their arrival, the Chairman welcomed Sarah Crowther, Chief Executive of Harrow Primary Care Trust (PCT) and Andrew Bland, Acting Director of Commissioning of Harrow PCT, to report on items relating to Alexandra Avenue and the PCT's Commissioning Strategy Plan.
409. **Attendance by Reserve Members:**
- RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-
- | <u>Ordinary Member</u>     | <u>Reserve Member</u>     |
|----------------------------|---------------------------|
| Councillor Mitzi Green     | Councillor Phillip O'Dell |
| Councillor Manji Kara      | Councillor Jeremy Zeid    |
| Councillor Anthony Seymour | Councillor Ashok Kulkarni |
| Councillor Mark Versallion | Councillor Julia Merison  |
410. **Declarations of Interest:**
- RESOLVED:** To note that the following interests were declared:
- Agenda Items 10/11 – Alexandra Avenue/Primary Care Trust's Commissioning Strategy Plan
- Councillor B E Gate declared a personal interest as his wife worked in a General Practice (GP) and his daughter occasionally worked in a GP. He would remain in the room to take part in the discussion and decision relating to this item.
- The Chairman (Councillor Stanley Sheinwald) declared personal interests in that he was Chair of the Carers' Partnership Group, and a patient at Northwick Park Hospital. He would remain in the Chair and take part in the discussion and decision relating to this item.
- Agenda Item 12 – Children's Services Complaints Annual Report 2007-08
- Councillor Julia Merison declared a personal interest as she had been involved in the amalgamation of West Lodge School. She would remain in the room to take part in the discussion and decision relating to this item.
- Councillor Yogesh Teli declared a personal interest as his son was a pupil at West Lodge School. He would remain in the room to take part in the discussion and decision relating to this item.
- Councillor Janet Mote declared a prejudicial interest in that she had been a Member of the Executive and the Portfolio Holder for Children's Services when the amalgamation of West Lodge School, referred to in the report, had been considered. She would leave the room during discussion and decision relating to this item.
- Agenda Item 13 – Adult Services Complaints Annual Report (Social Care) 2007-08
- Councillor Yogesh Teli, having declared a personal interest in this item, stated that as an Assistant (Support Member) to the Portfolio Holder for Adults and Housing, he had not taken any part in the decision relating to this item, as a result of which his interest was not considered to be prejudicial. He would remain in the room to take part in the discussion and decision relating to this item.
- Agenda Item 14 – Harrow Council Communications
- Following consideration of agenda item 14, the Portfolio Holder for Performance, Communication and Corporate Services wished it to be recorded that he had been present at the meeting for this substantive item only and had no interest to declare.]

411. **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:-

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
4. Minutes	Due to the proximity of meetings, the minutes of the meeting held on 23 September 2008 were not available at the time the agenda was printed and circulated. Members were requested to consider this item as a matter of urgency so that the minutes could be approved at the earliest opportunity.
9. Report from Lead Scrutiny Members	This report was not available at the time the agenda was printed and circulated. Members were requested to consider this item as a matter of urgency so that they were briefed on the work carried out by the Scrutiny Lead Members.
15. Scrutiny Work Programme – Feasibility Reports	This report was not available at the time the agenda was printed and circulated as it was being consulted on. Members were requested to consider this item as a matter of urgency so that the outline Work Programme could be reported to the appropriate bodies.

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

(3) item 14 (Harrow Council Communications) be considered before after item 9 (Report from Lead Members).

412. **Minutes:**

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

413. **Public Questions/Petitions/Deputations:**

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

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

**RESOLVED:** To note that there were no references.

415. **Lead Scrutiny Members:**

The Committee received a report from the Assistant Chief Executive, which set out matters that had been considered by the Scrutiny Performance and Policy Lead Members for Adult Health and Social Care and Sustainable Development and Enterprise between July and August 2008 and suggesting proposals for action by the Committee on various issues, in particular in relation to Adult Health and Social Care and Sustainable Development and Enterprise Lead Scrutiny Members.

Members deferred consideration in relation Wealdstone High Street and the type of investigation to be conducted as this matter was to be considered as part of item 15 (Scrutiny Work Programme) on the Committee's agenda.

**RESOLVED:** That (1) in relation to the Adults and Housing Transformation Plan, the Scrutiny Policy and Performance Lead Members for Adult Health and Social Care be requested to pursue scrutiny's input into the review of the individual budgets pilot scheme;

(2) in relation to Joint Commissioning of Learning Disabilities Service, it be ensured that the Inspection Report, to be published in December 2008, be brought back to the Overview and Scrutiny Committee in January 2009;

(3) the Corporate Director of Adults and Housing be requested to check the comparative data around the abuse of the Blue Badge Scheme and the new approach taken by Birmingham City Council and report appropriately to the Scrutiny Policy and Performance Lead Members for Adult Health and Housing;

(4) the Joint Strategic Assessment Needs (JSNA), currently being consulted on, be included on the agenda for Overview and Scrutiny Committee in January 2009;

(5) the Scrutiny Policy and Performance Lead Members for Sustainable Development and Enterprise be requested to consider the outcome of the parking efficiency review at their next meeting;

(6) the Housing, Property and Infrastructure Officers be invited to attend the next meeting of the Policy and Performance Scrutiny Lead Members for Sustainable Development and Enterprise to discuss the performance issue of the Decent Homes Programme, and that, in the interim, more evidence be provided to the Scrutiny Policy and Performance Lead Members for Sustainable Development and Enterprise;

(7) no action be taken in relation to the Leisure Centre in light of the Cabinet decision concerning the Centre at Byron Park;

(8) in relation to the development on residents' back gardens, further information be collected and submitted to the Scrutiny Lead Members for Sustainable Development and Enterprise relating to the Council's own policy on residential development;

(9) the Sustainability Project proceed as initially set out in the feasibility study;

(10) the Performance Scrutiny Lead Members for Sustainable Development and Enterprise be requested to pursue the Asbestos Control Project by the Policy in conjunction with further investigations into Decent Homes work.

(See also Minute 421).

416. **Harrow Council Communications:**

Prior to the presentation from the Head of Communications, the Portfolio Holder for Performance, Communication and Corporate Services stated that he was proud of the achievements of the Council's Communication Team and the work it had carried out to promote Harrow Council.

The Head of Communications informed the Committee that the initial focus had been to establish new systems of working. Forward planning, and a Communications Work Plan had helped deliver a strong and proactive team that had the confidence of the organisation. He shared the achievements of the past 6 months during which 58 out of 61 contract objectives had been achieved.

He outlined examples of campaign based communications and an overview of marketing communications, which had delivered on ten service campaigns. Harrow People, the Council's Magazine to local residents, was its flagship; the latest issue being 'fronted' by Terry Wogan, Britain's most popular Disc Jockey (DJ), who had supported the re-opening to Wealdstone High Street to traffic. The Council had been short listed for a national award for 'Best Civic Magazine' in the country.

Internal Communication had been improved and the staff survey had shown that staff felt informed about the Council. Proactive media relations had helped build reputation and the Council was receiving good coverage both locally and nationally. In terms of the publicity for scrutiny, there was more the Council could do to promote it. The Head of Communications referred to the protocol which involved a closer working relationship with scrutiny.

In response to questions, about the publicity given to the Committee meeting held on 23 September 2008 at Northwick Park Hospital, the Portfolio Holder stated that, unfortunately, the timings had not coincided with the issue of Harrow People. A similar problem was being experienced with Question Time sessions held by the Council. In addition, there was a general problem with public engagement at a majority of the meetings held by the Council and he was open to suggestions on how these could be improved. Posters and direct mailing were costly and did not always achieve the objectives. All press releases issued were not always considered 'news worthy' by the local press and were not included in the newspapers.

The Portfolio Holder, Assistant Chief Executive and Head of Communications responded to additional questions as follows:-

- of the 61 contract objectives, the Place Shaping Survey was not 'on track';
- another contract objective, namely Public Notice Boards, was 'amber' and that it was intended to pass this area from the Communications Team to the Council's Community Development Team. The Notice Boards needed replacing and were not a key priority for the Communication Team, which needed to focus on enhancing other areas of communications;
- there were plans to display 'Know Your Councillor' posters or details of Ward Councillors on Notice Boards and these areas would be the subject of further discussions;
- the frequency of the 'Harrow People' magazine needed to be balanced with the cost of producing it. Some local authorities produced fortnightly newspapers and samples of these publications would be made available in Group Offices for comment;
- the reader survey results should be taken as indicative only as the survey was 'self selective'. The Harrow People magazine was now more focussed and a better designed publication. The aim was to ensure a well informed resident and checks were being made on a quarterly basis to ascertain how well people felt informed and through what methods – Harrow People magazine, posters, press or leaflets. The reputation of the Council needed to be protected by positive media coverage, as negative publicity had a knock-on effect on all concerned. It was essential that the Council focused on priority issues and made residents aware of the problems it faced. Various surveys were monitored and mapped according to socio-economic groups, Wards, ethnicity and age. The Council's Corporate Improvement Board also looked at performance on a regular basis with a view to identifying hotspots. The Portfolio Holder invited the Committee to examine the performance data;
- all issues raised would be discussed at the internal Communications Working Group meetings, including the suggestion of 'advertising' at doctors' surgeries and allowing the community to use Notice Boards;
- there was a need to manage people's expectations and, at the same time, respond quickly to specific situations so that residents were kept informed. It was essential that officers and Members passed on information so that actions could be taken as a matter of priority. Educating people was a key ingredient as evidence showed that there was a correlation between how informed people felt and their perception of the Council. Communication was therefore vital and was considered to be a cost-effective way of improving perception.

The Chairman thanked the Portfolio Holder, Assistant Chief Executive and Head of Communication for the presentation and stated that scrutiny looked forward to working closely with them.

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

(See also Minute 410).

417.

**Alexandra Avenue:**

Sarah Crowther, Chief Executive of Harrow PCT, introduced the report, which set out the key strategic aims for the Alexandra Avenue Polyclinic, explained the 'Hub and Spoke' model of delivery and how it would improve services for patients. The report described the PCT's vision for new and integrated services and stakeholder engagement.

Members voiced their concerns in relation to the site at Mollison Way. In response, Sarah Crowther and Andrew Bland, stated that:-

- the PCT shared the concerns expressed over inadequate access, parking and public transport facilities available to the site which would affect the vulnerable. It was intended to make representations to the Transport for London (TfL) with a view to improving the frequency of buses travelling to the site;
- an application for planning permission might be necessary as the Polyclinic was likely to bring-in a disproportionate number of patients. Another option that was being discussed was a 'Park and Ride' system; however, the PCT did not fully support this idea;

- one of the perceived strengths of polyclinics were integrated IT systems which would ensure that they worked as the 'Hub' to the General Practices (GPs) and therefore share patient information. It was intended to trial this at Alexandra Avenue but the integration of systems would be staggered;
- there was no agreement on the number of practices that would be located at Alexandra Avenue and none would be coerced to moving there. Discussions with the Strategic Health Authority were ongoing with a view to agreeing a restricted procurement for GP services at Alexandra Avenue. It was possible that multi-practices might be able to locate at Alexandra Avenue and maintain their own GP service, so as not to disadvantage the local communities by relocating totally. Alternatively, those practices that were in based in inaccessible premises might want to relocate to Alexandra Avenue;
- there would be no change in the out-of-hours provision. It was expected that the polyclinic at Alexandra Avenue would remain open until 8.00 pm. It would provide walk-in services and help take the pressures off Ealing and Hillingdon Hospitals Accident and Emergency Units. An Urgent Care Centre (UCC) was open at Northwick Park Hospital from 8.00 - 11.00 pm from Tuesday-Friday and until 12 midnight on Saturday-Monday;
- the PCT had already invested in Alexandra Avenue and the proposal to make it a polyclinic was a step-up. The additional costs associated with this were budgeted at £3m. All services that would be part of a polyclinic were currently available at Alexandra Avenue;
- currently, there were no proposals to locate a pharmacy at Alexandra Avenue as these were accessible in the vicinity of the premises. The PCT would make a judgement on this matter when proposals had been developed further. However, it was hoped that pharmacies would mirror the opening hours of GPs;
- in relation to the recent adverse press attention received by the PCT and Northwick Park Hospital, it was important to note that the Accident and Emergency Service at the Hospital had improved and additional resources had been invested there to help with the discharge of patients suffering from mental health problems. The number of beds available had been increased and an UCC had been opened to assist the Hospital. The response of the Ambulance Service had also improved. There had been a vast improvement in emergency care in Harrow and the PCT would be disappointed if the public perception was different.

The Chairman thanked Sarah Crowther and Andrew Bland for the report and responding to questions.

**RESOLVED:** The report and the concerns expressed by Members be noted.

(See also Minute 410).

418. **Primary Care Trust's Commissioning Strategy Plan:**

The Chief Executive of Harrow Primary Care Trust (PCT) reported verbally on the Trust's Commissioning Strategy Plan. She stated that the following areas would be addressed:-

- Maternity services – issues relating to smoking during pregnancy and obesity;
- General Practices – standards of service provided and use of score cards;
- Children and Young People – development of a balanced paediatric service in Harrow and the provision of a specialised service in Harrow;
- Infection Control – focus on building links around immunisation, priorities around vascular health, screening programmes, supporting primary and secondary care;
- Vascular treatment – focus on care for patients who were suffering from Stroke. A clear focus and investment were essential elements to this area. It was noted that the Healthcare for London would be consulting on London-wide proposals in the care of Stroke. Diabetes and Obesity were related issues that needed addressing so that services could be tailored to meet needs. Stroke was linked to both diabetes and heart disease, the latter of which was related

to smoking. Social marketing was a key component to making people aware of the risks associated;

- Sexual health/alcohol related problems – there was a corporate and social responsibility to address these issues and more work was required in these areas;
- Community Mental Health Services – there was a need to support community mental health teams with a view to reducing costs;
- Learning Disability – to build on new areas of work and offer an Annual Health Check.

The Chief Executive stated that the key aspect for all health services was to offer choice. She responded to questions from Members, as follows:-

- in respect of provision for Stroke care in the Harrow area, all Trusts would be invited to submit bids to allow them to set up specialist units and it would be for the North West London Hospital NHS Trust to submit its own bid. Designation criteria would be set for submission of bids;
- screening for men for Prostrate Cancer - it was intended to establish pathways/referrals;
- the outcome of the consultation on Mollison Way surgery was awaited;
- the PCT would be meeting with the Council in relation to care for Children and Young People. The PCT supported the establishment of a Children's Trust. The legalities and governance arrangements around the setting up of the Trust were important and the issue of MMR vaccination needed further discussions.

The Chief Executive informed Members that the Plan would be strategic in nature and look forward to the next 5-years. Focus and investment would be phased-in to ensure that the Plan was delivered. It was not envisaged that existing services would suffer but that they would change for the better.

The Chairman thanked the Chief Executive for the presentation.

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

(See also Minute 410).

419. **Children's Services Complaints Annual Report 2007-08:**

The Committee received a report of the Director of Schools and Children's Development, which set out information about complaints made during 1 April 2007 – 31 March 2008 under the Complaints and Representations Procedures established through the Representations Procedure (Children) Regulations 2006 and the Council's Corporate Complaints' Procedure.

An officer introduced the report and stated that no complaints had been investigated by the Ombudsman during the year in question but that there had been an increase in Stage 1 complaints which ought to be welcomed. The Directorate's performance in dealing with complaints had been exceptional.

The officer explained that since March 2008, the complaints in Safeguarding and Family Support and Fostering Adoption and Residential had been reduced. New categories in complaints had been introduced in order to produce meaningful data and provide a 'true' picture of complaints received. He was pleased to note that the number of complaints coming through the use of advocacy and from young people themselves was encouraging and positive, as it was empowering the young to be heard. Without mediation, some complaints would have escalated to Stage 2 Complaints' Process, and the advocacy service provided by the Council was unique within the country. Since March 2008, compensation payments had been reduced.

Members were informed that the government was consulting on changing the school complaints' procedure, details of which would be sent to schools and Members of this Committee. The government intended to introduce a Review Panel stage, in addition to the Ombudsman, to be managed by local authorities. This would have a profound impact on schools and the Council was well positioned to meet new challenges.

In response to questions from Members who were pleased with the report which they considered to be encouraging, the officer stated that the number of investigators had increased.

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

420. **Adults Services Complaints Annual Report (Social Care) 2007-08:**

The Committee received a report of the Corporate Director of Adults and Housing, which provided information about complaints made during the twelve months between 1 April 2007 – 31 March 2008 relating to social care. The officer introducing the report undertook to provide a glossary to future meetings.

Members' attention was drawn to the number of complaints that had escalated to Stage 2 of the Complaint's Process and those that had been investigated by the Ombudsman. The Council's ambition was to reduce the large number of complaints in line with those received for Children's Services. The key messages in relation to Adult Services were that it was going through a challenging period at the time of the report (2007-08) but there had been a marked improvement in the last six-nine months. The target response time for Stage 1 Complaints was 75%, which some services had exceeded. As a result, the 'direction of travel' was moving in the right direction but the Directorate continued to face challenges, an aspect of which was a lack of continuity at officer level. Recent efforts made by the Directorate to reduce and deal with the number of complaints received would be reflected in the next report to the Committee.

The officer highlighted that the complaints received from Black and Minority Ethnic (BME) communities needed to increase but he was pleased to report that the use of advocacy had increased. The Directorate was exploring how the current figures for advocacy could be increased further. There had been 3 Ombudsman investigations and all had been settled locally. Unlike some other London boroughs, the Ombudsman had not carried out full investigations and issued maladministration reports against the Council, which was a significant achievement for the Directorate. The officer clarified that the Ombudsman could choose to investigate a complaint at any stage of the Complaints' Process.

