

2004 – 2005
March 2005 Volume 10



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 10: MARCH 2005

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COUNCIL
AND
COUNCIL
COMMITTEES

STANDARDS
COMMITTEE

REPORT OF STANDARDS COMMITTEE

MEETING HELD ON 2 MARCH 2005

Chair: * Councillor Janet Cowan

Councillors: * Ann Groves * Mrs Joyce Nickolay
 * Harrison * Thammaiah
 * Miss Lyne (2)

Independent Persons: Mrs Bijal Shah * The Reverend Peter Broadbent

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

[Note: Apologies were received on behalf of Mrs Bijal Shah].

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

Further to the re-establishment of the Committee by the Council at its meeting on 21 October 2004, Councillor Ann Groves and Councillor Janet Cowan were nominated to the office of Chair. On a first vote there was an equality of votes for each nominee, with one abstention. On the calling of a second vote, there was a majority in favour of Councillor Janet Cowan.

RESOLVED: That Councillor Janet Cowan be appointed Chair of the Standards Committee for the balance of the Municipal Year 2004/05.

79. 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 Branch	Councillor Miss Lyne

80. Declarations of Interest:

RESOLVED: To note that there were no declarations of interest by members of the Committee in relation to the business to be transacted at this meeting.

81. Arrangement of Agenda:

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

<u>Agenda Item</u>	<u>Special Circumstances/Grounds for Urgency</u>
13. Re-establishment of the Standards Committee Panels	The item had been inadvertently omitted from the original agenda and, following the Committee's own re-establishment by Council on 21 October 2004, was required to effect the formal re-establishment of the Committee's Panels.

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

82. Appointment of Vice-Chair:

Mrs Bijal Shah having been nominated to this office,

RESOLVED: That Mrs Bijal Shah be appointed Vice-Chair of the Committee for the balance of the Municipal Year 2004/05.

83. **Minutes:**

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

84. **Public Questions:**

RESOLVED: To note that there were no public questions under the provisions of Committee Procedure Rule 18 at this meeting.

85. **Petitions:**

RESOLVED: To note that there were no petitions presented under the provisions of Committee Procedure Rule 15 to this meeting.

86. **Deputations:**

RESOLVED: To note that there were no deputations made under the provisions of Committee Procedure Rule 16 to this meeting.

87. **Ethical Issues Progress and Training Programme for Members on Ethical Issues:**

The Director of Corporate Governance provided a general update on the current position in respect of a review of the Members' Code of Conduct (see Minute 88 below), Local Determination Regulations and Local Investigation Regulations (see Minute 89 below). The Director's report also addressed the issues on which Members might wish to receive training and the opportunity to attend the Standards Board for England annual conference in September 2005.

Given the informal speculation regarding a General Election being called within the next few months, the Director sought the Committee's view on the issuing of an advice note to Members on the limitations on the actions of Councillors and officers during an election campaign.

Members of the Committee agreed that the areas of training identified should be compulsory for themselves and requested the programming of at least two dates in the near future when sessions might be held. They also considered that such training should be made available to all other Members of Council, through the auspices of the Member Development Panel. This would require to be advertised imaginatively, to attract the interest of Members, but should also be considered as an integral part of the induction programme for Members following the May 2006 Borough Elections, on a similar basis to the Development Control training.

The Committee noted that their own training had the impetus that two referrals from the Standards Board for England to this Council would require to be considered by the Hearing Panel respectively before the end of April and the end of May 2005, the Panel to be chaired by an Independent Member (see Minute 89 below).

It was noted that were Members of the Committee to attend the Standards Board for England annual conference in Birmingham on 5 and 6 September 2005, up to 3 representatives (one for each political Group), might secure funding for that purpose via the resources available to the Member Development Panel.

It was agreed that an advice note should be made available to all Members regarding the protocol implications of a General Election being held in the near future, which note should follow best practice in the use of the Communications Division expertise.