In response to questions, the officer outlined the compensation levels, and reported that mediation, as a way of resolving complaints, had been successful. Harrow Council had four qualified mediators. The officer added that new regulations would come in force in 2009, which would 'uniform' the complaints procedures for the National Health Services/Adults Social Care. The new regulations would present a significant challenge and it was expected that mediation would play a crucial role in this regard.

The Chairman congratulated the officer for an excellent report.

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

421. **Scrutiny Work Programme and Feasibility Reports:**

Members considered the report of the Assistant Chief Executive which set out the feasibility reports on the projects which were identified as priorities as part of the Scrutiny Work Programme for 2009/10. The Scrutiny Manager stated that there was scope to include projects during 2008/10, however the Work Programme required submission to Council.

Some Members asked whether there was need to carry out a Challenge Panel on Council Communications, given that the presentation received that evening from the Council's Head of Communication on this subject had shown that 59 of the 63 Indicators/Contract Objectives had been met. A Member commented on the reasons why a Scrutiny Challenge Panel would be helpful, noting there appeared to be dissatisfaction in the way the Council communicated key messages to its residents, of which education was a key aspect. Another Member also commented that dissatisfaction could be due to the setting of wrong indicators.

The Scrutiny Manager advised that the focus of the Challenge Panel on Council Communications would be as follows:-

- how effectively the outcomes of the 'Hear Say' Review had been implemented;
- best practice in addressing Fear of Crime;
- how 'difficult' messages ought to be communicated.

Another Member commented on the limited Councillor resources available and the need to ensure that the programme was not overloaded to ensure that the reviews conducted were robust. He was of the view that two of the five reviews, namely

Promoting Sustainability and the Adult and Housing Transformation Programme Action Plan, were crucial and should be accorded high priority. It was felt that a review on Wealdstone could be delayed due to external factors. It was noted that out of the five reviews, feasibility reports had been produced in respect of four of the five reviews. The Scrutiny Manager assured the Committee that there were no issues regarding the funding arrangements for staffing within the Scrutiny Team.

Members were also informed that once the Voluntary Sector Review had been finalised, staff would concentrate on the Review of the Budget.

**RESOLVED:** That (1) the feasibility reports on 'Promoting Sustainability', 'Adults and Housing Transformation Programme Action Plan', 'Council Communications' and 'A New Start for Wealdstone' be agreed;

(2) the projects for 2009/10 be undertaken in the priority order set out at Appendix 1 to these minutes;

(3) the report be referred to Cabinet for comment on the areas for consideration, the feasibility of the projects and their timing;

(4) Members be invited to volunteer for Chairmanships for each of the Projects.

(See also Recommendation I and Minute 415).

422. **Extension and Termination of Meeting:**  
In accordance with the provisions of Overview and Scrutiny Committee Procedure Rule 6.6(ii) (Part 4B of the Constitution) it was

**RESOLVED:** At (1) 10.00 pm to continue until 10.20 pm

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

(Note: The meeting, having commenced at 7.31 pm, closed at 10.25 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD  
Chairman

**APPENDIX 1****2008 – Projects**

- Standing Review of the Budget
- Standing Review of NHS Finances
- Extended Schools Light Touch Review
- Care Matters – Time for Change Challenge Panel.

**2009/10 – Projects (in order of priority)**

- Promoting Sustainability – In-Depth Review
- Adults and Housing Transformation Programme Action Plan – Standing Review
- Council Communications – Challenge Panel
- A new start for Wealdstone – Challenge Panel in Spring 2009 at the earliest and subject to slippage
- Development of a Children’s Trust Model.

**Reports to Overview and Scrutiny Committee**

- Legionella compliance
- Criminal Records Bureau checks for foreign employers
- Place Shaping
- Tenants Rights to Manage.

**Reports to Performance and Finance Scrutiny Sub-Committee**

- Performance of the Kier contract – Housing Repairs
- Major Building Projects
- Accord MP – Review
- Obesity – Review.

**Matters for Lead Scrutiny Members**

- Extent and Quality of Individual Performance Appraisal and Development (IPAD) – Lead Scrutiny Members for Corporate Effectiveness and Finance
- Workforce Development – Lead Scrutiny Members for Corporate Effectiveness and Finance
- Asbestos Control – Lead Scrutiny Members for Sustainable Development and Enterprise
- Blue Badges/Disabled Badges – Lead Scrutiny Members for Adult Health and Social Care.

SCRUTINY  
SUB-COMMITTEES



**PERFORMANCE AND FINANCE SCRUTINY SUB COMMITTEE****29 OCTOBER 2008**

Chairman: \* Councillor Mark Versallion

Councillors:	* Mrs Margaret Davine (2)	Anthony Seymour
	* B E Gate	Mrs Rekha Shah
	* Mitzi Green (1)	* Dinesh Solanki
	* Ashok Kulkarni	* Yogesh Teli
	* Paul Scott (1)	* Jeremy Zeid (3)

\* Denotes Member present

(1), (2) and (3) Denote category of Reserve Member

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Places Survey Challenge Panel - Final Report**

At its meeting on 29 October 2008, the Performance and Finance Scrutiny Sub-Committee considered the report of the Assistant Chief Executive, which set out the findings and recommendations of the Places Survey Challenge Panel into the preparation of questions for the Place Survey. The Place Survey was a government mandated questionnaire, sent to a number of households in a given area, asking questions about the community and about the service provided to residents by the various partners operating in the area. In Harrow, it had replaced the MORI Quality of Life Survey.

Having noted that the majority of the recommendations of the Challenge Panel had been used to formulate the Place Survey, the Sub-Committee, inter alia,

**Resolved to RECOMMEND:** (to Overview and Scrutiny Committee)

That (1) the Overview and Scrutiny revisit the Place Survey in February or March 2009, when the results of the Survey would be available;

(2) the outcomes from the Adults and Housing User Group discussions be submitted to the relevant Scrutiny Lead Members and the Chairman and Vice-Chairman of Performance and Scrutiny Sub-Committee for consideration when available.

**PART II - MINUTES****87. Attendance by Reserve Members:**

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

Ordinary Member

Councillor Janet Mote  
Councillor Phillip O'Dell  
Councillor Nana Asante  
Councillor Christopher Noyce

Reserve Member

Councillor Jeremy Zeid  
Councillor Margaret Davine  
Councillor Mitzi Green  
Councillor Paul Scott

**88. Declarations of Interest:**

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

Agenda Item 10 Scrutiny Review of Obesity – Six Month Update

Councillor B E Gate declared a personal interest as his wife worked in a General Practice and his daughter occasionally worked in another. He would remain in the room to take part in the discussion and decision relating to this item.

**89. 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>
12. Beacon Centre Review: Six-Monthly Update	This report was not available at the time the agenda was printed and circulated due to technical and administrative approvals. Members were requested to consider this item, as a matter of urgency, in order to be able to consider the most up to date information on this item.
15. By Exception: ERP	This report was not available at the time the agenda was printed and circulated as it was subject to internal officer consideration before it could be finalised. Members were requested to consider this item, as a matter of urgency, in order to be able to consider the most up to date information on this item.

(2) item 14: By Exception Officers' Report on Performance in Gaining National Healthy Schools Status be taken after item 10: Scrutiny Review of Obesity – Six-Month Update;

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

90. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 15 July 2008 be taken as read and signed as a correct record.

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

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

92. **References from Council and Other Committees/Panels:**

**RESOLVED:** To note that no reports were received.

93. **Chairman's Report:**

The Chairman introduced the report, which set out issues considered by the Chairman since the last meeting of the Sub-Committee. The Vice-Chairman queried whether provisions existed for Members, other than the Chairman or Vice-Chairman, to submit items for the agenda that may not necessarily reflect the views of the Chairman or Vice-Chairman. The Committee's attention was drawn to the provision, as set out in the Constitution, which allowed any voting Member to give at least six day's notice before the meeting that the Member wishes an item relevant to the functions of the Committee or Sub-Committee to be included on the agenda. A Member commented that the provision ought to be publicised.

The Vice-Chairman stated that in relation to major projects and property where certain issues related to confidentiality, these ought to be submitted and considered by Scrutiny under the private session (Part II) of the meeting. In response, the Scrutiny Officer stated that issues regarding major projects ought to be submitted to the Overview and Scrutiny Committee as they went beyond the remit of the Sub-Committee.

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

(2) the following issues be investigated by the Performance and Finance Scrutiny Sub-Committee and the Overview and Scrutiny Committee:

- Updates on the Obesity, AccordMP and Beacon Centre reviews – to be considered by the Performance and Finance Scrutiny Sub-Committee
- Workforce Development – information to be passed to the Overview and Scrutiny Committee.
- Healthy Schools - to be considered by the Performance and Finance Scrutiny Sub-Committee

- Enterprise Resource Planning - to be considered by the Performance and Finance Scrutiny Sub-Committee.
- Major Projects and Property – to be reported to the Overview and Scrutiny Committee, as it might merit further investigation.
- Standing Report, Finance – regular report to the Performance and Finance Scrutiny Sub-Committee;

(3) the Chairman submit a summary of Harrow-wide performance issues, as identified through the Chairman's meetings and the Performance and Finance Scrutiny Sub-Committee to the next available meeting of the Overview and Scrutiny Committee.

94. **Scrutiny Review of Obesity - Six Month Update:**

The Committee received an update on the Scrutiny Review of Obesity. The Divisional Director of Human Resources and Development reported on a number of schemes, in partnership with the Primary Care Trust, that were being introduced for Harrow Council employees, such as walk-to-work, shape-up programme, and smoking cessation workshops. A Workplace Health Programme was also being trialled at the Harrow Council Depot, aimed to design a scheme relevant to the workforce.

In response to questions, the Divisional Director of Human Resources and Development confirmed that:

- There would be a revision of the whole Wellbeing Programme, even though the pilot was only taking place at the Depot.
- The Wellbeing programme was on target. The outline had been planned, set for approval in November and a publication anticipated in December 2008.
- A scheme allowing employees to purchase bicycles via a method of 'salary sacrifice' would be introduced. The employee would be able to purchase the bicycle at a discounted rate from their salary. At present it was unclear whether the bicycles would be sourced from local businesses but he would take on board a Member's Suggestion that local businesses ought to be approached.

As a way forward on the Obesity Review, which needed to be achieved by various stakeholders, the Corporate Director of Children's Services suggested that the Chairman consider writing to the stakeholders with a view to ascertaining how their internal plans were addressing the obesity issue. It would help to gauge the impact of the Obesity Review on resources. The Corporate Director was currently re-drafting the Children's and Young People Strategic Plan, a three-year plan, which would address the issue of obesity. A Member commented that the Obesity Review report had been taken to the Corporate Strategy Board in Summer and that a better method should be found to integrate the issue within the decision-making side of the Council. The Corporate Director of Children's Services responded that updates regarding the recommendations could be presented when revisions to the plans were made, which in essence would force the issues to become part of the day-to-day processes rather than a 'parallel process'. The issue of obesity was a topic that, by being addressed as an urgent early intervention issue, was prone to pushing aside the long-term issues associated with it. Matters of tackling ingrained patterns of behaviour, sustainability and long-term engagement would need to be addressed by joint enterprise and a general psychological engagement. Vulnerable children were also an area of concern, with steps being taken to educate foster carers about the uses of leisure facilities, and changing the patterns of behaviour by introducing role-models into young people's lives. The Corporate Director continued that Children's Centres, Faith Groups and Paediatric Services had physical activity built into their programmes.

In response to questions, Council officers confirmed that:

- Schools considered to have high-level sporting equipment facilities, with restrictions on community use, would be reviewed. Additional efforts would be made to up-grade existing facilities for community use at other school sites.
- There were concerns about a drop in the levels of childhood immunisation.
- That the campaign to offer five hours of sport a week for every child fell short by three hours and was frustrated by a curriculum offering two, fifty minutes sports lessons a week which didn't always qualify two full hours. Additional work was underway to map the participation, which was proving to be difficult.

Further issues were being addressed concerning the campaign to offer children an additional three hours of sports a week to make up the 5 hours. It was assumed that the lack of a sport's based curriculum and the affordability of access to community facilities were major contributing factors to obesity.

- Free swimming to under sixteen's and over sixties would be introduced in April 2009 for two years. The project would involve working alongside leisure partners to identify schedules, build confidence skills for swimming, particularly amongst the older community, to more broadly market the programme and help anticipate potential barriers.
- A trial period during the summer offering under sixteen's free swimming saw the number of participants exceed the total number of under sixteen's using the swimming facilities for the whole of the previous year.
- The long-term healthy lifestyles would yield positive results, although these may not be visible for a few years.
- Early intervention and joined-up thinking were essential elements to reducing obesity.

A Member agreed to submit questions to the Primary Care Trust in regard to the issues under its remit.

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

(2) the questions from the Children and Young People Policy Lead Member for Scrutiny be submitted to the Chief Executive of Harrow Primary Health Trust for response;

(3) the approach of obtaining updates from stakeholders in relation to the Obesity Review proposed by the Corporate Director of Children's Services be captured.

95. **By Exception: Officers' Report on Performance in Engineering Services:**

The Committee received the report of the Divisional Director of Environmental Services, which set out an update on the actions taken following a review of the partnership with AccordMP (now known as EnterpriseMouchel, since a renaming in June 2008) in November 2007.

It was noted that:

- There had been an increase in public meetings. A free tour of the Oxhey Lane Flood Defence works saw over twenty members of the public in attendance, highlighting the steps made with improving local engagement.
- There were further developments of the Highway Asset Management Plan in helping address the backlog through improved informed investment.
- The Council-led efficiency review highlighted efficiency process savings that would deliver £400,000 in the next three years.
- The works value for 2008/09 was projected to be in line with anticipated partnership spend level at approximately £13 million, although continued pressures on the budget and reductions could not be ruled out.
- Having completed the development of a Highways Charter, a review of its distribution had taken place. Feedback from the residents' focus groups suggested preference of electronic instead of hard copies resulting in an associated negative carbon footprint. A Member commented for the need to issue hard copies if requested.

Draft copies of the Highway Customer Charter were circulated at the meeting.

In response to questions, an officer confirmed that:

- Utility companies had a statutory duty to carry out work where required. Under the Traffic Management Act, the Council had the power to review the quality of the work done and submit fines where work was not carried out within an agreed period.

- Replacement of pavements was on a priority basis, which considered among others, the state of pavements and approximate foot-fall;
- There had been a reduction of up to twelve posts, a benefit of partnership working.
- There had been identifications of cost savings where inspections had previously been carried out by the Authority, in the same areas as EnterpriseMouchel.

**RESOLVED:** That the progress against agreed actions taken following the review be noted.

96. **Overview and Scrutiny Review of Cultural Services - Beacon Centre Case Study Progress Report:**

The Committee received a report of the Director of Community and Cultural Services, which set out a progress update to the recommendations in the Overview and Scrutiny Report to Cabinet on the Scrutiny Review of Cultural Services. The interim Head of Cultural Services reported on the outcomes and the work carried out by Cultural Services. The investment from the Local Authority had been a one-off payment with further investment which comprised of mainly officer time.

The main points considered were:

- Re-assessment of Performance Management Framework, which had addressed concerns regarding data quality. The Council had continued to work with Home Group to explore data collection beyond what had been agreed. An example of this was the Passport to Culture/Summer University Programme of free summer activities for young people which had developed new data collection supported by the Council and the partners.
- Identification of key high-risk areas. The Rayners Lane Project Team had been engaged in quarterly meetings, community engagement, organisation of a March 2009 Summit, and revision of the Neighbourhood Plan leading to more specific recommendations relating to the Beacon Centre.
- Range of projects that were being delivered to provide wider participation opportunities to Rayners Lane youth and residents.
- Watford Football Club and the Council's Youth Service delivery of a two-year Football Foundation and youth empowerment programme.
- Sports and Leisure Service was delivering a range of projects through a Sport England funded Street Games Programme engaging with youth at street level.
- Arts Service had delivered a range of projects at the Beacon through the Summer Uni programme and was developing a Young People into Volunteering Programme on the estate.
- Clubs, individuals and organisations on the estate would benefit from upcoming capacity building workshops at the March 2009 Summit, which would focus on skill building for community participants and increased access to cultural provision.
- Home Group had responded to the tensions between community use of the Beacon Centre and the need for it to be financially sustainable by developing a Neighbourhood Plan for Rayners Lane Estate. Home Group participated in the Rayners Lane Project Team meetings with all partners to listen and respond to the concerns of the residents. Additionally, Home Group, in discussion with the Housing Service had approached the Harrow Strategic Partnership (HSP) to suggest a sub-group under the HSP due to the challenges of the Super Output Area indices of deprivation that were challenges for the Rayners Lane Estate.
- Home Group continued to listen to its residents by increasing its resources to the estate and appointing a dedicated Project Director who was based on site and working to take forward the regeneration plans. One investment immediately made was to undertake improvements to existing housing stock and to convert some 'for sale' properties into rental housing.

- Although there were currently no plans to create a Leisure Trust with the existing organisational structure, it could provide savings in the future which could be fully invested back in the project. This option could not be ruled out as it had been successfully applied to a new Leisure Trust at Byron Leisure with resulting funds derived at no cost to the taxpayer on National Non-Domestic Rate (NDR) relief.
- An additional Rayners Lane Project Team was now in place to advise and support Home Group in liaising with all stake holders.

In response to questions, the officer confirmed that:

- Community and Cultural Services had not received any concerns or negative comments since the establishment of the Neighbourhood Plan for the Rayners Lane Estate.
- Communicating with residents about access to the Beacon Centre's facilities was difficult, but that the Cultural Services team felt that they had achieved approximately 75% of their goals relating to this matter. Communication took place on a one-to-one level and the team had been pro-active in promoting this at a 'street-level'.
- Capacity building required local people to become involved in the Beacon Centre project through voluntary schemes and offering workshops in project management. The community would be given the skills to decide on local projects and apply for resources. There were concerns that community members did not fully understand the Home Group grant programme processes and might have been charged for the facilities instead of taking advantage of free use.
- Use of community buildings was promoted as an asset in the hope of empowering local residents to create funding to nurture community ideas.
- Monitoring attendance of community users to the Centre against users from other parts of the borough was a challenge. Community and Cultural Services were trying to work with the Centre to learn from the information gathered by front-line staff.
- Date for the March 2009 summit was arrived at by the Rayners Lane Project Team in order to give the project time to establish itself. A 'mini-summit' was held by officers and key-parties immediately following the last report to scrutiny to tackle questions relating to the Rayners Lane Estate. It had been the Team's choice to factor in a realistic timescale to identify who should be involved in the March 2009 summit.

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

(2) Members of the Sub-Committee be invited to the Summit and that a further update be submitted to the Sub-Committee following the Summit in March 2009.

97.

**Revenue and Capital Monitoring as at 30 June 2008:**

The Committee received the report of the Corporate Director of Finance, which set out the capital monitoring as at 30 June 2008. The Divisional Director of Corporate Finance and Procurement presented the report and highlighted the following:

- Children's Services were reporting a pressure on efficiency savings on SEN transport.
- Under spend of £583,000 was forecasted.
- Adults and Housing Services had an outturn position of £500,000 after some one-off adjustments to reserves.
- Community and Environment were reporting additional income from parking enforcement which was forecasted at £1 million but was dependent on external factors.
- Corporate Director of Finance was looking at reducing the Capital Programme by £10 million in order to reduce costs associated with Capital Financing;

- Provision of £300,000 was earmarked for special projects and contingency, as part of the outturn position.
- Medium Term Financial Strategy (MTFS) allocated £1 million in 2008/09, making the General Balance position £4 million as at 1 April 2008.
- In order to achieve the Council's ambition to complete its Decent Homes Programme early, the 2009/10 decent homes funding of £3.6 million had been bought forward into 2008/09 to enable contracts to be committed.

In response to a question from a Member regarding the current economic state and the impact that this may have on the National Non-Domestic Rate (NNDR) collection, the Divisional Director of Corporate Finance and Procurement replied that the collection rate would not have any direct impact on the Council. The Council's debt position would continue to be monitored.

The Divisional Director of Corporate Finance and Procurement added that, although not confirmed, it appeared that the country was in a recession and faced the potential of a depression. The likely pressures associated from these conditions were yet to be felt by the Council and the situation would become clearer towards the end of the year. There were some pressures being reported on the fuel and energy budgets, and a number of energy contracts were due for renewal in December 2009. In response to a question from a Member about the pending pay award for 2008/09 the Divisional Director replied that the expected award had been factored in the budget and confirmed that:

- Some commercial properties were expected not to be able to pay NNDR.
- Robust financial monitoring was in place.
- Current economic situation may affect long-term lending.
- In order to save energy costs, the Authority used motion sensor lights in parts of the building and currently promoted a 'Turn-Off' campaign.

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

98. **By Exception: Officers' Report on Performance in Gaining National Healthy Schools Status:**

The Committee received the report of the Corporate Director of Children's Services which set out the key points in relation to performance in gaining National Healthy Schools status. The Corporate Director of Children's Services reported that, due to changes in the programme, Harrow did not meet the December 2007 target. The new target for 75% of schools attaining the status by December 2009 was expected to be exceeded. He was confident that 93% of schools would be awarded the status by this time next year. The Director would continue to encourage and offer support to schools in attaining the status. The timing to apply for self validation for the status was determined by the schools' own action plans and priorities. The Corporate Director of Children's Services reassured Members that achieving the status by 2009 would not require any additional funding.

A Member suggested that Healthy Eating issue ought to be monitored by Lead Members for Scrutiny. The Chairman favoured monitoring By Exception.

In response to questions from Members, the Corporate Director of Children's Services confirmed that:

- Overall sports participation of school children had moved from the lower threshold to the upper within a two year period. 85% of all school children now participated in at least two hours of sports per week.
- The Secretary of State for Children, Schools and Families set the broad recommendations for healthy living and it was for the authority to make comments on the appropriateness of such recommendations.
- The school nursing service was community based and was monitored by the Council rather than the Primary Care Trust. Previously the service was located at Northwick Park Hospital.
- The favoured approach was to challenge and engage with the schools on this matter; however any different suggestions from Members would be welcomed.

- Private nurseries and child minders, although not governed by the same criteria for Healthy Schools Status, were required to register with the Authority and were therefore monitored.

**RESOLVED:** That (1) the report and the proposal for improvement be noted;

(2) that Healthy Schools Status be monitored by the Performance and Finance Scrutiny Sub-Committee on “by exception” basis and that the Policy and Performance Lead Scrutiny Members for Children and Young People identify issues in this area that required monitoring;

(3) that the lead Scrutiny Members ensure that the Voting Co-opted Members serving on the Overview and Scrutiny Committee were kept abreast of the issues.

99.

**By Exception: ERP:**

The Committee received the report of the Corporate Director of Finance, which set out the key points in relation to Enterprise Resource Planning (ERP) software performance issues. The Divisional Director of Shared Services reported on the systems progress and development plan, since its adoption in 2006. The key identified objectives of the development plan, which had been arrived at on the basis of four independent reviews, were to:

- increase the use of the system;
- improve the reputation of the system;
- fix technical problems;
- simplify key processes;
- improve compliance with key processes;
- improve management reporting;
- clear up confusion and improve support to users;
- provide additional training;
- improve value for money.

There had also been technical improvements with the Purchase Card functionality and an assessment of HOST/ANITE interfaces by Capita. Adults and Housing had commissioned Capita to undertake an assessment of the end-to-end HOST processes and technical system assessment. It was understood that this initial work would lead to a project plan that would resolve all the system issues and deliver both cashable and non-cashable benefits to the authority, including improved service delivery to customers. The issues surrounding ANITE were owned by Housing and were the subject of a project being managed between Director of Housing and the Director of Business Transformation and Customer Services.

One of the key areas of development was around finance and the monthly end-to-end processes. This work was being jointly led by the Divisional Director of Finance and Procurement and Capita. In due course workshops would be scheduled and, amongst other delivery outcomes, the programme of work would capture all processes, incorporate gap analysis, capture system changes and develop finance training. The training would be delivered to the business through Management Development Programme and finance teams re-training all budget managers. The schedule of works for 2009 would be established following the workshops. The workshops would also look at the potential to develop a workplace finance assessment that enveloped as part of the ERP health-check.

The Divisional Director of Shared Services explained that, as of December 2006, there had been no home reporting where data emanated from ECC. This work had been passed to Shared Services and the ERP Support Team had developed a programme of works that would ensure that the authority benefited from a controlled reporting programme. This work would commence in 2009 and it was envisaged that the process would be embedded by July/August 2009. The Divisional Director of Shared Services had restructured work packages and fully resourced the report team from current resources. Communication issues had been addressed by creating a mini-communications campaign that now followed an annual schedule ensuring that an ERP user received timely information/reminders. To assist senior managers, the ERP

Support Team had written and published a user friendly guide to the Organisational Structure which had been issued in April 2008.

Vendor Management had been improved through providing users with timely training and reminders of actions.

ERP health-checks had been created in response to users' requests for changes in training. The ERP Development Plan included an objective of delivering the Healthcheck to all Harrow ERP users during 2009/2010.

Some of the benefits of the ERP system were highlighted as follows:

- The system was fully utilised thereby creating an opportunity for further efficiencies/savings.
- Reporting would be timely, accurate and fully support business needs.
- Business would be clear on how to access guidance, support and training.
- Improved customer satisfaction.
- User's confidence in the system would continue to rise.

In response to questions, the Divisional Director of Shared Services confirmed that:

- One of the lessons learnt from the implementation of the system was that the project ought to have been overseen by one manager;
- Initial training for staff was not as relevant and timely as it could have been, which had led to a loss in confidence from members of staff;
- He was fully satisfied that the system had the capability to help Harrow meet its business objectives. Harrow had implemented the ERP application in 11 months, the timescale had been right. He did not believe that major improvements would have been realised had there been a longer implementation lead time;
- Efficiency savings that could be driven through the system would be made if Harrow grasped the opportunity to harness the SAP application to business process re-engineering in all impacted areas of the Council.

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

100. **Revision to Protocol for Operation of Performance and Finance Committee:**  
The Committee received the report of the Assistant Chief Executive, which set out the revisions to the protocol for the operation of the Performance and Finance Scrutiny Sub-Committee. The Scrutiny Officer reported that minor amendments had been made to reflect the changes to the way in which the Performance and Finance Scrutiny Sub-Committee reported its business to the Overview and Scrutiny Committee. The new process was simpler, as follows: a briefing would be provided at the next available meeting of Overview and Scrutiny providing information of general, Harrow-wide performance issues, as had been discussed at the Chairman's Meetings. In conjunction with the minutes, the revised process would provide a more holistic view of performance issues to the Overview and Scrutiny Committee. Members were asked to note that an error had been made at section 7-12 where the text should read 'Reference report – the first item...'.  
**RESOLVED:** That the revised Protocol attached to the report, be endorsed.

101. **Scrutiny Scorecard:**  
The Committee received the report of the Assistant Chief Executive, which set out scrutiny performance in the last quarter, as recorded in the scrutiny scorecard. The Scrutiny Officer reported that:
- Member attendance at Review Group Meetings had improved.
  - Council's Forward Plan, which included key decisions to be taken by the Executive, was considered by the Chairman and Vice-Chairman of the Sub-Committee on a regular basis.
  - Scorecards were proving to be an effective tool.

- Members were satisfied with the presentation of the scorecard and had made no proposals for improvements.

**RESOLVED:** That the scorecard and commentary at Appendix 1 of the report be noted.

102. **Places Survey Challenge Panel - Final Report:**

Further to Recommendation 1, the Performance and Finance Scrutiny Sub-Committee, having welcomed that the majority of the recommendations of the Place Survey Challenge Panel had been used by officers to formulate the Place Survey, as a result of which formal approval by the Cabinet was not required,

**RESOLVED:** That (1) the findings and recommendations of the Place Survey Challenge Panel be noted;

(2) the report be submitted to the Cabinet for information.

103. **Ed Hammond, Scrutiny Officer:**

On behalf of the Committee, the Chairman and the Vice-Chairman thanked Ed Hammond, who was leaving the services of the Council, for all his hard work.

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

In accordance with the Overview and Scrutiny Procedure Rule 6.6 (ii) (Part 4F of the Constitution) it was:

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

(2) 10.30 pm to continue until 10.45 pm;

(3) 10.45 pm to continue until 10.50 pm.

(Note: The meeting having commenced at 7.32 pm, closed at 10.47 pm)

(Signed) COUNCILLOR MARK VERSALLION  
Chairman

LICENSING AND  
GENERAL PURPOSES  
PANELS



## LICENSING PANEL

13 OCTOBER 2008

Chairman: \* Councillor Husain Akhtar

Councillors: \* Raj Ray \* Tom Weiss

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**331. **Appointment of Chairman:**

**RESOLVED:** That Councillor Akhtar be appointed Chairman of the Licensing Panel for the purposes of this meeting.

332. **Declarations of Interest:**

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

333. **Arrangement of Agenda:**

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

334. **Minutes:**

(See Note at conclusion of these minutes).

335. **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.

336. **Licensing Procedures:**

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

Mr Sivashankar referred the Panel to the Procedure on page 1 of the agenda. He informed the Panel that the application made by the Metropolitan Police was for a review of the current licence. The application had been made in relation to all four licensing objectives stated in the Licensing Act 2003.

337. **Application for a Review of Licence held by the Shankar Superstore, 231-233 Northolt Road, South Harrow, HA2 8HL:**

The Panel received a report of the Chief Environmental Health Officer which sought determination of an application for a review of the premises licence for Shankar Superstore, 231-233 Northolt Road, South Harrow, HA2 8HL. The application had been submitted by Police Sergeant Carl Davis.

In attendance were, Police Sergeant Carl Davis who was represented by Gary Grant, Counsel for the Metropolitan Police along with Terry Sullivan, Solicitor for the Metropolitan Police. Also present were Puthrasingam Sivashankar and Stephen Gallagher from Licensing Services. Mr Rajan, the current licence holder was not in attendance.

Mr Sivashankar outlined the licence holder's reasons for failing to attend the meeting. He advised the Panel that the licence holder would not be in attendance due to illness and would not be making any representations. He further added that, the licence holder had requested for the meeting to be adjourned for a later date. Mr Sivashankar also indicated that such requests in the past had been accepted by the Panel.

In response to the licence holder's request, Mr Grant, speaking on behalf of the applicant, advised the Panel of the Metropolitan Police concerns about the apparent disregard for the conditions of the licence demonstrated by Shankar Superstore. In response to Members' questions, he confirmed that a closure order could not have

been issued in this particular instance as the circumstances did not fulfil the relevant criteria.

The Panel having considered the request by the licence holder for an adjournment of the hearing and the applicant's reasons for proceeding with the hearing, resolved to continue with the hearing having taken into account the four licensing objectives.

Mr Gallagher, produced copies of additional witness statements by Police Officers situated at Harrow Police Station to the Panel. With the agreement of the Panel, copies of the statements were circulated to all those present at the meeting. Mr Gallagher confirmed that the objector had been presented with a copy of the documents on 10 October 2008. However, it was noted that the licence holder was not present and had not given consent for these late additions by the Police.

Mr Grant, speaking on behalf of the applicant, outlined the reasons on why the application for review had been made. These included:

- Issues relating to the sale of alcohol to underage patrons. Officers from Brent and Harrow Trading Standards had visited shops within the area as part of the Tackling Underage Sales of Alcohol Campaign (TUSAC). On 9 June 2007, an employee of the premises sold alcohol to two children aged 12 and 15. The employee was later issued with a Penalty Notice for Disorder and given a fine. The store was visited a month later on 7 July 2007 as part of the TUSAC protocol, where Mrs Alakaratham, the wife of the previous licence holder, sold alcohol to a 14 year old child. The seller was also issued with a Penalty Notice for Disorder (PND) and an £80 fine. Her husband, the owner and licence holder, was also present at the premises when the offence was committed;
- Issues relating to the level of nuisance caused by youths congregating outside the premises. A public meeting with Ward Councillors had been held on 2 July 2008 as a direct response to residents' concerns regarding the behaviour of youths congregating behind the store. A number of residents believed that the nuisances had occurred after the youths had purchased alcohol from the premises.
- Issues relating to the lack of cooperation by staff and the Management of the premises, with Police investigations. On 10 May 2008, a serious assault occurred at Kebab Express situated near to Shankar Superstore on Northolt Road, South Harrow. It was believed that the suspect had purchased alcohol from the premises earlier that evening. On the same day, a Police Sergeant visited Shankar Superstore to view CCTV footage of the incident that had taken place nearby. Mr Grant reported that, further requests by the Metropolitan Police to view the footage had not been met by Shankar Superstore. Staff from the premises also reported an armed robbery on 1 July 2008 that had occurred on the previous day. Mr T Baskaran and Mr T Alakaratham were working at the premises at the time of the offence. Mr Grant advised the Panel that the investigation had subsequently been closed, due to the failure to supply CCTV footage of the incident to the police and of Mr Baskaran's lack of cooperation with the police as part of the investigation.
- Issues relating to the sale of alcohol outside of the hours permitted in the current licence. A man who had committed a racially motivated incident had been sold alcohol by staff at the premises at 12.34 am on 17 June 2008. Referring the Panel to the premises licence in the agenda, Mr Grant stressed that Shankar Superstore had breached the conditions of the premises licence that related to the store opening hours (12 midnight) and the sale of alcohol (12 midnight).
- Issues relating to the continued involvement of the former licence holder Mr Alakaratham. In June 2007, immigration officers arrested four illegal immigrants who had been employed by Mr Alakaratham to work in the shop.

Referring to page 13 of the agenda, Mr Grant advised the Panel of Police Sergeant Davis' previous application to review the licence in August 2007 which had been revoked by the Panel on 20 September 2007. A new premises licence application had been submitted by P Suguneswaran after he purchased the store in November 2007. The hearing date for the new application was deferred until the outcome of the appeal hearing against the revocation of the licence scheduled for January 2008. The appeal was later dismissed by the Magistrates Court on 3 January 2008. At the hearing for the new application on 14 January 2008, Mr Suguneswaran confirmed that Mr Alakarantam would help to run the premises whilst he gained more experience of running a grocery business. He assured the Panel that this would not be a permanent arrangement as Mr Alakarantam would no longer work at the premises. Police Sergeant Davis objected to the application as he believed that Mr Alakarantam managed the shop on a daily basis. The Panel granted the licence with eight conditions.

Mr Alakarantam also attended Harrow Police Station on 1 February 2008 to provide the police with a statement regarding a fight that had occurred at the premises on 26 October 2007. Mr Alakarantam also reported that an incident had occurred on 31 January 2008, which he believed had directly related to the previous incident that had taken place in October 2007.

In addition, Mr Alakarantam was a witness to an armed robbery at the premises in July 2008. He presented himself as the Manager of Shankar Superstore when a Police officer visited the store on 4 July 2008 following the report of the robbery. In his statement on page 17 of the agenda, the Police officer reported that, Mr Alakarantam had introduced himself as the Manager of the premises at the time of the incident on 30 June 2008. After speaking with employees of the store in August 2008, Police Sergeant Davis maintained his belief that Mr Alakarantam was still the Manager of the store.

Mr Grant requested that the Panel promote all four licensing objectives by revoking the current premises licence.