RESOLVED: (1) That training on Determinations for the Standards Committee and the Code of Conduct for Councillors, and associated guidance, be compulsory for Members of the Committee and offered appropriately to all other Members of Council;

(2) that the nomination of representatives of the Committee to attend the Standards Board for England annual conference be considered by the Groups;

(3) that the Director of Corporate Governance be authorised to issue a pre-election advice note to all Members of Council.

88. **Review of the Code of Conduct:**

The Committee on Standards in Public Life had recently reviewed the National Code of Conduct and issued a Tenth Report "Getting the Balance Right Implementing Standards of Conduct in Public Life" (January 2005). Chapter 3 of that Report dealt with "The ethical standards framework for local government" and contained a series of

Recommendations. On 21 February 2005 the Standards Board for England had issued a Consultation Paper on the review of the Code of Conduct for Members, the consultation period closing on 17 June, with the purpose of submitting proposals to the Office of the Deputy Prime Minister.

These documents were submitted to the Committee in a report from the Director of Corporate Governance and Members' comments were sought.

The Committee noted that the precise status of the January document and the inter-relationship between that and the February Consultation Paper was as yet uncertain. Clarifications would be sought, including indications of the nature of any responses being drafted by Local Government Associations. An initial view of Members was that the consultative document erred on the side of over-prescription.

RESOLVED: That the documents now submitted be received and it be agreed that the Director of Corporate Governance report back to a meeting of this Committee (to be held appropriately in April or May) to facilitate the approval of this Council's formal response prior to the consultation deadline of 17 June 2005.

89. **Local Investigations of Breaches of the Code of Conduct:**

The Director of Corporate Governance reported on the requirements for there to be a specific procedure governing Local Investigations undertaken by the Monitoring Officer, further to Section 66 of the Local Government Act 2000 and separate from the procedure adopted for Local Determinations. Guidance on a Local Investigation procedure was awaited from the Standards Board for England. Given that the Council might shortly receive referrals from the Ethical Standards Officer of the Standards Board for England for local investigation, the Director advised that an interim procedure would be prepared for adoption by or on behalf of the Committee, pending receipt of the formal guidance.

The Committee noted the timescale applying to the hearings (within 3 months). Suggestions were made by Members as to some of the elements which might appropriately be contained in the relevant procedures. Given that when convened the Hearing Panel would be chaired by an Independent Member, the Reverend Broadbent advised the Committee of his general availability through the latter part of April.

RESOLVED: That (1) the Director of Corporate Governance prepare an interim Local Investigation procedure to apply pending receipt of formal Guidance;

(2) on the receipt of formal Guidance on Local Investigations from the Standards Board for England this be reported to the Committee for the adoption of a final procedure.

90. **Re-establishment of the Standards Panels:**

Further to the Committee's own re-establishment at the Council Meeting on 21 October 2004, it was agreed to re-establish the Panels of this Committee.

RESOLVED: That the Member Development Panel and the Hearing Panel be re-established for the remainder of the Municipal Year 2004/05 with the membership and the appointed Chairs as set out in the Appendix to these Minutes.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.13 pm).

(Signed) COUNCILLOR JANET COWAN
Chair

APPENDIX 1**STANDARDS PANELS****MEMBER DEVELOPMENT PANEL (4)
(Non-Proportional)**

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(2)	(1)	(1)
<u>I. Members</u>	Ann Groves (CH) Marie-Louise Nolan	Jean Lammiman	Miss Lyne
<u>II. Reserve Members</u>	1. Lent 2. Omar 3. Thammaiah	1. Myra Michael 2. Vina Mithani 3. Osborn	1. Branch 2. Thornton

**HEARING PANEL (5)
(Non-Proportional)**

	<u>Independent Persons</u>	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
	(2)	(1)	(1)	(1)
<u>I. Members</u>	Mrs Bijal Shah The Reverend Peter Broadbent (CH)	Harrison	Janet Cowan	Miss Lyne
<u>II. Reserve Members</u>	—	Ann Groves	Joyce Nickolay	Thornton