In response to questions from Members, Police Sergeant Davis confirmed that:

- Shankar Superstore had employed illegal immigrants;
- police officers had visited the store on a number of occasions. They had been advised that some staff at Shankar Superstore did not have a good command of English;
- Mr Rajan's licence had been granted on 2 August 2008. However, employees of the store stated that they did not know him when Police Sergeant Davis visited the store on 26 August 2008 with Mr P Coates, the Licensing Enforcement Officer for Harrow Council;
- the licensing objectives had been undermined, as staff at Shankar superstore confirmed to Police Sergeant Davis that Mr Alakarantam still worked at the premises;
- youths were attracted to Shankar Superstore because they believed that employees would allow them to purchase alcohol.

**RESOLVED:** That (1) the application for Shankar Superstore be heard in the absence of the licence holder;

(2) having heard the application in the licence holder's absence, the premises licence for Shankar Superstore, 231-233 Northolt Road, South Harrow, HA2 8HL be revoked.

**REASONS:** The Panel took into account the Licensing Act 2003 and the guidance in s.182 licensing objectives which were:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

The decision was taken on the basis of the ongoing disregard for the four Licensing Objectives shown to date by successive license holders of Shankar Superstore. The undertaking given to the Panel on 14 January 2008 had not been kept. Furthermore, other conditions of the licence had been continuously breached. This decision was subject to the right of appeal at the Magistrates Court within 21 days of the date of this decision.

(Note: The meeting having commenced at 1.35 pm, closed at 3.25 pm)

(Signed) COUNCILLOR HUSAIN AKHTAR  
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].

## LICENSING PANEL

20 OCTOBER 2008

Chairman: \* Councillor Husain Akhtar

Councillors: \* Mrs Lurline Champagnie \* Mano Dharmarajah

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**338. **Appointment of Chairman:****RESOLVED:** That Councillor Akhtar be appointed Chairman of the Licensing Panel for the purposes of this meeting.339. **Declarations of Interest:****RESOLVED:** To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
7. Application for a Review of the Licence held by Harrow Leisure Centre, Christchurch Avenue, Middlesex, HA3 5DB	Councillor Husain Akhtar	Councillor Husain Akhtar declared a personal interest in that he had met Mr Adam Nash at various business events. Councillor Akhtar remained in the room and took part in the discussion and decision making on this item.
	Councillor Mano Dharmarajah	Councillor Mano Dharmarajah declared a personal interest in that he had met Mr Adam Nash at Harrow Leisure Centre. Councillor Dharmarajah remained in the room and took part in the discussion and decision making on this item.

340. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.341. **Minutes:**  
(See Note at conclusion of these minutes).342. **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.343. **Licensing Procedures:**

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

344. **Application for a Review of the Licence held by Harrow Leisure Centre, Christchurch Avenue, Middlesex, HA3 5DB:**

The Panel received a report of the Chief Environmental Health Officer which sought the determination of an application for a review of the premises licence for Harrow Leisure Centre, Christchurch Avenue, Middlesex, HA3 5DB. The application had been submitted by Mr Edward Davis, of Harrow Council's Environmental Health department. Further representations had been received from the Metropolitan Police and a resident local to the premises.

In attendance were: Mr Adam Nash, general manager for Harrow Leisure Centre and employee of Leisure Connections Ltd, Ameesha Patel, designated premises Supervisor (DPS) of Harrow Leisure Centre and employee of Leisure Connections Ltd.

and Mr John Foster, also an employee of Leisure Connections Ltd, Mr Edward Davis of the Environmental Health Department, Harrow Council, Patricia Johnson, a business and contract officer, Harrow Council and Sergeant Carl Davies of the Metropolitan Police. Also present were Puthrasingam Sivashankar and Stephen Gallagher from the Licensing Authority.

Mr Sivashankar outlined the application for the review and directed the Panel's attention to the current premises licence contained within the agenda papers, which covered plays, live music, recorded music, performance of dance and facilities for dancing, provision of late night refreshments, and the sale by retail of alcohol. The main reason for the request to review the licence related to out of hours noise nuisance emanating from Bryon Hall. This was further supported by the representation from a local resident. The Police had also submitted a representation which addressed further reaching issues than those of noise. Mr Sivashankar directed the Panel's attention to the log-sheet of calls received by Environmental Health concerning out of hours noise nuisance during 2000 to 2008. Mr Sivashankar further reported that drinks had been served in glass drinking vessels, which on some occasions had been left on the floor due to a shortage of staff conducting glass collections. There was also concern that the door supervisors did not report to the Designated Premises Supervisor and that there were not enough door supervisors present for the amount of people at the premises. He concluded that Harrow Council owned the site and were therefore responsible for certain areas of repair and maintenance despite the premises being managed by Leisure Connections Ltd.

In his representation, Mr Davis reported on the out of hours noise nuisance complaints received concerning Harrow Leisure Centre. On one occasion loud music was found to be audible at approximately ninety-five metres from the premises. Harrow Council's Environmental Health Officers requested that Leisure Connections Ltd lower the volume. On another occasion it was recorded that the roof of a house within close proximity of the premises was vibrating. Mr Davis explained, that during a meeting with Adam Nash, it was discovered that there were no noise limiters and some structural weaknesses in the premises. It was advised that a condition be placed on the licence that governed the use of a sound limiting device. Mr Davis concluded that the noise limiter would aid Leisure Connections Ltd in controlling noise.

In response to questions, Mr Davis confirmed that:

- Since the submission of the review application, Leisure Connections Ltd had consulted with Harrow Council regarding a sound limiting device. The device in question was being fitted on the morning of the hearing, with calibration of the settings taking place later in the day.
- Leisure Connections Ltd were happy that a condition governing the use of the sound limiting device be placed upon the licence.
- The Panel were to receive from the Environmental Health Department the wording for the condition imposing obligations to install a noise limiter.

In his representation Sergeant Davies reported that, in view of the review application it was duly appropriate that concerns of the Metropolitan Police regarding Harrow Leisure Centre be addressed. According to Police records there had been a 'raft of crimes' since 2002 at the premises. This included theft, robbery, and loss of possessions within the premises. Sergeant Davies felt that the site was a magnet for crime. It was reported that there had been an incident of theft of alcohol from the premises which had been discovered after four days. Discussions had been taking place between the Metropolitan Police and Leisure Connections Ltd for a number of years regarding the alarm systems CCTV. Sergeant Davies reported that Leisure Connections Ltd informed him that they were not keen to spend the money on updating systems if the premises was due to be demolished shortly. There had also not been a response to a request for a written update on the measures to be taken following a report from the Metropolitan Police, which detailed the observations and recommendations on a crime reduction/licensing survey carried out. Sergeant Davies further reported that the current conditions on the licence concerning Big Public Events and CCTV were not being applied, and that crime would continue and that there would be further breaches of the licence. He reported that Leisure Connections Ltd were not providing their own security but that security was supplied by the person or group hiring the premises. Sergeant Davies advised that a condition be placed on the licence regarding CCTV that satisfies the Metropolitan Police's specifications, and that security be SIA approved. He requested that the current licence be suspended until such conditions were put in place.

In response to questions Sergeant Davies confirmed that:

- During a search of the records of crimes at Harrow Leisure Centre, only those that occurred at the premises were brought to the Panel's attention. As a premises could become a victim of 'location identification' those crimes located at Christchurch Avenue were omitted.
- Leisure Connections Ltd had taken steps to employ a security guard.
- The Safer Neighbourhood Team had confirmed that levels of crime had improved at Harrow Leisure Centre recently.
- Communication between Leisure Connections Ltd. and the Metropolitan Police had taken place, but not to a sufficient degree that was required to ensure a safe and properly managed licensed premises.
- There had been no reported issues with large events held during 2008.

In his representation, Mr Nash reported that improvements were needed in regards to public safety so that the licence could be maintained. As the new leisure centre was not currently being developed as planned, he was committed to preserving the licensed operations taking place at Byron Hall. Mr Nash added that until eighteen months ago the function side of the business was being let by the person hiring the premises, but that this had since been turned around due to the hiring of a DPS with close connections within the community. The new DPS had put in place a procedure of having one member of staff conducting noise checks within the surrounding areas, a practice which had been commended by Mr Davis. Mr Nash admitted that on the evening of 16 August 2008, as detailed in Sergeant Davies submission, that they had 'got it wrong' and that mistakes had been made. It was felt that the age of the building did not help the situation. Leisure Connections Ltd would be working closely with Patricia Johnson in the future regarding the monitoring of the contracts associated with the alarm systems and CCTV. Mr Nash added that he was confident that the noise limiting device would solve the noise concerns from Environmental Health and that they were not adverse to shutting down events, as had recently taken place on the last day of Navratri. Mr Nash believed that, with over one and a half million visitors to Harrow Leisure Centre every year, there would always be crime at the site regardless of the presence of CCTV. He felt that the premises was being targeted by criminals in the same manner that other sites were in Harrow. Mr Nash stated that he was working with the Police and the patrons that used the car park. Gym and pool-side lockers were being installed in an effort to stem the occurrence of personal theft on the premises. Mr Nash added that efforts were continuing with recruiting security personnel and that Patricia Johnson had helped refresh the CCTV system over the past three months. He also advised that two months prior to the hearing a new alarm was put in place. Mr Nash reported that the company Leisure Extra was hired for occasions held at Byron Hall and the Masefield Suite. Leisure Extra was responsible for the retail sale of food and alcohol and was used in twenty-five separate Leisure Connections Ltd contracts across the UK. The DPS held weekly meetings with the area contract manager of Leisure Extra and discussed issues relevant to the operations. In addition all staff conducting sales now held their personal licences. Mr Nash concluded that the running of the operations was not perfect and that learning was still taking place.

In response to questions it was confirmed that:

- The DPS was considering employing their own security for all functions. If this could not be achieved the event would not go ahead;
- The crime reduction/licensing survey had not been passed to Mr Nash by the previous general manager;
- The loading-bay padlock had been fixed;
- The loading-bay outhouse was now locked and had not been used as a smoking room;
- The west-side rear gate to the rear of the premises was secure and the CCTV camera was working;
- The duty manager and the operations manager were trained on the updated CCTV system and it would be a good idea to subsequently train the DPS, also;

- The report of the alcohol being stolen was erroneous. It had been moved by a member of staff and consequently miss-reported as theft;
- The area in which the alcohol was stored was not monitored by an alarm;
- There has always been an intruder alarm at Harrow Leisure Centre. An alarm was installed in the gym three and a half years ago;
- The provision for the use of plastic glasses had been put in place following an interview with the Metropolitan Police. Leisure Connections Ltd were also looking to introduce glasses made from sugar starch, which resembled glass but was collapsible and biodegradable.
- Letters of concern delivered to Leisure Connections Ltd regarding Harrow Leisure Centre were not available for those in positions of responsibility to have access to.

Mr Sivashankar reported that if there were a breach of the licence, the Licensing Authority would have to seek to prosecute Leisure Extra, who did not hold a licence to sell alcohol rather than Leisure Connections Ltd. Mr Sivashankar questioned why Leisure Connections Ltd continued to seek the retail sale of alcohol on their licence. Mr Foster replied that Leisure Connections Ltd dealt with third parties operating a shared licence responsibility regarding the retail sale of alcohol. This was the first time that this concern had been brought to his attention.

Summing up, Mr Nash expressed his aim to satisfy and exceed the expectations regarding out of hours noise nuisance. Recommendations would be put in place and historical problems could be resolved. He concluded that the management of Harrow Leisure Centre would do anything to satisfy the public and that the focus was on changing and doing everything that could be done to achieve this.

Summing up, Sergeant Davies expressed that he was sympathetic to the representatives of Leisure Connections Ltd. He added that Leisure Connections Ltd were required to back the operations at Harrow Leisure Centre with funding so that safeguards for the public and the employees were put in place.

Summing up, Mr Davis also advised that the sound limiting device would be installed and Leisure Connections Ltd were happy that a condition governing the device would be placed on the licence. However there were still problems with the structure and they would be mindful of events in the future and consider whether such events would be suitable for the premises.

**RESOLVED:** That (1) taking into account the Licensing Act 2003, guidance under Section 182 of the Act, Harrow Council's Licensing Policy, the Licensing Objectives, the Human Rights Act, the Principles of Natural Justice, and having considered the presentation from Harrow Council's Environmental Health, the Metropolitan Police, the Premises Licence Holder and resident, the Panel has decided to change the Licensing Conditions as follows:

- Reference to CCTV under sections B and D and reference to Big Public events requiring Security Guards be removed from the existing licence;

(2) in addition to the existing conditions the Panel imposed the following:

- Amplified music or other entertainment noise from within the premises shall not be audible at any residential premises between the hours of 10.00 pm and 1.00 am.
- An appropriate automatic noise control device must be fitted to the premises. The device should be set so that the volume of any amplified sound emanating from the premises does not cause a public nuisance. The unit must be connected to all available power outlets and automatic cut off connections must be fitted to all external fire doors. A calibration certificate must be supplied for the installation of the unit and submitted to Licensing Authority for approval.
- The Premises Supervisor must ensure that any music and or amplified sound from the premises does not cause a public nuisance by ensuring that amplified sound is inaudible at the boundary of any properties where the occupiers are likely to be sensitive to noise.

- An accurate and up-to-date log book shall be maintained in a format prescribed by the Licensing Authority, providing details of door supervisors employed in respect of the premises, which shall comprise two distinct parts:
  - (i) A part recording the name, address, telephone number and registration number of each door supervisor employed in respect of the premises (whether employed directly or through an agency) and the name, address and telephone number of the agency providing the supervisor where the supervisor is not employed directly
  - (ii) A part recording the name and registration number of each door supervisor, dates and times of commencement and finishing of work, signature of the door supervisor in respect of both, and details of any incident in which the door supervisor is involved, including the calling of the police and any police action taken.
- All door supervisors, at all times when they are on duty, shall wear an identity badge, conspicuously displayed, and carry proof of registration.
- There shall be a minimum of one door supervisor on duty at the premises at all times during opening hours.
- There shall be a minimum of one door supervisor for every 100 persons or part thereof at the functions attended by adults and/or children.
- At least one female door supervisor shall be employed and available where appropriate.
- No glass bottles containing beverages of any kind, whether open or sealed, shall be given to customers for consumption on the premises, whether at the bar or by staff service away from the bar.
- Drinking vessels shall only be made from plastic, polycarbonate or sugar starch material.
- CCTV and equipment shall be installed, operated and maintained in good working order and in accordance with the recommendations of the Police or Crime Prevention Officer.
- The Premises Licence Holder must ensure secure storage of alcohol.

**REASON:** These conditions have been imposed in order to meet the Licensing Objectives, specifically the promotion of Public Safety, the Prevention of Crime and Disorder and the Prevention of Public Nuisance and the Protection of Children from Harm.

(Note: The meeting having commenced at 10.00 am, closed at 2.45 pm)

(Signed) COUNCILLOR HUSAIN AKHTAR  
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].



## EARLY RETIREMENT SUB-COMMITTEE

27 OCTOBER 2008

Chairman: \* Miss Christine Bednell (Vice Chairman in the Chair)

Councillors: \* Mrs Lurline Champagnie (1) Mano Dharmarajah

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**55. **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 Richard Romain	Councillor Lurline Champagnie

56. **Declarations of Interest:**

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

57. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
9. Exercise Discretion Under Regulation 5 and Regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.	This item contained exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended), in that it contained information relating to an individual.

58. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 13 August 2008 be taken as read and signed as a correct record.

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

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

60. **Exercise Discretion Under Regulation 5 and Regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006:**

The Sub-Committee considered a confidential report of the Assistant Chief Executive, which detailed an application under Regulation 4 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 requesting that the Council exercise discretion under Regulations 5 and 6.

The Divisional Director of Shared Services introduced the report and explained that the application had been presented due to the closure of a department following a service review. He informed the Sub-Committee that the Council had attempted to redeploy EP in a different role, but that the placement had been terminated during the trial period.

In response to queries by Members, the Divisional Director of Shared Services clarified the management case of the application.

**RESOLVED:** That (1) EP was a suitable case for consideration under Regulation 4 of the Local Government Pension (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006;

(2) having determined that the application met the criteria for early retirement, discretion be exercised under Regulation 5 and Regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.

(Note: The meeting having commenced at 6.05 pm, closed at 6.16 pm)

(Signed) MISS CHRISTINE BEDNELL  
Vice Chairman in the Chair

DEVELOPMENT  
MANAGEMENT  
COMMITTEE



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**REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE**


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**MEETING HELD ON 16 OCTOBER 2008**


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Chairman: \* Councillor Joyce Nickolay (Vice Chairman in the Chair)

Councillors: \* Husain Akhtar \* Manji Kara (1)  
 \* Don Billson \* Julia Merison  
 \* Graham Henson (2) \* Jerry Miles (3)  
 \* Thaya Idaikkadar

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

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

 276. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Marilyn Ashton	Councillor Manji Kara
Councillor Keith Ferry	Councillor Graham Henson
Councillor Krishna James	Councillor Jerry Miles

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

**RESOLVED:** To note that there were no requests to speak from Members who were not Members of the Committee.

 278. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
11. Planning Applications Received. Item 2/02 Bentley Wood High School, Binyon Crescent, Stanmore	Councillor Husain Akhtar	Personal interest in that Councillor Akhtar was a Local Authority Governor at Bentley Wood High School. Councillor Akhtar remained in the room and took part in the discussion and decision making on this item.
11. Planning Applications Received. Item 5/01 Junction of Roxborough Park and Lowlands Road, Harrow	Councillor Paul Osborn	The Member who was not a Member of the Committee declared a prejudicial interest in that Councillor Osborn lived close to the proposed development site. Councillor Osborn left the room during the discussion and decision making on this item.

279. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the provisions of the Local Government Act 1985, the following item/information be admitted late to the agenda by reason of the special circumstances and grounds for urgency stated:

<u>Agenda Item</u>	<u>Special Circumstances / Reasons for Urgency</u>
Addendum	This 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.

and;

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

280. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 3 September 2008, be taken as read and signed as a correct record.

281. **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 respectively.

282. **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.

283. **Representations on Planning Applications:**

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of items 2/05, 2/14 and 2/18 on the list of planning applications.

284. **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.

285. **Enforcement Notices Awaiting Compliance:**

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

It was noted that an Enforcement Officer would be present at the next meeting of the Development Management Committee. It was also noted that the Committee requested that further information be given, particularly on enforcement notices relating to two properties in Mount Park Road, namely Broomhill and Ravensholt.

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

286. **Tree Preservation Order No. 919:**

The Committee received a report requesting confirmation of Tree Preservation Order No. 919 notwithstanding the objections.

**RESOLVED:** That Tree Preservation Order No. 919 be confirmed.

287. **Member Site Visits:**

**RESOLVED:** That Member Site Visits to the following sites take place on Saturday 15 November 2008 from 8.30 am.

2/04 – Land Adjacent to Compass House, Pynnacles Close, Stanmore

2/09 – 66 Becmead Avenue, Kenton

2/10 – 24 – 28 Church Road, Stanmore

2/14 – 174 Exeter Road, Rayners Lane

(Note: The meeting, having commenced at 6.30 pm, closed at 9.15 pm).

(Signed) COUNCILLOR JOYCE NICKOLAY  
Vice Chairman in the Chair

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

**LIST NO:** 2/01                      **APPLICATION NO:** P/2170/08/MT

**LOCATION:** 51 Sherwood Road, Harrow

**APPLICANT:** Mr Jayesh Patel

**PROPOSAL:** Single Storey Rear Extension; Conversion of Dwelling House to Two Self-Contained Flats with Refuse Storage at the Rear and External Alterations (Resident Permit Restricted).

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

(i) inserting an extra condition to read:

The refuse bins shall be stored at all times, other than on collection days, in the designated rear garden area, as shown on drawing 0802/01 Rev D.

**REASON:** To safeguard the appearance of the locality.

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

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**LIST NO:** 2/02                      **APPLICATION NO:** P/2737/08/ML1

**LOCATION:** Bentley Wood High School, Binyon Crescent, Stanmore

**APPLICANT:** Harrow Council – Community Property Development.

**PROPOSAL:** Retention of 3 Temporary Mobile Classrooms.

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

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

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**LIST NO:** 2/03                      **APPLICATION NO:** P/2352/08/GC

**LOCATION:** Waitemata, Green Lane, Stanmore

**APPLICANT:** Mr Gerard Verdino

**PROPOSAL:** Demolition of Existing Dwelling House, Replacement Two Storey Dwelling with Basement and Rooms in Roof Space.

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

[Note: (1) The Committee commented that a protocol on the removal of trees would be helpful, namely for replacement of trees not categorised by a Tree Preservation Order.

(2) The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**LIST NO:** 2/04                      **APPLICATION NO:** P/2323/08/ML1

**LOCATION:** Land Adjacent to Compass House, Pynnacles Close, Stanmore

**APPLICANT:** Mr Rolly Ltd

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**PROPOSAL:** Detached 3 Storey Building with Parking, Bin/Cycle Storage and Entrance on Ground Floor, and 2 Floors of Offices (Class B1) on Upper Floors, Access From Church Road.

**DECISION:** DEFERRED for a Member Site Visit.

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**LIST NO:** 2/05                      **APPLICATION NO:** P/1552/08/ML1

**LOCATION:** 64 and 66 Gordon Avenue, Stanmore

**APPLICANT:** Mr Ahmed

**PROPOSAL:** Single Storey Front, Side and Rear, Two Storey Side to Rear Extension and Rear Dormer to Both Properties.

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

(i) amending condition 4 to read:

The windows in the flank walls of the approved development shall:

- (a) be made of purpose-made obscure glass,
- (b) be permanently fixed closed below a height of 1.7 metres above finished floor level,

and shall thereafter be retained in that form.

**REASON:** To safeguard the amenity of neighbouring residents.

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

(2) The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**LIST NO:** 2/06                      **APPLICATION NO:** P/2200/08/MRE

**LOCATION:** 50 South Hill Avenue, Harrow

**APPLICANT:** Mr Charles Anyia

**PROPOSAL:** Variation of Condition 2 of Permission P/2969/07/DFU to Allow Submission of Details Before the Development is Occupied.

**DECISION:** GRANTED variation of condition as described in the application to read as follows:

The development hereby permitted shall not be occupied until there has been submitted to, and approved by, the local planning authority, a scheme of hard and soft landscape works for the forecourt of the site, which shall include planting plans, and schedules of plants, noting species, plant sizes, and proposed numbers/densities.

**REASON:** To safeguard the appearance and character of the area, and to enhance the appearance of the development.

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

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**LIST NO:** 2/07                      **APPLICATION NO:** P/2826/08/GL

**LOCATION:** 39 Kingsfield Avenue, Harrow

**APPLICANT:** Mr Wayne Mertins-Brown

**PROPOSAL:** Conversion of Dwelling House to Two Flats; Single/Two Storey Side to Rear and Single Storey Front Extensions; Rear Dormer with Juliet Balcony; External Alterations.

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

(i) inserting an extra condition to read:

The refuse bins shall be stored at all times, other than on collection days, in the designated rear garden area, as shown on the approved drawing.

**REASON:** To safeguard the appearance of the locality.

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

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**LIST NO:** 2/08                      **APPLICATION NO:** P/2251/08/EJ

**LOCATION:** 3 Ashridge Gardens, Pinner

**APPLICANT:** Mr Summit Pukayastha

**PROPOSAL:** Single and Two Storey Side Extension.

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

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

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**LIST NO:** 2/09                      **APPLICATION NO:** P/2355/08/NR

**LOCATION:** 66 Becmead Avenue, Kenton

**APPLICANT:** Mrs Gloria Beevay

**PROPOSAL:** Alterations to Height and Shape of Roof Including Provision of Front Gable Feature and Rear Dormers, Single Storey Front and Rear Extensions, External Alterations.

**DECISION:** DEFERRED for a Member Site Visit.

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**LIST NO:** 2/10                      **APPLICATION NO:** P/3809/07/NR

**LOCATION:** 24 – 28 Church Road, Stanmore

**APPLICANT:** R & C Pankhania

**PROPOSAL:** Third Floor Extension to Provide Offices (Class B1), Change of Use of No.24 From Retail to Restaurant/Café (Class A1 to A3), Extract Duct at Rear.

**DECISION:** DEFERRED for a Member Site Visit.

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**LIST NO:** 2/11                      **APPLICATION NO:** P/2590/08/NR

**LOCATION:** Canons High School, Shaldon Road, Edgware

**APPLICANT:** Harrow Council

**PROPOSAL:** Retention of Temporary Mobile Classroom for Three Year Period.

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

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

**LIST NO:** 2/12                      **APPLICATION NO:** P/2372/08/NR

**LOCATION:** 9 Dennis Lane, Stanmore

**APPLICANT:** Mr John Feeney

**PROPOSAL:** Redevelopment to Provide Replacement Two Storey House With Single Storey Rear Projection and Front and Rear Dormers; Forecourt Parking (Revised).

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

(i) amending Condition 11 to read:

The development hereby permitted shall not commence until a scheme for:

a: the storage and disposal of refuse/waste, designed either within the house, or at the side or rear (not the frontage) b: and vehicular access thereto has been submitted to, and approved in writing by the Local Planning Authority. The development shall not be occupied or used until the works have been completed in accordance with the approved details and 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:** 2/13                      **APPLICATION NO:** P/1416/08/NR

**LOCATION:** 15 Masefield Avenue, Stanmore

**APPLICANT:** Mr L Lubas

**PROPOSAL:** Continued Use as Two Flats with Revised Internal Layout and Alterations; Single and Two Storey Rear Extension, Conversion of Loft to Habitable Room.

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

(i) inserting an extra condition to read:

The refuse bins shall be stored at all times, other than on collection days, in the designated rear garden area, as shown on the approved drawing.

REASON: To safeguard the appearance of the locality.

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

**LIST NO:** 2/14                      **APPLICATION NO:** P/2384/08/SB5  
**LOCATION:** 174 Exeter Road, Rayners Lane  
**APPLICANT:** Mr Dejo Abolade  
**PROPOSAL:** Single Storey Front Extension; External Alterations and Conversion to Two Flats and New Vehicle Access.  
**DECISION:** DEFERRED for a Member Site Visit

[Note: (1) It had been noted by a Member that a healthy tree was in the middle of the frontage of this site, which could prevent a crossover being allowed. The officers agreed to devise a protocol whereby Highways were involved before a decision to grant or refuse an application was determined.

(2) Prior to discussing the above application, the Committee received representations from an objector, which were noted].

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**LIST NO:** 2/15                      **APPLICATION NO:** P/0858/08/MRE  
**LOCATION:** 49 Westwood Avenue, Harrow  
**APPLICANT:** Mr L Morgan  
**PROPOSAL:** Demolition of Rear Garage; Single Storey Side and Rear Extensions; Conversion of Dwelling House to 2 Flats with Parking and Refuse Storage at Side; External Alterations.  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Note: (1) During discussion on the above item, it was moved and seconded that the application be refused. The reasons for refusal proposed were that the development was out of character and would harm the visual amenity of neighbouring properties. Upon being put to a vote, this was lost;

(2) Councillors Husain Akhtar, Don Billson, Manji Kara, Julia Merison, and Joyce Nickolay wished to be recorded as having voted against the motion to refuse the application;

(3) Councillors Graham Henson, Thaya Idaikkadar and Jerry Miles wished to be recorded as having voted for the motion to refuse the application].

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**LIST NO:** 2/16                      **APPLICATION NO:** P/1565/08/SB5  
**LOCATION:** Talbot House, 204-226 Imperial Drive, Harrow  
**APPLICANT:** Talbot House Business Centre Ltd  
**PROPOSAL:** Roof Extension to Existing 3 Storey Office Building to Create 4<sup>th</sup> Storey to Provide 9 Flats, New Enclosed Rear Staircase and External Alterations (Resident Permit Restricted).  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to the conditions and informatives reported.

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

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**LIST NO:** 2/17                      **APPLICATION NO:** P/2491/08/LM  
**LOCATION:** Nower Hill High School, George V Avenue, Pinner  
**APPLICANT:** Mr Allen Gibbons  
**PROPOSAL:** Two Storey Extension to School to Provide Additional Teaching Facilities.

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

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

**LIST NO:** 2/18 **APPLICATION NO:** P/2316/08/JB1

**LOCATION:** 3 West Drive Gardens, Harrow

**APPLICANT:** Mr Neil Nagle

**PROPOSAL:** Two Storey, Three Bedroom Detached Dwelling House with New Vehicular Access.

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

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

(2) The Committee wished for it to be recorded that the decision to grant the application was unanimous].

**LIST NO:** 2/19 **APPLICATION NO:** P/2829/08/JB1

**LOCATION:** 9 Nibthwaite Road, Harrow

**APPLICANT:** Pink Tower Ltd

**PROPOSAL:** Conversion of Dwelling House to Two Flats; Alterations to Form End Gable and Rear Dormer; External Alterations (Resident Permit Restricted).

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

(i) inserting an extra condition to read:

The refuse bins shall be stored at all times, other than on collection days, in the designated rear garden area, as shown on the approved drawing.

REASON: To safeguard the appearance of the locality.

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

**LIST NO:** 2/20 **APPLICATION NO:** P/2489/08/KR

**LOCATION:** 33 Elmwood Avenue, Harrow

**APPLICANT:** Mr D Haththotwu

**PROPOSAL:** Single Storey Rear Extension.

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

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

**LIST NO:** 2/21                      **APPLICATION NO:** P/1875/08/KR  
**LOCATION:** 371 Harrow View, Harrow  
**APPLICANT:** Mr Mark Jerrom  
**PROPOSAL:** Change of Use of Retail Shop (Class A1) to Tattoo Studio (Sui Generis).  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
  
[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**SECTION 5 – PRIOR APPROVAL APPLICATIONS**

**LIST NO:** 5/01                      **APPLICATION NO:** P/2986/08/KR  
**LOCATION:** Junction of Roxborough Park and Lowlands Road, Harrow  
**APPLICANT:** O2 (UK) Ltd  
**PROPOSAL:** Prior Approval for Siting and Appearance: Replacement of 12.5m 2G Mast with 12.5M 2G and 3G Mast and One Additional Equipment Cabinet.  
**DECISION:** GRANTED prior approval of details of siting and appearance for the development described in the application and submitted plans, subject to the informatives reported.  
  
[Note: The Committee wished for it to be recorded that the decision to grant prior approval was unanimous].

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COUNCIL





**MINUTES  
of the  
MEETING  
of the  
COUNCIL  
of the  
LONDON BOROUGH OF HARROW  
held on  
THURSDAY 30 OCTOBER 2008**

**Present:**           **The Worshipful the Mayor (Councillor John Nickolay)  
The Deputy Mayor (Councillor Eric Silver)**

**Councillors:**

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

David Gawn  
Mitzi Green  
Susan Hall  
Graham Henson  
Thaya Idaikkadar  
Nizam Ismail  
Krishna James  
Manji. Kara  
Ashok Kulkarni  
Jean Lammiman  
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  
David Perry  
Raj Ray  
Paul Scott  
Anthony Seymour  
Navin Shah  
Mrs Rekha Shah  
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 Antony Ford Rablen

**290. COUNCIL MINUTES:**

The Council agreed that Resolution 284 of the minutes be amended to reflect Councillor Keith Ferry as the nominated Member of Strategic Planning Committee.

**RESOLVED: That the minutes of the meeting held on 10 July 2008 be taken as read and signed as a correct record, subject to the above amendment.**

**291. DECLARATIONS OF INTEREST:**

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

**292. MAYOR'S ANNOUNCEMENTS:**

The Mayor spoke briefly on several of his recent engagements, including the success of the Battle of Britain Service.

The Mayor then reminded Members of certain upcoming engagements, including Remembrance Sunday, the Mayoress' Ball and the Mayor's banquet, requesting that Members note the engagements within their diaries.

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

**293. PROCEDURAL MOTIONS:**

- (i) Councillor Bill Stephenson moved a procedural motion under the general provisions of Rule 15.6 that the Motion included at Item 15(1) (Climate Change / Nottingham Declaration) of the Summons and indicated to stand referred to the next meeting of the Cabinet, as being a matter within its remit, should rather be considered at this Council meeting. Upon a vote, the procedural motion was not carried.
- (ii) Councillor Bill Stephenson moved a procedural motion under the general provisions of Rule 15.6 that the Motion included at Item 15(2) (Fair Trade) of the Summons and indicated to stand referred to the next meeting of the Cabinet, as being a matter within its remit, should rather be considered at this Council meeting. Upon a vote, the procedural motion was not carried.

**RESOLVED: That**

- (1) **the procedural motion under Rule 15.6, seeking the consideration at this meeting of the Motion at 15(1) of the Summons (Climate Change / Nottingham Declaration) (Resolution 304 refers), be not agreed;**
- (2) **the procedural motion under Rule 15.6, seeking the consideration at this meeting of the Motion at 15(2) of the Summons (Fair Trade) (Resolution 304 refers), be not agreed.**

**294. PETITIONS:**

In accordance with Rule 11, the following petitions were presented by Members of Council on behalf of Petitioners:-

- (i) Submitted by Councillor Ashok Kulkarni containing 95 signatures of residents, seeking a review of yellow lines at Rayners Lane / Alexandra Avenue.  
[The petition stood referred to the Traffic & Road Safety Panel].
- (ii) Submitted by Councillor Bill Stephenson containing 7 signatures of residents, objecting to a planning application at 90 Kingsfield Avenue (P/3198/08).  
[The petition stood referred to the Development Management Committee].
- (iii) Submitted by Councillor Bill Stephenson containing 64 signatures of residents, urging the reopening of Gayton Road Library for use as a temporary Art Gallery and associated activities, and asking the Council to prepare a feasibility study for the development of the Gayton Road Library site and adjoining sites (Sonia Court and Public Car Park) for a mixed use development incorporating an Arts Gallery, Performance Space, combined Central and Reference Library,

residential use - together with a replacement public car park.

[The petition stood referred to the Leader].

- (iv) Submitted by Councillor Nana Asante containing 142 signatures of residents, requesting consideration of the reconvening of the Fair Trade Steering Group to enable Harrow to become a fair trade borough.

[The petition stood referred to the Cabinet].

**295. PUBLIC QUESTIONS:**

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

**296. CHANGE TO BUSINESS OF ORDINARY COUNCIL SUMMONS:**

- (i) In relation to Item 7 on the Summons, the Council considered a report proposing the addition of a new regular item to the Ordinary Council Summons entitled "Leader's Announcements".

- (ii) Councillor Bill Stephenson moved, and Councillor Navin Shah seconded the following amendment, which after debate and upon a vote was not carried:

"Council is therefore asked to consider whether it wishes to agree a change to the Constitution to enable a new regular item being added to the business of Ordinary Council meetings to be entitled "Leader's Announcements". Such an item would enable the Leader to update the Council as a body concerning actions since its last meeting on the general work and progress of the Executive and Council, by providing a written report in the Council's agenda papers with the same time scale as all other agenda papers, and responding to questions on the issues raised within the presentation.

Council further agrees that in addition there would be an opportunity for members of Council to debate this report with a right of reply by the opposition parties.'

- (iii) Councillor B E Gate moved, and Councillor Bill Stephenson seconded the following amendment, which after debate and upon a vote, was not carried:

After "that", delete all wording and replace with: the report be deferred for consideration at the next meeting of the Constitution Review Working Group.

- (iv) The meeting then moved to a vote upon the substantive recommendation; this was carried.