Membership Rules

- (1) The membership of The Standards Committee Hearing Panel, to hear local determinations will be five persons (comprising both the Independent Persons and one Elected Member from each of the main political parties, within the Standards Committee Membership);
- (2) the quorum for the Panel hearing a local determination is 3, including at least one of the Independent Persons;
- (3) the Panel hearing a local determination be chaired by one of the Independent Persons;
- (4) the Independent Person to fulfil the function in (3) be appointed by the Standards Committee;
- (5) Members attending a Panel be required to vote on a local determination and not be permitted to abstain.

LICENSING
AND GENERAL
PURPOSES
COMMITTEE

REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE

MEETING HELD ON 7 MARCH 2005

Chair: * Councillor Idaikkadar

Councillors:	Arnold * Mrs Bath * Billson * Blann * Branch * Choudhury * Janet Cowan	* Dharmarajah * Ann Groves * Knowles * Vina Mithani * John Nickolay * O'Dell Ray
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* Denotes Member present

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

RESOLVED: That the appointment at the Council meeting on 24 February 2005 of Councillor Idaikkadar as Chair of the Licensing and General Purposes Committee for the remainder of the Municipal Year 2004/2005, be noted.

43. Reserve Members:

RESOLVED: To note that, following the re-establishment of the Committee at Council on 24 February 2005, there are no Reserve Members currently appointed for this Committee.

44. Appointment of Vice-Chair:

RESOLVED: That, upon being put to a vote, Councillor Knowles be appointed Vice-Chair of the Committee for the remainder of the Municipal Year 2004/2005.

45. 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.

46. Arrangement of Agenda:

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
15. Adoption of Hearing Procedures at Panel Hearings	The report had to be drafted following the release of Regulations which came out after the despatch of the main agenda. In addition, this item had to be considered together with other items listed on the agenda.

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

47. Minutes:

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

48. Public Questions, Petitions and Deputations:

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

49. **Licensing of Catteries - Adoption of Model Standards:**

The Committee considered a report of the Chief Environmental Health Officer, which advised that the Authority licensed three existing proprietors and their premises for cat boarding, only one of which complied with the standards of the Model Licence Conditions and Guidance for Cat Boarding Establishments. The other two premises met all of the standards except with regard to the size of the sleeping and exercise areas. The premises were well maintained, however, and there had been no complaints concerning the premises. Members were advised that both these catteries were small family-run businesses which would not be able to afford the financial strain of applying for the registration.

RESOLVED: That (1) the Model Licence Conditions for cat boarding establishments produced by the Chartered Institute of Environmental Health dated 1995 be adopted from 1st March 2005 and this standard be applied to all new and existing catteries; and

(2) the two catteries which do not meet the space requirements in the standard set out in the Model Licence Conditions for cat boarding establishments be exempted from meeting that standard, providing that all of the following conditions continue to be met:

- (i) that the existing space standards and standards of care are maintained;
- (ii) that the existing licensee remains as owner and operator of the cattery;
- (iii) that the space standards in the Model Licence Conditions will apply if the cages accommodating cats are changed, added to, extended or rebuilt; the new space standards would not apply, however, merely following the repair and maintenance of the existing cages;
- (iv) that the catteries meet the requirements of the standards in the Model Licence Conditions in all other respects.

50. **Response to the Office of the Deputy Prime Minister's (ODPM) Stocktake Discussion Paper "Facing the Future - Principles and Propositions for an Affordable and Sustainable Local Government Pension Scheme":**

An officer gave an oral presentation on the significant impact of proposed changes to the Local Government Pension Scheme (LGPS) which were set out in a recent Government Green Paper, and which were proposed to be implemented in April 2008. In addition to the presentation, the Committee received a report of the Executive Director (Organisational Development), which invited Members to formulate a response to the Green Paper, for forwarding to the Office of the Deputy Prime Minister by 31 March 2005.