**RESOLVED: That the Constitutional change of the addition of a regular item to the ordinary Council Summons entitled "Leader's Announcements" be approved.**

**297. LEADER'S ANNOUNCEMENTS:**

- (i) Further to the addition of this item agreed at Resolution 296 above, the Leader introduced his report highlighting achievements and proposals

- (ii) At the conclusion of his report the Leader responded to questions from Members of the Council.

- (iii) On a point of Order and in accordance with Rule 16.2(c) a motion "that the Council proceed to the next item of business" was moved and upon being put to the vote, was not carried.

**RESOLVED: That the report of the Leader be received.**

**298. COMMUNITY SAFETY PARTNERSHIP PLAN PRIORITIES 2008/11:**

Further to Item 9 on the Summons, the Council received Recommendation I of the Cabinet meeting held on 18 September 2008 on this matter.

The Recommendation was formally moved by the Leader (Councillor David Ashton).

**RESOLVED: That the Community Safety Partnership Plan be approved and adopted.**

**299. OVERVIEW & SCRUTINY COMMITTEE - WORK PROGRAMME:**

Further to Item 10 on the Summons, the Council received a Recommendation from the Overview and Scrutiny Committee meeting held on 7 October 2008 to note its proposed work programme for 2009/10.

The Recommendation was formally moved by Councillor Mitzi Green (Vice-Chairman of the Committee).

**RESOLVED: That the Work Programme be noted.**

**300. AMENDMENTS TO REPRESENTATIVES ON COUNCIL COMMITTEES:**

Item 11 on the Summons provided for the receipt of proposals from the Political Groups as to the appointment of representatives of the Authority to committees for the remainder of the Municipal Year 2008/09.

**RESOLVED: That the following appointments for the remainder of the Municipal Year 2008/09 be approved:**

<b>Name of Committee</b>	<b>Name of Councillor (Reserve)</b>
Overview and Scrutiny Committee	Councillor John Cowan (1)
Overview and Scrutiny Committee	Councillor Camilla Bath (7)

**301. AMENDMENT TO REPRESENTATIVE TO OUTSIDE BODY:**

Item 12 on the Summons provided for the receipt of proposals from the Political Groups as to the appointment of representatives of the Authority to an outside body for the remainder of the Municipal Year 2008/09.

**RESOLVED: That the following appointment for the remainder of the Municipal Year 2008/09 be approved:**

<b>Name of Outside Body</b>	<b>Name of Councillor</b>
London Council's Transport & Environment Committee (3 <sup>rd</sup> Deputy)	Councillor Mark Versallion

**302. RECOMMENDED CONSTITUTIONAL CHANGES:**

Councillor Paul Osborn, Chairman of the Constitution Review Working Group, moved the Recommendations arising from the meeting of the Working Group held on 22 July 2008.

**RESOLVED: That the proposed changes to the authority's Constitution as endorsed by the Constitution Review Working Group and detailed in its report be approved.**

**303. QUESTIONS WITH NOTICE:**

The following questions had been submitted by a Member of Council under Rule 13.2:-

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
(1) Councillor Phillip O'Dell	Portfolio Holder for Adult Services & Housing (Councillor Barry MacLeod-Cullinane)	Would the Portfolio Holder explain why there is no contract with Borough Parking Enforcement (BPE) to enforce parking schemes on Council housing estates?
(2) Councillor Phillip O'Dell	Portfolio Holder for Adult Services & Housing (Councillor Barry MacLeod-Cullinane)	Is the Portfolio Holder aware that the Council are unable to monitor the performance of BPE?
(3) Councillor Phillip O'Dell	Portfolio Holder for Adult Services & Housing (Councillor Barry MacLeod-Cullinane)	How much has BPE been paid over the last two financial years?
(4) Councillor Phillip O'Dell	Portfolio Holder for Adult Services & Housing (Councillor Barry MacLeod-Cullinane)	Can the Portfolio Holder give a breakdown of the number of enforcement notices which have been issued by BPE in each the last four financial years?

[Notes: (i) Under the provisions of Council Procedure Rule 13.4, the Portfolio Holder undertook to respond fully to all four questions in writing to the Member, all Members of Council and the press].

(ii) under the provisions of Council Procedure Rule 13.5, the Member asked supplementary questions, which were also agreed to be the subject of a written response].

**304. MOTIONS:**

Further to the provisions of Council Procedure Rule 15.6, it was

**RESOLVED: That**

- (1) **the Motion at item 15(1) of the Summons stand referred to the next meeting of the Cabinet, as being a matter within the remit of the Executive.**
- (2) **the Motion at item 15(2) of the Summons stand referred to the next meeting of the Cabinet, as being a matter within the remit of the Executive.**

**305. DECISIONS UNDER THE URGENCY PROCEDURE AND USE OF SPECIAL URGENCY PROCEDURE:**

Further to Item 16 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 the Leader and Cabinet and the use of the special urgency procedure, since the last ordinary meeting of Council on 10 July 2008.

**RESOLVED: That the urgent decisions taken by the Portfolio Holders and the Leader since the Council meeting on 10 July 2008 be noted.**

**306. DECISIONS ON URGENT MATTERS RESERVED TO COUNCIL:**

The Director of Legal and Governance Services advised of two urgent decisions he had taken in respect of matters reserved to Council, following consultation with the Leaders of each of the Political Groups on the Council, since the last meeting held on 10 July 2008.

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

**307. EXTRAORDINARY COUNCIL:**

With the consent of Council, this Item was withdrawn.

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 9.20 pm).

THE CABINET  
AND  
CABINET ADVISORY PANELS



CABINET



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**REPORT OF CABINET**


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**MEETING HELD ON 23 OCTOBER 2008**


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Chairman: \* Councillor David Ashton

Councillors: \* Marilyn Ashton \* Barry Macleod-Cullinane  
 \* Christine Bednell \* Chris Mote  
 \* Tony Ferrari \* Paul Osborn  
 \* Susan Hall \* Anjana Patel

\* Denotes Member present

[Note: Councillor Margaret Davine attended this meeting to speak on the item indicated at Minute 494 below. Councillor Stanley Sheinwald attended this meeting to speak on the item indicated at Minute 496 below. Councillor Eric Silver attended this meeting to speak on the items indicated at Minute 504 and 505 below. Councillor Bill Stephenson also attended this meeting to speak on the items indicated at Minute 492 and 494 below].

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

489. **Declarations of Interest:**

**RESOLVED:** To note that no interests were declared by Members present in relation to the business to be transacted at the meeting.

490. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 18 September 2008, be taken as read and signed as a correct record.

491. **Arrangement of Agenda:**

The Chairman drew attention to the supplemental agenda which contained item 8a, Scrutiny Work Programme – Feasibility Reports and item 17, Amalgamation Policy Document and Implementation Guidance.

**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>
23. Appendix to the Report on the Mill Farm Regeneration Proposal	The appendix was exempt from publication under Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person (including the authority holding that information).
24. Appendices to the Report on the Development of the Town Centre Infrastructure	The appendices were exempt from publication under Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that they contained information relating to the financial or business affairs of any particular person (including the authority holding that information).

492. **Petitions:**

1. Mr Brian Lanning presented a petition containing 318 signatures on behalf of residents from the Greenhill Manor Residents' Association. The terms of the petition were as follows:-

"We, the undersigned residents of Greenhill Manor, are extremely concerned about the very poor state of the pavements in the area. Many paving slabs and concrete crossovers are badly broken and treacherous. The problem is made worse in many cases by the protruding roots of trees planted in the footpaths. We believe that all of the pavements require early replacement as there are serious risks of pedestrians suffering accidents."

**RESOLVED:** That the petition be received and referred to the Portfolio Holder for Environmental Services and Community Safety for consideration.

2. Councillor Bill Stephenson presented a petition containing 99 signatures on behalf of residents who resided in the County roads. The terms of the petition were as follows:-

"From residents who live in the County Roads and object to the proposals from Harrow Council to (1) implement a Controlled Parking Zone and (2) introduce a one way system between Pinner View (southern end) and Bedford Road. We, the undersigned, are concerned residents who urge Harrow Council to abandon these plans."

**RESOLVED:** That the petition be received and referred to the Portfolio Holder for Environmental Services and Community Safety and the Traffic and Road Safety Advisory Panel for consideration.

493. **Public Questions:**

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

494. **Councillor Questions:**

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

- 1.

<b>Questioner:</b>	Councillor Margaret Davine
<b>Asked of:</b>	Councillor Barry Macleod-Cullinane, Portfolio Holder for Adults and Housing
<b>Question:</b>	"Will you give me a categorical assurance that you will agree to retain the 'Supporting People' budget to provide preventative housing-related services for the three years 2008 – 2011?"
<b>Answer:</b>	<p>"We would want to give a categorical assurance at this time but given the parlous state of the public finances nationally and extra pressures on the Council's services as a result of the coming recession caused by the Brown-Bust, it would be irresponsible to commit to budget outlays this far in advance.</p> <p>"We would, of course, like to keep the money within Supporting People, using it for preventative services. However, we need to make sure that public money helps people in the best way possible. Now that the Supporting People funding pot has been "de-ring-fenced", allowing it to be spent in other ways, we must ensure that it gets spent in the way that helps people most effectively."</p>
<b>Supplemental Question:</b>	"These services have provided over the past few years a real step forward in the way that Harrow has been able to provide some preventative services. When this goes into the whole CAA pot, it will be a shame if those services are shaved away and are not still there to support the work that the Supporting

People Panel has done. Harrow has been a shining example of taking that forward and assisting the needs of the people in Harrow."

**Supplementary Answer:**

"I agree that excellent work has been done in this field and at the same time, we are facing extreme constraints on the public finances. We are going to have think long and hard how we use these funds most effectively to help people – and preventative work is going to be an important strand of that.

"The Chairman of Overview and Scrutiny has been leading the review of our relationship with the voluntary sector, as part of our efforts to work better with our partners in the voluntary sector and other services to make sure that we provide preventative work effectively. At the same time, we have to pay attention to the fiscal circumstances which we're in – fiscal surroundings worsened by the government's economic mismanagement and fiscal irresponsibility."

2.

**Questioner:** Councillor Margaret Davine

**Asked of:** Councillor Barry Macleod-Cullinane, Portfolio Holder for Adults and Housing

**Question:** "Will you assure me that the Carers' Grant which covers both Adults and Children's services will continue to be applied to Carers' Services when it is added to the area-based grant 2009 - 2010?"

**Answer:** "We are trying to make sure that we put the resources into things that work well and we are committed to improving support for carers – as our refresh of the Carers' Strategy later in the agenda tonight underlines.

"However, with growing pressures on social care budgets owing to the Brown-Bust, every spending commitment needs to be carefully considered to ensure the maximum possible benefits to users and carers. Because of those increased demands for social services resulting from the Credit Crunch, final spending decisions will need to be taken closer to the date of the Budget-setting."

**Supplemental Question:**

"Are you aware that the Carers' Grant in Harrow has been something to be proud of, except that £20,000 has been cut. The wording in the report leaves the door open for that to happen again. I know that the Government is putting more money into Carers' Services because of the cost effectiveness of using volunteers. Carers are concerned about not being able to provide all the services that those that they care for require."

**Supplemental Answer:**

"Your first point – of shaving off £20,000 in 2006 – was part of this Administration's vital exercise needed to balance the books, when this Administration took power, to make sure that we actually could run the overall services that are required by the people of Harrow. We have to make sure that we act responsibly, unlike the previous administration, in managing the Council's finances.

We have to balance different competing needs in this area and look at the limited pot that we have to supply all these services. I want to make sure that we get as much money into supporting carers and to help the people that they are caring for. However, we are not going to give categorical assurances at this stage because we are still trying to determine the likely shape of our finances for future years, including the extra spending pressures resulting from the recession caused by the Brown-Bust."

3.

**Questioner:** Councillor Bill Stephenson

**Asked of:** Councillor David Ashton, Leader of the Council and Portfolio Holder for Strategy, Partnership and Finance

**Question:** "You have agreed that businesses can spread their NDDR payments over twelve rather than ten equal payments in a year. Will you also consider doing the same thing for Harrow residents who are having difficulty in paying their Council Tax in these very difficult financial times?"

**Answer:** "We have not as a general rule, changed the payment for business tax from ten to twelve payments. We have responded to businesses having difficulties to address their difficult times. We have set up an advice service through Harrow Business to help companies manage their affairs more effectively. There is a meeting on Saturday 15 November 2008 for the West London Business Advice Day which is run by Business Connections and the Council. This has been designed to help small businesses focus on the impact of problems.

With regard to Council Tax, that is already the case. Paying by direct debit, which the majority of people already do, means that there is an immediate option to pay over twelve months rather than ten."

**Supplemental Question:** "I certainly am aware of local residents who want to pay by standing order and who have great difficulty in paying over twelve months. Would you consider for those people who want to pay that way, that they could do similar?"

**Supplemental Answer:** "It is a reasonable offer that direct debits are the most modern, cost efficient way of making these payments. We provide the direct debit guarantee, so if there was a problem, money is refunded. The fact that direct debits can be made over twelve months demonstrates flexibility and is available to any resident in the borough."

495. **Forward Plan 1 October 2008 - 31 January 2009:**

The Chairman advised that several items which had appeared on the October Forward Plan had been deferred. These included:

- The Harrow Business Improvement District. This item had been deferred because the document was being clarified.
- The Procurement of Sports and Leisure Facilities Contract Management Partner. This item was being reviewed due to the impact of the current economic conditions on the issue.
- The Harrow Tourism Strategy (2009 – 2012). This item had been deferred as the document was not yet complete.

The Chairman also reported that the item relating to the Procurement Route for Building Schools for the Future would be removed from the Forward Plan as more guidance was required from the Department for Schools, Children and Families.

**RESOLVED:** To note the contents of the Forward Plan for the period 1 October 2008 – 31 January 2009.

496. **Reports from the Overview and Scrutiny Committee or Sub-Committees - Scrutiny Work Programme - Feasibility Reports:**

In accordance with Executive Procedure Rule 20, the Chairman of the Overview and Scrutiny Committee introduced the report which outlined the proposed scrutiny work programme of the Overview and Scrutiny Committee for 2009/10. He explained that the process of producing the work programme had involved discussions between lead Members in Scrutiny, Portfolio Holders and Corporate Directors. The proposed work

programme had included consideration of a number of important issues, including Council communications and tenants' rights to manage.

Members welcomed the proposed work programme, highlighting the following proposed projects as addressing important areas:

- Development of a Children's Trust Model.
- Adults and Housing Transformation Programme Action Plan – Standing Review.
- Extended Schools Light touch Review.

The Portfolio Holder for Community and Cultural Services reported that the ongoing review into delivering a strengthened voluntary and community sector had demonstrated outstanding joint working.

**RESOLVED:** That the proposed scrutiny work programme for 2009/10 was very positive and be endorsed.

**Reason for Decision:** To ensure that Cabinet was fully engaged in the development of the scrutiny work programme.

497. **Progress on Scrutiny Projects:**

The Scrutiny Manager reported that the Standing Review of the Budget had been delayed due to a need to organise a meeting between Members of the review group and the Chairman of the Performance and Finance Scrutiny Sub-Committee to devise questions. These questions would be submitted to the Leader of the Council and Corporate Director of Finance at a future meeting.

The Chairman requested that the meeting, where the questions would be submitted, be arranged as early as possible.

**RESOLVED:** To receive and note the current progress on the Scrutiny Reviews.

498. **Senior Management Structure:**

The Chief Executive introduced the report, which proposed refinements to the functional responsibilities of the senior management structure of the Council to better enable it to achieve its strategic objective to be recognised as one of the best London Councils by 2012.

**RESOLVED:** That the revised functional responsibilities, as set out in the Chief Executive's senior management structure report at Appendix 1, be approved.

**Reason for Decision:** To enable the Council to complete implementation of the senior management structure agreed by Cabinet in April 2008.

499. **Consultation Strategy:**

The Portfolio Holder for Performance, Communication and Corporate Services introduced the report, which described a strategy for extending the range of consultation that the Council employed, co-ordinating its customer and resident research and using the results to improve service outcomes and customer satisfaction. He advised that the Consultation Strategy would demonstrate to the public that their opinions would be taken into account and it established a framework for all consultation conducted by the Council. He added that the Consultation Charter had been set out in a jargon free manner.

The Portfolio Holder further reported that a key aspect of consultation would involve the Youth Council, as their views were important. The Portfolio Holder for Children's Services added that the Council would be publishing a booklet entitled 'Youth Voice Influence' for the benefit of young people.

**RESOLVED:** That the Consultation Strategy be adopted.

**Reason for Decision:** To enable the Council to get the best value for its investment in consultation.

500. **Key Decision - Corporate IT Strategy:**

The Divisional Director of IT, introduced the report, which set out a vision for the use of technology to improve customer services, community services and business efficiency over the next five years. The report set out a framework of principles and actions for

the IT strategy to commence the delivery and associated benefits of service improvement and reduced costs.

The Divisional Director advised that the new strategy addressed governance arrangements, information management and how to utilise partnerships effectively.

**RESOLVED:** That the Corporate IT Strategy 2008-2013 and the proposed actions for its delivery, be approved.

**Reason for Decision:** An IT strategy was required to ensure that investment in technology was aligned with the Council's future direction and agreed priorities. Delivery of an IT strategy was part of the Improvement Plan. A strategy was required as the previous one was out of date.

501. **Integrated Planning 2009 - 10 to 2011-12:**

The Corporate Director of Finance introduced the report, which provided Cabinet with an update on integrated planning for 2009-10 to 2011-12. She explained that the report set out the current financial and economic context. The budget process would be challenging given the current economic pressures which included demand for services, inflation, the price of fuel and the impact on the disposals programme.

Members were advised that it was still intention of the Council to maintain 3% Council Tax rises. The estimated funding gap had been calculated at approximately £8 million a year. Half of this gap was due to the current economic pressures.

The Corporate Director outlined the efficiency programme and how the Council intended to close the remaining funding gap. In response to a query by a Member, the Chairman explained that the Council operated a rolling long term contract for the purchase of fuel. The estimated funding gap had anticipated high fuel prices. Lower fuel prices would help to reduce the economic pressures.

**RESOLVED:** That (1) the context and current position on the development of the new corporate plan and medium term financial strategy be noted;

(2) the approach to closing the remaining funding gaps be agreed;

(3) the planning totals for the capital programme be approved.

**Reason for Decision:** To ensure that the Council was in a position to approve a final corporate plan and balanced budget in February 2009.

502. **Key Decision - Mill Farm Close Regeneration Proposal:**

The Portfolio Holder for Adults and Housing introduced the report, which recommended the appointment of a preferred Registered Social Landlord (RSL) partner to enable the improvement and regeneration of the Mill Farm Estate, Pinner following a competitive selection process carried out with residents from March to September 2008. He reported that there was a need for accommodation in Mill Farm to be brought up to current standards. The Council had sought a RSL to provide investment on the Council's behalf.

The Portfolio Holder advised that the regeneration proposals would deliver more social housing and a greater range of accommodation. The proposal involved appointing Catalyst Housing Group as the Council's preferred RSL partner for the regeneration. Catalyst Housing Group's offer represented the best proposal out of four good offers. Work had also taken place to ensure that the terms offered were current and viable given the current economic pressures. He added that 10% of the new build would also be wheelchair accessible, which would contribute to the compliance of the Disability Discrimination Act 2005.

Members welcomed the report and

**RESOLVED:** That (1) the formal appointment of Catalyst Housing Group as the Council and residents preferred partner to take forward the regeneration proposals for the Mill Farm estate, be approved;

(2) authority be delegated to the Corporate Director of Adults and Housing to work with Catalyst Housing Group and the Resident Steering Group to agree a Formal Offer document setting out detailed proposals and terms for the transfer of the estate and conduct a formal ballot of tenants and leaseholders;

(3) officers be authorised to seek formal approval from the Secretary of State to the transfer under Section 32 and 43 of the Housing Act 1985, subject to a favourable ballot;

(4) officers be authorised to serve initial demolition notices and subsequently final demolition notices under the Housing Act 1985.

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

503. **Key Decision - Carers Strategy 2008 - 2011:**

The Portfolio Holder for Adults and Housing introduced the report which presented the Carers Strategy for 2008-2011. He advised that the strategy set out how the Council would address issues relating to carers generally and on communication to improve services.

The Portfolio Holder for Children's Services welcomed the report and advised that there were a number of young carers looking after adults. It was important that they were provided with support and able to make the most of their lives.

**RESOLVED:** That the Carers Strategy 2008-2011 be agreed.

**Reason for Decision:** The Carers Strategy helped to deliver the statutory and non-statutory requirements as set out in national and local policies.

504. **Key Decision - Supporting People Strategy Refresh 2008 - 2011:**

In accordance with Executive Procedure Rule 20, Councillor Eric Silver, Chairman of the Supporting People Advisory Panel, introduced the report, which set out the background and summary of the Supporting People strategy refresh 2008-11. The strategy outlined the direction of the Supporting People Programme which commissioned procured and monitored the quality of 'housing related support services' for a wide range of vulnerable groups to enable them to attain or maintain their independence over the three years 2008-11.

Councillor Silver reported that investment into supporting people services would result in net financial gains being achieved by the Council. For every pound invested, approximately double that was received in financial gains.

The Portfolio Holder for Adults and Housing advised that the removal of the ring fencing of the Supporting People Programme Grant would provide greater opportunities and flexibility for money to be allocated to areas where residents could benefit.

The Divisional Director, Commissioning and Partnerships Children and Adults, advised that the provision of supporting people services had an important role in achieving Local Area Agreement targets.

**RESOLVED:** That the Harrow Supporting People Strategy 2008-11 be agreed.

**Reason for Decision:** There was a need to have a Supporting People strategy in place that improved the well-being of adults and children and those in need of the Council's help through provision of independent living services. Given local national developments in policy there was also a need to refresh the strategy to ensure that it delivered the maximum benefit to residents from the Supporting People programme 2008-11.

505. **Key Decision - Supporting People Framework Agreement and Access Arrangements:**

The Portfolio Holder for Adults and Housing introduced the report, which set out the background to the Supporting People (SP) Framework Agreement that had, following a sub regional procurement process, been established with a list of preferred providers of SP services. The report also set out the arrangements for Harrow to call off services from this Framework Agreement under Access Agreements in order to establish new or improved provision and requested delegated authority to be passed to the Divisional Director of Commissioning and Partnerships to approve call offs from the Framework.

The Portfolio Holder reported that the proposals would facilitate lower procurement costs which would save the Council money and represented a sensible approach.

**RESOLVED:** That (1) the background to the establishment of the Framework Agreement be noted;

(2) the framework agreement be noted;

(3) the Harrow Supporting People team can call off from the Framework;

(4) delegated authority be given to the Divisional Director of Commissioning and Partnerships to approve all call-offs from the Framework under Access Agreements up to the maximum Supporting People revenue budget for the financial years 2008/09 to 2012/13 when the Framework Agreement ended.

**Reason for Decision:** To maximise the efficiencies that the use of the Framework would bring to delivering the procurement plan of the Harrow Supporting People Strategy 2008-11 and to streamline the call-off procedure so that Cabinet did not have to be consulted on every call-off decision.

506. **Key Decision - Amalgamation Policy Document and Implementation Guidance:**  
The Portfolio Holder for Schools and Children's Development introduced the report, which set out the outcome of the consultation on the Amalgamation Policy and Implementation Guidance. The Portfolio Holder explained that the policy had been fully consulted on and would provide clarity and support to schools in the borough.

The Director of Schools and Children's Development reported that the policy had been amended in light of experience and guidance provided by the Department for Schools, Children and Families. The Policy had been circulated widely and had been amended in light of the comments received.

**RESOLVED:** That (1) the consultation responses and outcomes be noted;

(2) the clarified Amalgamation Policy and the Implementation Guidance be agreed.

**Reason for Decision:** To support the on-going implementation of this policy.

507. **Key Decision - Future Organisation of Roxeth Manor First School and Roxeth Manor Middle School:**  
The Portfolio Holder for Schools and Children's Development introduced the report, which set out the outcome of the statutory consultation on the future organisation of Roxeth Manor First and Middle Schools and the recommendations of the governing bodies that the two schools amalgamate in September 2009.

**RESOLVED:** That (1) the outcome of the statutory consultation and the recommendations from the governing bodies be noted;

(2) the publication of Statutory Notices to combine Roxeth Manor First School and Roxeth Manor Middle School be approved.

**Reason for Decision:** To exercise the local authority's statutory responsibility in relation to school organisation.

508. **Key Decision - Wood Farm, Wood Lane, Stanmore:**  
The Corporate Director of Community and Environment introduced the report, which set out the reasons for the proposal to take a surrender of two existing agricultural leases and transfer the Freehold of approximately 3.5 acres for an enabling residential development of 10 houses. This area would be determined in due course by reference to the ultimate enabling residential planning consent.

The Corporate Director reported that Wood Farm covered approximately 72 acres and was within the Green Belt. The Council owned the freehold to the land but this was subject to two agricultural tenancies. The proposal would allow for the Stanmore County Park to increase by approximately 69 acres. Additionally, provision would be established for a Wildlife Reserve. The Council would also receive a capital receipt for the relevant freehold transfer.

The Portfolio Holder for Major Contracts and Property reported that this proposal represented an excellent compromise to the conflicting demands on the site and provided much needed facilities for residents of the borough.

The Chairman reported that he had written to concerned residents explaining the protocols. The responses received demonstrated that residents had realised the value of the proposals.

**RESOLVED:** That (1) the Corporate Director of Community and Environment be authorised to consider and rule on the objections received in connection with the proposed disposal of the land outlined in this report following the statutory advertising under section 123 (2A) Local Government Act and Section 5 Green Belt (London and Home Counties) Act 1938;

(2) subject to satisfactory resolution of the above objections to:

- (a) authorise officers to apply for the consent of the Secretary of State to the proposed disposal under Section 5 of the Green Belt (London and Home Counties) Act 1938;
- (b) approve the disposal of the Freehold land at Wood Farm, Wood Lane, Stanmore shown hatched green on the attached plan at the best consideration reasonably obtainable, on terms to be negotiated by the Corporate Director, Community and Environment;
- (c) approve the surrender of the existing two agricultural leases at the Wood Farm site contemporaneously with the Freehold transfer; and
- (d) approve the designation of the balance of land currently subject to those two agricultural leases of the Wood Farm site as a country park and nature reserve.

**Reason for Decision:** To enable Stanmore Country Park to be extended by approximately 69 acres, out of which 10 acres would be added to Pear Wood. In addition, it would generate a capital receipt for the Council, giving value for money in line with the Council's Corporate Priorities (P11) and the Vision for delivering Value for Money. In particular, Capital had a revenue benefit as it reduced the need to borrow and would assist with reducing the predicted shortfall in 2009/10.

509. **Development of Town Centre Infrastructure:**

The Portfolio Holder for Planning, Development and Enterprise introduced the report, which summarised current steps and future action to ensure that the infrastructure required to support the development and regeneration of Harrow town centre was in place or had been identified.

The Portfolio Holder explained that the report clearly outlined what actions the Council were performing and how the Council was dealing with relevant issues.

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

**Reason for Decision:** This report was for the purpose of providing Members with information.

510. **Major Projects - Sports and Leisure Sites:**

The Portfolio Holder for Major Contracts and Property introduced the report, which provided a position statement and issues update in respect of the development of sports and leisure facilities. The report recommended closure of the current Byron Park Leisure Project and further reviews of market conditions in the future.

The Portfolio Holder reported that due to the current economic conditions, it was necessary to terminate projects which were not absolutely necessary. However there were still a number of other projects which were being continued as external funding had been obtained. The projects would benefit residents.

The Portfolio Holder for Community and Cultural Services provided further information on the projects which were being continued. These included:

- the development of the Prince Edward Playing Fields. The Council's partner for this site, Barnet Football Club, had received a grant from the Football Foundation;
- the development of a new Hindu school at William Ellis Playing Fields. The Section 106 agreement obtained would provide new facilities for Belmont United Football Club;

- the development of Whitchurch Playing Fields. This would be going out to tender later in the year;
- the development of Whitmore High School. Community leisure facilities could be incorporated within this development.

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

(2) as a result of market conditions, which had prevented exchange of contracts in respect of the Gayton Road and Byron Park property sales, the current Byron Leisure Park development project be taken off the list of current projects;

(3) as a result of market conditions, the development of leisure facilities at Hatch End be not initiated as previously scheduled;

(4) as a result of market conditions, the project to consider the potential development of leisure facilities in South Harrow will not commence as scheduled in April 2009;

(5) authority be delegated to the Portfolio Holder for Major Contracts and Property, to determine any decisions in respect of the temporary use of the old Gayton Road site;

(6) the progress of the development of sports and leisure facilities, at Prince Edward Playing Field, William Ellis Playing Field, Whitchurch Playing Field and Whitmore High School be noted;

(7) the financial implications of the above decisions be incorporated within the Period 6 (half year) 2008/09 revenue and capital budget reports to Cabinet, and the budget planning process for 2009/10.

**Reason for Decision:** To formally determine the status of a number of major projects related to the development of sports and leisure facilities, which were dependent on capital receipts being realised through the sale of property assets.

511. **Mill Farm Regeneration Proposal:**

The Portfolio Holder for Adults and Housing introduced the exempt appendix to the report on the Mill Farm Regeneration. He reported that the appendix provided further financial information on the proposals.

**RESOLVED:** That the exempt appendix be noted.

**Reason for Decision:** The appendix was part of item 13 – Mill Farm Regeneration Proposal, on the agenda.

(See Minute 502).

512. **Development of Town Centre Infrastructure:**

The Chairman introduced the exempt appendices to the report on the Development of the Town Centre Infrastructure.

**RESOLVED:** That the exempt appendices be noted.

**Reason for Decision:** The appendices were part of item 20 – Development of Town Centre Infrastructure, on the agenda.

(See Minute 509).

(Note: The meeting, having commenced at 7.30 pm, closed at 8.42 pm).

(Signed) COUNCILLOR DAVID ASHTON  
Chairman

CABINET  
ADVISORY  
PANELS



## CORPORATE PARENTING PANEL

6 OCTOBER 2008

Chairman: \* Councillor Janet Mote

Councillors: \* Husain Akhtar \* Mitzi Green  
\* Miss Christine Bednell \* Eric Silver  
\* Mrs Margaret Davine

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**53. **Attendance by Reserve Members:**

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

54. **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.

55. **Arrangement of Agenda:**

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

56. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 31 July be taken as read and signed as a correct record.

57. **Matters Arising:****Item 50: Development of a Special Interest Group with Young People**

The Chairman reported that Adeline Abraham of the Young Voices' group for Children Looked After (CLA) was in the process of arranging the membership of the proposed Special Interest Group. Nominations for group members were currently taking place, although no timescale had been agreed.

The Chairman reminded Members that, due to the work the Corporate Parenting Panel would be undertaking with Looked After Children, it was important that all individuals were CRB checked. She reported that all Panel Members had now received a letter with information regarding the process and that they should contact Debbie Perrin, Shared Services Manager, who would coordinate all applications.

**Item 51: Government White Paper "Care Matters – Time for Change"**

The Chairman welcomed the Head Teacher of Shaftesbury High School, Mr Paul Williams, who had taken on the role of one of three 'Virtual Head Teachers'. The Virtual Head Teacher scheme was to be funded using the Care Matters grant and the Chairman invited Mr Williams to explain the new role in more detail.

Mr Williams explained that the scheme entailed a senior individual working for the local authority, tasked with raising, developing and maintaining the educational standards of children in care. Mr Williams reported that he had met with a number of officers, including the Senior Children Looked After Co-Ordinator and the Performance Manager for Children & Adults, and had identified and contacted the school with the highest number of Looked After Children. He explained that, by working with the school, they hoped to analyse the issues surrounding the educational achievements of Looked After Children and develop the Virtual Head Teacher scheme accordingly. During these early stages, Mr Williams stated that he or one of the other two Virtual Head Teachers would regularly provide feedback to the Corporate Parenting Panel so that they could oversee its development.

Following questions from Panel Members, Mr Williams explained that:

- the Virtual Head Teacher scheme would aim to address many issues that influenced a Looked After Child's educational development, including bullying. However, the scheme was designed to complement a school's existing

arrangements and issues such as bullying would still be dealt with using a school's internal procedures;

- the Virtual Head Teachers planned to consider both qualitative and quantitative data and would work with a range of agencies including community groups and the police;
- the Virtual Head Teacher scheme would build upon the existing Individual Learning Plans (ILP) of schools by providing additional support and guidance where necessary;
- the Virtual Head Teachers would remain anonymous to the children they were monitoring.

Item 52: Putting Corporate Parenting into Practice:

The Chairman recommended that, in order to raise awareness of the Council's Corporate Parenting responsibilities, a copy of the book entitled "Putting Corporate Parenting into Practice" be given to every Harrow Councillor. Following a discussion between Members and officers, it was decided that a letter would be sent with the book, explaining its purpose and requesting feedback.

A Panel Member suggested that the distribution of the book be arranged in conjunction with the proposed Corporate Parenting training that was to be organised by the Member Development team. The Senior Children Looked After Co-Ordinator stated that he had not yet been contacted by the Member Development team but that he would look into the matter.

A Panel Member stated that it had been agreed at a previous meeting that the Corporate Parenting Panel would have a display placed outside the Council Chamber at a future Council Meeting. She explained that the purpose of the proposed exhibit was to raise Councillors' awareness of Corporate Parenting. However, she stated that, following the meeting, no action had been taken. The Chairman informed the Panel that she would discuss the matter with the Senior Children Looked After Co-Ordinator to see whether such a display could be arranged.

58. **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 respectively.

59. **INFORMATION REPORT - Activity and Performance:**

The Panel received an information report of the Corporate Director of Children's Services, setting out key data relating to Children Looked After (CLA) and Children on the Child Protection Register (CPR), including key performance indicators up to the end of August 2008. The Performance Manager for Children & Adults tabled an additional document detailing CLA Key Stage results for the periods 2006-07 and 2007-08.

The Performance Manager for Children & Adults informed the Panel that due to the relatively low number of CLA in Harrow's school system, the data regarding Key Stage results could be misleading as small fluctuations impacted significantly upon the final percentages. The officer reported that achievement in Key Stage 2 Science in 2008 was better than in 2007, although attainment of 5 GCSE grades had fallen. He added that such fluctuations were to be expected when dealing with small sample sizes and that statistics alone could not always provide a comprehensive overview of the situation.

The Performance Manager for Children & Adults commented that the purpose of Virtual Head Teachers and the Care Matters White Paper were to help combat the underlying and often complex factors that impacted upon the educational achievement of Looked After Children. It was hoped that these schemes would also help local authorities develop a better understanding of the challenges Looked After Children faced by moving away from purely quantitative analysis.

Following questions from Members of the Panel, the Performance Manager for Children & Adults stated that:

- information regarding Looked After Childrens' attainment of less standard qualifications such as diplomas was available and would be included in future data;

- the Fischer Family Trust was a project that aimed to provide analyses and data to help LEAs and schools make more effective use of pupil performance data. Using this information, the Council could set expectations and targets for Looked After Children. However, it was accepted that the educational prospects of Looked After Children were often influenced by a multitude of factors that were hard to predict;
- the Council tried to track Looked After Children once they reached the age of 18 in order to monitor their subsequent achievements in relation to both education and employment. This data was then compared against data from the general population to identify disparities;

The Performance Manager for Children & Adults provided the Panel with a summary of other key performance issues that had been identified:

- health and dental checks for Looked After Children had reached 96.4% which was higher than the national average;
- despite showing as red, adoptions were on track to reach the Council's 14% target;
- there had been 2 Looked After Children identified as having a conviction, final warning or reprimand. Whilst not ideal, the number was below the level expected;
- participation of CLA in reviews had increased to 99% for the first quarter. This was above the national average;
- there was some concern that the number of CLA was being miscalculated due to the way in which children attending residential schools were defined. The matter was being investigated to ensure that the information was as accurate as possible.