The Government was currently undertaking a consultation exercise with all stakeholders on the changes to the LGPS, which would affect both members' benefits and contributions. The consultation was the largest of its kind since the introduction of the Pensions Regulations in 1952, and extended to the NHS and the police.

A copy of the consultation paper had been forwarded to all associated Harrow Pension Fund Scheme employers, headteachers and Chairs of Governors of all Harrow Schools, and the Harrow Branch of Unison. All parties had been invited to forward their comments either to Elected Members or direct to the Office of the Deputy Prime Minister.

Changes already made to the Local Government Pension Scheme had recognised that people were living longer and that there was a need to deal with the changing ratio of the active population to those in retirement. The changes had sought to meet the social and economic challenges of such demographic changes by encouraging people to work longer, to help stabilise the affordability of pension provision for taxpayers and to provide an attractive and accessible pension framework for all employees and their employers.

The key changes now being proposed were:-

- amend the definition of pensionable pay (e.g. restrict to basic pay excluding other currently pensionable allowances)
- a pension accrual rate of 1.6% pay for each year of service
- the opportunity to take a larger (tax-free) retirement lump sum, by commuting pension at a fixed exchange rate of £12 of lump sum per £1 pension foregone
- a pivotal retirement age of 65, with the opportunity to retire earlier, retire partially or continue working and accrue enhanced benefits

- assess the need/demand for tiered member contributions, rising from 2.5% of pay for the lowest paid, to 10% for the highest paid
- two-tier ill health benefits depending on the degree of incapacity
- the option of a defined contribution pension scheme as a voluntary top-up arrangement (instead of the current Additional Voluntary Contribution (AVC) or added-years provisions) and possibly as an alternative to the defined benefit scheme, with an appropriate level of employer contribution
- revamp of the compensation regulations.

Members considered the key points being made in response to the Green Paper, as set out in Appendix 1 to the report, and indicated their agreement or otherwise with each.

RESOLVED: That the Committee's view on the key areas detailed in the officer report, as set out in Appendix 1 to these minutes, be agreed.

51. **Reference from the Tenants' and Leaseholders' Consultative Forum meeting held on 6 January 2005: Matters Raised by the Cottesmore Tenants' and Residents' Association:**

Members received a reference from the Tenants' and Leaseholders' Consultative Forum meeting on 6 January 2005, which requested that the Committee consider the viability of closing an alleyway on the Cottesmore Estate.

RESOLVED: That the reference be noted.

52. **Re-establishment of Panels 2004/05, Review of Reserve Members to the Early Retirement Sub-Committee, and Establishment of a Subsidiary Body "Licensing Panel":**

RESOLVED: That Licensing and General Purposes Panels be established for the remainder of the Municipal Year 2004/2005 with memberships and Chairs as set out in Appendix 2.

53. **Adoption of Hearing Procedures at Panel Hearings:**

The Committee considered a report of the Chief Environmental Health Officer, which set out procedures for Licensing Panel hearings under the Licensing Act 2003.

RESOLVED: That the amended procedures for the Licensing Panel for hearings under the Licensing Act 2003 be agreed.

54. **Licensing Act 2003, Transitional Arrangements:**

Further to the coming into effect of the Licensing Act, an officer reported that currently only 10 completed applications for conversion had been received. Licensees had between 7 February 2005 and 6 August 2005 to submit their forms or otherwise cease to sell alcohol. It was explained that a high proportion of licensees found the form complex and, as a result, evening drop-in sessions had been set up so that traders could come along and get assistance with completing their forms.

Members were also reminded of the training session arranged for Saturday 19 March 2005 and encouraged to attend. It was advised, however, that a further date would be arranged for those who were unable to attend. In addition, specialist training for Chairs would be arranged once officers had received nominations from Members. Councillors Branch, Knowles, and O'Dell requested that they be included in the training for Chairs. Members were reminded that they would not be able to serve on a Panel until they had attended the relevant training course.

RESOLVED: That the report be received and endorsed.

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

In accordance with the provisions of Committee Procedure Rule 14.2(ii)(b) (Part 4B of the Constitution), it was

RESOLVED: At 10.00 pm to continue until 10.20 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.20 pm).

(Signed) COUNCILLOR THAYA IDAIKKADAR
Chair

APPENDIX 1Appendix 1 – Questionnaire on Key Points to Draft Response of Green Paper

Please tick one
 Agree Disagree

Q.1. The Scheme forms part of the overall remuneration package and there is a balance to be struck within that overall package between pay and pensions (deferred pay) ✓

Q.2. The LGPS should have a benefit structure broadly in line with that in other comparator public sector schemes ✓

Q.3. With regard to the cost of the Scheme, please indicate which of the three options below you most support. Within your preferred option please indicate your preferred sub-option (where appropriate):

Q.3. Option 1

We are supportive of targeting an employer contribution rate in respect of future service accrual that is equivalent to that under the current Scheme (after the effects of the removal of the 85 year rule from the current Scheme have been taken into account); or

Q.3. Option 2

We are cautious about targeting an employer contribution rate for future service accrual that is equivalent to that under the current Scheme (after the effects of the removal of the 85 year rule from the current Scheme have been taken into account). Targeting a slightly lower employer rate (of, say, a reduction of 1%) would be justified, would be more acceptable to employers (and to Council tax payers) and would be more likely to ensure the longer term affordability and sustainability of the Scheme. This could be achieved by:

- **Sub-Option 2A:** reducing the value of the benefits package outlined in the Green Paper by a target figure of 1% whilst retaining an average employee contribution rate of 7%; or
- **Sub-Option 2B:** retaining the value of the benefits package outlined in the Green Paper but increasing the average employee contribution rate by 1% (i.e. from 7% to 8%) ✓

Agree

Disagree

Q.3. Option 3

As per option 2 but with a larger reduction in employer contribution to be achieved via:

- **Sub-Option 3A:** target a larger reduction in the benefit package (to save more than 1%), or
- **Sub-Option 3B:** target a larger increase in the employee contribution rate (beyond 8%)
- **Sub-Option 3C:** target both a larger increase in the employee contribution rate and a larger reduction in benefits

Q.4. A new-look LGPS should be a final salary Defined Benefit scheme. This should be open to:

✓

a) employees and

✓

b) councillors

✓

- There should be no Defined Contribution scheme as a top-up to the main scheme

✓

- There should be no Defined Contribution scheme as an alternative to the main scheme

✓

- There should be no facility for members to purchase added years

✓

- There should be a facility for members to purchase additional scheme benefits based on an actuarially set charge for purchasing £100 of annual pension

✓

Q.5. The Scheme should cover the same range of employers as now

✓

Q.6. Employees should be allowed to contribute at any age (subject to the Inland Revenue limit of age 75)

✓

	Agree	Disagree
Q.7. The employee/councillor contribution rate should be the same for all scheme members (not a graded/banded contribution rate dependent on the level of earnings)	✓	
Q.8. We are inclined to retain the current definition of pensionable pay	✓	
Q.9. The accrual rate per year of membership and the commutation rate should be no less favourable than the other main comparator public sector pension schemes	✓	
Q.10. The Scheme should have a Scheme Retirement Age (SRA) of 65. Benefits taken before SRA should be subject to an actuarial reduction, other than in the case of ill health retirement, whilst benefits drawn after SRA should be subject to an actuarial increase	✓	
Q.11. Flexible retirement, linked to down-shifting (i.e. moving to a lower graded post) or a reduction in hours, should be permitted from April 2006 and members availed of this facility should be allowed to continue paying into the Scheme in their remaining employment	✓	
Q.12. The new Inland Revenue flexibilities should be built into the LGPS from April 2006.	✓	
<ul style="list-style-type: none"> • No special provisions should be made for members whose benefits exceed the new lifetime or annual allowances 	✓	
<ul style="list-style-type: none"> • Nor should a Scheme specific earnings cap be retained in respect of the future membership of those employees currently subject to the earnings cap of £102,000 per annum (although a fair and equitable solution will need to be found in respect of their accrued membership) 	✓	
Q.13. Benefits payable on redundancy/efficiency retirement prior to Scheme Retirement Age (SRA) should be payable at the employee's choice, at an actuarially reduced rate.	✓	
<ul style="list-style-type: none"> • The employer should have the option to waive or reduce the actuarial reduction at the employer's cost 		✓

	Agree	Disagree
<p>Q.14. We are in favour of a two tier ill health system <i>[If you disagree with the above statement, go to question 15]</i></p>	✓	
<ul style="list-style-type: none"> • We agree that the benefits of those who are certified as being permanently incapable of any gainful employment should be based on their prospective service to age 65 	✓	
<p>With regard to the second tier, please tick the box which represents your favoured option:</p>		
<p>Q.14. Option 1 We are generally in favour of a second tier of un-enhanced ill health retirement benefits payable for life, but we are not convinced of the equity of a review system; or</p>	✓	
<p>Q.14. Option 2 We are generally in favour of a second tier of un-enhanced ill health retirement benefits but believe these should only be payable for a limited period of time, say 2 years; or</p>		
<p>Q.14. Option 3 We believe there should be no second tier of ill health retirement benefits. Instead, the member would be provided with a deferred pension and the employer could make a one off lump sum termination payment</p>		
<p>Q.15. The death in service lump sum should be 3 times final pensionable pay</p>	✓	
<p>Q.16. There should be no short term survivor pensions</p>		✓
<p>Q.17. We are supportive of the introduction of partners' pensions (particularly if, as seems likely, the other public sector schemes are moving towards their introduction)</p>	✓	
<ul style="list-style-type: none"> • But we feel there are a number of equity issues surrounding the proposals contained in the Green Paper which need to be considered 	✓	

	Agree	Disagree
Q.18. A surviving spouse's/partner's pension should not be reduced if there is a large age differential between the couple	✓	
Q.19. Unless a child is disabled, a child's pension should cease at age 18		✓
Q.20. We are not in favour of adjusting a person's period of accrued membership if they move between jobs in local government, or if they move into a different salary band (if tiered employee contributions are introduced), in order to take account of the differences in pay levels	✓	
Q.21. The transfer of pension rights from other (non-club) pension schemes into the LGPS should purchase a period of membership in the Scheme or, <ul style="list-style-type: none"> • The Scheme should provide that transfers purchase additional benefits based on an actuarially set charge for purchasing £100 of annual pension 	✓	
Q.22. Transferring existing scheme members from the current Scheme to a new-look LGPS has merit, as all contributors would then be in a single Scheme, but only if the service conversion is workable, fair and equitable	✓	
Q.23. On the wider front, we see merit in there being one set of Scheme rules covering, for example, local government, teachers and the NHS	✓	
Q.24. We are in favour of revoking the current Compensation Regulations (i.e. Compensatory Added Years) and replacing them with a general power for employers to make a one off compensation payment to the employee of up to a maximum of 2 years salary.	✓	

Agree

Disagree

Q.25. If you do not agree with the first statement in **Q.4.** above (i.e. the LGPS should be a final salary Defined Benefit scheme for both employees and councillors) what alternative would you prefer? (please tick as appropriate)

- A final salary Defined Benefit scheme for employees plus a career average Defined Benefit scheme for councillors, or

- A career average Defined Benefit scheme for all employees and councillors, or

- Defined Contribution scheme for all employees and councillors, or

- Other (please specify)

APPENDIX 2LICENSING AND GENERAL PURPOSES PANELS

(Membership in order of political group nominations)

LabourConservativeLiberal
Democrats**(1) CHIEF OFFICER APPOINTMENTS PANEL (5)**

(3) [(2) Voluntary]

(2)

(1) [From Labour Group allocation]

I.
Members1. Leader of Group1. Leader of Group1. Leader of Group(Councillor N. Shah
or nominee) (CH)(Councillor C Mote or
nominee)(Councillor Miss Lyne
or nominee)2. Deputy Leader of
the Group2. Deputy Leader of the
Group(Councillor Dighé or
nominee).(Councillor D Ashton or
nominee).**(2) EARLY RETIREMENT SUB-COMMITTEE (3) (Non-proportional)**

(2)

(1)

I.
Members**Bluston****Knowles****Branch**II.
Reserve
Members1.
2.
3.1. Mrs Bath
2.
3.1. Thornton
2.

[Labour Group nominations will be proposed at the next meeting of the Licensing and General Purposes Committee Meeting].

(3) EDUCATION AWARDS APPEALS PANEL (3)

(2)

(1)

I.
Members**Ray
Toms* (CH)****Janet Cowan**II.
Reserve
Members1. Ann Groves
2. Thammaiah
3. Anne Whitehead1. Mrs Bath
2. Jean Lammiman
3. Vina Mithani

(4) LICENSING PANEL (3) (Pool of Members)

(To be selected from the following nominees)

**I.
Members**

Blann	Arnold	Branch
Choudhury	Mrs Bath	
Dharmarajah	Billson	
Ann Groves	Janet Cowan	
Idaikkadar *	Knowles *	
O' Dell	Vina Mithani	
Ray	John Nickolay	

(5) NATIONAL NON-DOMESTIC RATE: DISCRETIONARY RATE RELIEF APPEAL PANEL (3) (Pool of Members)

(To be selected from the following nominees)

Blann	Harriss	Branch
Burchell	Mary John	Miss Lyne
Currie	Myra Michael	
Ann Groves	John Nickolay	
Ismail	Mrs Joyce Nickolay	
Lavingia	Versallion	
Toms		
Anne Whitehead		

(6) PENSION FUND INVESTMENTS PANEL (4)

(2)

(2)

**I.
Members**

Bluston* (CH)	D Ashton *
Idaikkadar	Romain

**II.
Reserve
Members**

1. Dighé	1. Pinkus
2. Burchell	2. Myra Michael
3. Ingram	3. Harriss

Harrow UNISON Co-optee (Non-voting): Mr R Thornton [Alternate: Mr J Rattray]

(7) PERSONNEL APPEALS PANEL (3) (Pool of Members)**(To be selected from the following nominees)**

Blann	Arnold	Branch
Bluston	Mrs Bath	Miss Lyne
Currie	Billson	
Margaret Davine	Mrs Cowan	
Mitzi Green	Knowles	
Ann Groves	Jean Lammiman *	
Harrison		
Lavingia		
Ray		
Stephenson		
Toms		

(8) SOCIAL SERVICES APPEALS PANEL (3) or ((2)) (Pool of Members)**(To be selected from the following nominees)**

(2)	((1))	((1))
Blann	Myra Michael	Branch
Mitzi Green	Vina Mithani	Miss Lyne
Omar	Silver	
Mrs R Shah		
Toms		

(CH)
(VC)
*

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

LICENSING AND
GENERAL PURPOSES
PANELS

LICENSING PANEL

2 MARCH 2005

Chair: * Councillor Knowles

Councillors: * Branch * O'Dell

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**20. **Appointment of Chair:**

RESOLVED: That the appointment at the meeting of the Licensing and General Purposes Committee on 29 November 2004 of Councillor Knowles as Chair of the Panel for the remainder of the Municipal Year 2004/05, be noted.

21. **Attendance by Reserve Members:**

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

22. **Appointment of Vice Chair:**

RESOLVED: To appoint Councillor Branch Vice-Chair of the Panel for the remainder of the Municipal Year 2004/2005.

23. **Declarations of Interest:**

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

24. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda item/information 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>
10. Application for a Variation to a Public Entertainment Licence – Jamesons PH (formerly known as Conways), 34 South Parade, Mollison Way, Edgware, Middx – Attachments to the report	The attachments to the report were inadvertently omitted from the main agenda. The Panel needs to have all the relevant information in order to determine the application.

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

25. **Minutes:**

RESOLVED: That the minutes of the meeting held on 1 November 2004, having been circulated, be taken as read and signed as a correct record.

26. **Public Questions:**

RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 18.

27. **Petitions:**

RESOLVED: To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 15.

28. **Deputations:**

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

29. **Application for a Variation to a Public Entertainment Licence - Jamesons PH (formerly known as Conways), 34 South Parade, Mollison Way, Edgware, Middx:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application for variation to a public entertainments licence for the Jamesons Public House (formerly Conways).

Jamesons Public House was situated on a parade set back slightly from the main road in Edgware. All parking had to be on the roadside directly in front of the premises, as there were no facilities on site for patrons to park their cars.

The application was referred for the Panel's decision as there was an objection by the Police, and the application for extended hours was beyond the Council's standard hours of operation. However, the Police had withdrawn their objection following negotiations between themselves and the applicants, and the applicant having accepted the conditions set out in the Police's letter.

RESOLVED: That the variation to the public entertainments licence for Jamesons Public House, 34 South Parade, Mollison Way, Edgware, be granted with the following existing, additional and amended conditions attached:-

EXISTING, ADDITIONAL & AMENDED CONDITIONS: (numbering refers to the numbers on the existing licence)

1. The maximum number of patrons accommodated at any one time should not exceed 100.
2. All doors and windows on the premises are to be kept closed except for entry and exit whenever the entertainments licence is in operation.
3. Registered door and/or security staff to be employed at the premises when the entertainments licence is in operation.
4. No noise emanating from the premises is to be audible at a distance of 1 metre to the façade of the nearest residential dwelling.
5. CCTV is provided in the premises and is confirmed as being and will continue to be a colour system, in good working order and that a 31 day system is used and adhered to.
6. All entry/exit routes must be monitored by CCTV cameras.
7. Analogue CCTV system must record in SVHS quality; Digital CCTV must have the facility to download images to a CD.
8. The recording equipment must be kept in a secure cabinet or office.
9. Door supervisors are in possession of a "Magic Wand" or similar metal detecting device.
10. The number of door supervisors will mirror the capacity on a ratio of 1 door supervisor to 50 customers.
11. One of the door supervisors is female to facilitate searching of female customers.
12. No entry or re-entry to the premises by customers every night after 11.00 pm.
13. The variation of hours not to come into force until the works are completed to the satisfaction of the Chief Environmental Health Officer.

[Note: The Chair asked the applicants, Mr and Mrs Kelly, if they consented to the conditions listed above. Responding, they confirmed that they agreed to the conditions].

(Note: The meeting having commenced at 7.30 pm, closed at 7.42 pm)

(Signed) COUNCILLOR ADRIAN KNOWLES
Chair

PENSION FUND INVESTMENTS PANEL

29 MARCH 2005

Chair: * Councillor Bluston

Councillors: * D Ashton * Romain
* Idaikkadar

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**29. **Appointment of Chair:****RESOLVED:** To note the appointment of Councillor Bluston as Chair of the Panel for the remainder of the Municipal Year 2004/2005, as agreed at the Licensing and General Purposes Committee meeting of 29 November 2004.30. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.31. **Declarations of Interest:**

During the discussion on agenda item 13, Councillor Bluston declared a personal interest in that he was the Chair of the Early Retirement Sub-Committee.

RESOLVED: To note the above declaration of interest.32. **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>
16. Active