In response to a request from a Member for more detailed breakdown of the data contained within the report, the Performance Manager for Children & Adults stated that a more comprehensive data analysis could be provided, and that members could directly request any specific analysis they would like to see.

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

60. **INFORMATION REPORT - Care Matters Update - Harrow's response to the Children and Young Persons Bill 2007:**

The Panel received an information report of the Corporate Director of Children's Services to update it on Harrow's response to the Children and Young Persons Bill 2007. The Senior Children Looked After Co-Ordinator informed the Panel that the purpose of the Bill was to reform and strengthen the statutory framework around the care system. He explained that the Bill contained a range of initiatives and provisions designed to enable CLA to receive high quality care. The report considered how Harrow would have to alter its current practices to ensure that it was compliant with the Bill, expected to receive Royal Assent in 2008.

The Senior Children Looked After Co-Ordinator highlighted the key areas where the Council had or was due to invest money:

- an Education Welfare Officer (EWO) for CLA had been appointed;
- the Council was in the process of recruiting a Personal Education Plan (PEP) Coordinator;
- three Virtual Head Teachers had been appointed;
- additional tutoring for Looked After Children was being considered;
- the Achievement Payments scheme was to be broadened to include effort, attendance as well as achievement;
- as required by the Bill, the Council would pay a bursary of £2000 to Looked After Children leaving the care system and enrolling onto a Higher Education course.

The officer added that the Bill placed a new duty on Local Authorities to appoint an Independent Visitor for all Looked After Children but that this service was to be provided by the Harrow Association of Voluntary Services (HAVS).

A Member stated that rewarding Looked After Children for both effort and achievement was important. She informed the Panel that the Council used to run a CLA Achievement Awards ceremony during which the Mayor would present individuals with certificates. She suggested that the scheme could be revived and funded using the Care Matters grant. Another Member agreed that the scheme would be beneficial but suggested that, with so many other proposals requiring a share of the grant, funding be sought from elsewhere. The Chairman broadly supported the idea and stated that it was important that schemes incorporated all Looked After Children, including those that did not do well educationally. The Senior Children Looked After Co-Ordinator informed the Panel that he was in the process of costing and would therefore look to see whether such a scheme was feasible. However, he noted that difficult decisions would have to be made and reminded the Panel that funding was limited.

A Member asked whether the venue for the proposed Homework Club for Looked After Children had been decided. The Senior Children Looked After Co-Ordinator reported that the Helix Centre had been chosen as the preferred location, although some details such as travel arrangements had yet to be finalised.

Summing up, the Senior Children Looked After Co-Ordinator reported that the Council was well placed to meet the requirements of the Children and Young Persons Bill 2007, although he reminded the Panel that the Council was still waiting for it to receive Royal Assent. In the meantime, he reported that the London-Wide Pledge for Looked After Children had been finalised and that it would act as a blueprint for the provision of efficient and effective care. The officer informed the Panel that he would provide an update at the next Corporate Parenting Panel meeting.

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

61. **Any Other Urgent Business:**

**Adoption Inspection:**

Peter Tolley, Service Manager for Family Placements, reported that Ofsted had recently finished their adoption inspection and that inspectors had spent 4 days speaking to Councillors, officers and checking the Council's paperwork. The findings had been generally positive and had praised the use of permanent staff and strong management. One area that had been identified as requiring additional work was the Council's post-adoption support facilities. The officer stated that the final grade had been "Satisfactory".

Despite disappointment that the Council had not achieved a grade of "Good", the Service Manager for Family Placements stated that the narrative of the report had been positive and that many other boroughs had fared similarly. In closing, he assured the Panel that the issues that had been raised were being addressed.

(Note: The meeting having commenced at 6.05 pm, closed at 7.24 pm)

(Signed) COUNCILLOR JANET MOTE  
Chairman

**Appendix 1****Officers in  
attendance:**

David Harrington

Performance Manager for Children  
& Adults

Andreas Kyriacou

Senior Co-ordinator, Children  
Looked After

Peter Tolley

Service Manager for Family  
Placements



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****8 OCTOBER 2008**

Chairman: \* Councillor Mrs Anjana Patel

Councillors: \* Husain Akhtar Asad Omar

Advisers: Ms V Swaida  
(Vacancy)

\* Denotes Member present

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

That offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H84	11	Rooks Heath
H85	11	Hatch End
H86	10	Canons
H87	10	Park High
H88	10	Park High
H89	10	Canons
H90	10	Bentley Wood
H91	10	Harrow High
H92	11	-
H93	11	Canons
H94	11	-
H95	11	Harrow High

[Note: That (1) cases H92 and H94 were removed from the agenda papers prior to the meeting as an ESOL assessment was required;

(2) the application for case H95 was received after the main agenda was printed and circulated. Members were asked to consider the application, in order to allocate an appropriate place to the applicant].

**PART II - MINUTES**411. **Attendance by Reserve Members:**

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

412. **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.

413. **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.(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>
9. 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.

414. **Minutes:**

**RESOLVED:** That the minutes of the meetings held on 9 April, 23 April and 24 September 2008 be taken as read and signed as a correct record.

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

**RESOLVED:** That Councillor Husain Akhtar be appointment as the Vice-Chairman for the Municipal Year 2008/09.

416. **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 Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 (Part 4E of the Constitution) respectively.

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

(Note: The meeting having commenced at 2.35 pm, closed at 3.13 pm)

(Signed) COUNCILLOR ANJANA PATEL  
Chairman

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**

22 OCTOBER 2008

Chairman: \* Councillor Mrs Anjana Patel

Councillors: \* Husain Akhtar \* Asad Omar

Advisers: Ms V Swaida  
(Vacancy)

\* Denotes Member present

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

That offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H96	10	Bentley Wood
H97	11	Bentley Wood
H98	10	Park High
H99	10	Harrow High
H100	10	Harrow High
H101	10	Rooks Heath
H102	10	Rooks Heath

[Note: That cases H96 and H97 were printed in the main agenda as H95 and H96 due to an administrative error].

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

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

**419. 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.

**420. 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.(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>
9. 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.

421. **Minutes:**

**RESOLVED:** That the minutes of the meetings held on 8 October 2008 be taken as read and signed as a correct record.

422. **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 Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 (Part 4E of the Constitution) respectively.

423. **Admissions to County Schools:**

(See Recommendation 1).

(Note: The meeting having commenced at 2.34 pm, closed at 2.51 pm)

(Signed) COUNCILLOR ANJANA PATEL  
Chairman

**LOCAL DEVELOPMENT FRAMEWORK PANEL  
(SPECIAL)****29 OCTOBER 2008**

Chairman: \* Councillor Marilyn Ashton

Councillors: \* Husain Akhtar \* Julia Merison (4)  
\* Keith Ferry \* Joyce Nickolay  
\* Thaya Idaikkadar Navin Shah

\* Denotes Member present

(4) Denotes category of Reserve Member

**PART I - RECOMMENDATION****RECOMMENDATION 1 - Draft Character Appraisals and Management Strategies for (1) Pinner Hill Estate Conservation Area (2) Pinnerwood Farm Conservation Area and (3) Pinnerwood Park Estate Conservation Area**

An officer introduced the draft character appraisals and management strategies for the Pinner Hill Estate, Pinnerwood Farm and Pinnerwood Park Estate Conservation Areas.

The officer explained that the Pinner Hill Estate Conservation Area was divided into two distinct areas: Pinner Hill Farm and the Pinner Hill Estate. The officer outlined the pressures being experienced by the Conservation Area which included greater demands for larger extensions, demands to change appearances of front driveways and overuse of rooflights. There were also additional pressures to install CCTV and Vehicle Recognition Systems as high levels of burglary were an issue in this area. The officer explained that some of these issues were controlled by Article 4 directions.

Members raised a number of issues during the discussion on this Character Appraisal and Management Strategy which included:

- that a list of roads in the area should be contained within the document;
- that reference should be made in the document to encourage residents to ensure refuse bins were stored either at the rear of premises or covered by vegetation;
- that clarification should be provided in the document to address who was responsible for the maintenance of roads and lights in the area;
- that the document discouraged the concreting over of front gardens.

The officer then outlined the character of the Pinnerwood Farm Conservation Area. This comprised of large open green fields. She explained that this was the first Character Appraisal and Management Strategy to address this specific area. The officer added that article 4 directions could be inserted into the document to address boundary treatments, driveways, windows, doors and alterations to roofs. The document also made reference that Pinnerwood Farmhouse would benefit from having statutory listing status in addition to its current local listing status.

In response to a query raised by a Member, the officer confirmed that the format for the Pinnerwood Farm Character Appraisal and Management Strategy had altered and divided into sections.

The third Character Appraisal and Management Strategy related to Pinnerwood Park Estate. The officer explained that the area had a previous character appraisal published in 1990. The officer outlined the topics addressed with the current proposed Character Appraisal and Management Strategy which included:

- alterations to windows;
- reassessing the extent of article 4 directions to provide equality to residents;
- pressures encountered relating to large outhouses, extensions and hardsurfacing;

- a design guide which provided comprehensive information on alterations within the Conservation Area with emphasis placed on windows.

The Panel commented that generally they were not supportive of the indication within the document that UPVC could be used for windows in the Conservation Area. Whilst there was sympathy with the desire to utilise modern materials, the benefits of residing in the Conservation Area heavily outweighed any detriment caused. Alterations could result in achieving an unsatisfactory visual effect.

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

That (1) the draft Pinner Hill Estate Conservation Area Character Appraisal and Management Strategy be approved for public consultation, subject to the incorporation of comments made by the Local Development Framework Advisory Panel;

(2) the draft Pinnerwood Farm Conservation Area Character Appraisal and Management Strategy be approved for public consultation, subject to the incorporation of comments made by the Local Development Framework Advisory Panel.

(3) the draft Pinnerwood Park Estate Conservation Area Character Appraisal and Management Strategy be approved for public consultation, subject to the incorporation of comments made by the Local Development Framework Advisory Panel.

**Reasons for Recommendations:** (1) These documents would form part of the emerging Pinner Conservation Areas Supplementary Planning Document (SPD) and would need to be subject to a full public consultation and adoption as part of the Local Development Framework programme in due course.

(2) Once formally adopted, each appraisal and management strategy would benefit the planning process by carrying weight as a material planning consideration for assessing all development proposals.

## **PART II - MINUTES**

### 125. **Attendance by Reserve Members:**

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

Ordinary Member

Reserve Member

Councillor Manji Kara

Councillor Julia Merison

### 126. **Declarations of Interest:**

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

### 127. **Arrangement of Agenda:**

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

### 128. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 22 September 2008 be deferred until the next ordinary meeting of the Panel.

### 129. **Deputations:**

The Panel received a late request to receive a deputation on agenda item 8 – Information Report on the Core Strategy Draft Preferred Options – Summary of Consultation Responses. The Panel discussed whether or not to allow the deputation.

**RESOLVED:** That (1) that the late request to receive a deputation on agenda item 8 – Information Report on the Core Strategy Draft Preferred Options – Summary of Consultation Responses be not allowed;

(2) to note that no further deputations were received at this meeting under the provisions of Procedure Rule 15 (Part 4E of the Constitution).

130. **Draft Character Appraisals and Management Strategies for (1) Pinner Hill Estate Conservation Area (2) Pinnerwood Farm Conservation Area and (3) Pinnerwood Park Estate Conservation Area:**  
(See Recommendation 1).

131. **INFORMATION REPORT - Summary of Consultation Responses for Waxwell Close, Pinner High Street and Waxwell Lane Conservation Areas:**

An officer introduced an information report which set out a summary of the responses for the first round of public consultation, as part of the formal process for consultation on the Pinner Supplementary Planning Document.

The officer reported that generally the comments received were positive. For the Waxwell Lane Conservation Area, comments received suggested the extension of the conservation area boundary. For the Pinner High Street Conservation Area comments received suggested that a new article 4 direction be adopted to control windows, doors and rooflights. For the Waxwell Close Conservation Area comments received suggested that article 4 directions be imposed to prevent subsequent alterations that disrupted the characteristic uniformity of the area and which supported existing covenants.

In response to a query by a Member, the officer confirmed that the documents would go out for further public consultation as part of the formal consultation for the Pinner Supplementary Planning Document.

The Chairman commended the officer for the work conducted.

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

132. **INFORMATION REPORT - Core Strategy Draft Preferred Options - Summary of Consultation Responses:**

An officer submitted a report providing a summary of issues raised by communities, interested groups, statutory consultees and key stakeholders in their responses to the consultation on the Core Strategy Preferred Options. The officer explained that the consultation on the Core Strategy Draft Preferred Options took place between 6 June 2008 to 25 July 2008. The report provided the full responses obtained from consultees and a summary of the responses prepared by officers indicating what the key issues were.

During the discussion on this item, Members raised a number of queries which officers responded to as follows:

- the identification code assigned to each consultee was produced by the electronic consultation portal system. The system allocated a unique number to each consultee;
- there was greater support for growth option B than growth option A from the consultees. This was linked to support for integrated services for communities;
- it had not yet been determined whether the majority of consultees who preferred growth option B resided in the town centre. The Council had additionally consulted with the Residents' Panel which comprised of persons from different, ages, ethnicity and backgrounds. The responses obtained from the Residents' Panel were that they were not strongly in favour of one growth option over the other;
- that the Core Strategy Preferred Options document would change entirely when submitted for the next round of public consultation;
- that the draft document was a reflection of the many options that could be pursued. It was important to ensure that future plans provided for what future communities would need;
- that there had been double the number of consultees for this round of public consultation than on previous occasions. The benefits of having more responses from consultees included that a variety of issues had been identified which needed to be addressed;

The Chairman commended officers for their work on the Core Strategy Draft Preferred Options document.

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

(Note: The meeting having commenced at 7.30 pm, closed at 8.25 pm)

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

**LOCAL DEVELOPMENT FRAMEWORK PANEL  
(2ND SPECIAL)****29 OCTOBER 2008**

Chairman: \* Councillor Marilyn Ashton

Councillors: \* Husain Akhtar \* Julia Merison (4)  
\* Keith Ferry \* Joyce Nickolay  
\* Thaya Idaikkadar Navin Shah

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**133. **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 Manji Kara	Councillor Julia Merison

134. **Declarations of Interest:**

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

135. **Arrangement of Agenda:**

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

136. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 22 September 2008 and the special meeting held on 29 October 2008 be deferred until the next ordinary meeting of the Panel.

137. **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).

138. **Local Development Scheme - Revision:**

An officer tabled an amendment to the recommendation contained in the report. He explained that the tabled amendment reflected the current position of the Council and significantly amended the proposed recommendation. The Panel unanimously agreed to the circulation of the tabled amendment.

The officer reported that there had been recent impacts to the staffing resources of the Local Framework Development Team. The team leader would leave the employment of the Council in March 2009 and her replacement had also announced his resignation. As a result the proposed Local Development Scheme timelines contained in the report could not realistically be achieved and it was important to revise the timeline further. It was anticipated that the revised and more realistic Local Development Scheme would then be presented to the Panel in November 2008 before being presented to Cabinet in December 2008.

The officer added that in the interim work was being conducted on:

- a Harrow Town Centre Supplementary Planning Document;
- finalising the Sustainable Building Design Supplementary Planning Document;
- formally consulting on the Planning Obligations Supplementary Planning Document;

- preparing the Core Strategy Preferred Option Document.

The Chairman commented that these documents could assist the Council when determining planning applications which went to appeal.

During the discussion on this item, Members raised a number of issues which officers responded to as follows:

- the amount of grant provided by the Housing and Planning Delivery Grant was dependent on delivering planning documents within the agreed Local Development Scheme timeline. Therefore in order to ensure that the maximum amount of grant was received, it was important to update the Local Development Scheme to reflect the new timeline;
- advertisements had been placed for the vacant positions within the Local Development Framework Team and other key positions within the Planning Service Area;
- the report contained a diagram which illustrated the Local Development Framework portfolio of documents for the borough;
- the list of documents in the Programme Timetable contained in the report, had been listed in order of priorities.

Officers provided detailed information on programme timetable which would be subject to amendment. This included:

- the date for public consultation on the Core Strategy would probably take place in 2010, which would delay the dates for submission to the Secretary of State and its adoption.
- dates for the Joint Waste Development Plan Document were still being determined;
- it was anticipated that the Sustainable Building Design Supplementary Planning Document and the Accessible Homes Supplementary Planning Document would be adopted by February or March 2009;
- officers were confident that the timeline specified for the Pinner Conservation Area Supplementary Planning Document could be achieved;
- the timelines stated for the priority two documents indicated the earliest opportunity when the Council could start working on the documents but this could still be altered;
- it was anticipated that the timeline for the Stanmore / Edgware Conservation Area Supplementary Planning Document would be achieved;
- officers were investigating whether the timelines indicated for the Allotments and Trees Supplementary Planning Document could be achieved.

The Chairman commented that it was important to recognise that the Council had made a number of achievements which had provided a lot of value and which benefited the Council generally.

The Panel agreed with the principle of further broadly revising the Local Development Scheme timelines.

**RESOLVED:** That the principle outlined of the need to further broadly revise the Local Development Scheme timelines be noted.

(Note: The meeting having commenced at 8.26 pm, closed at 9.01 pm)

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman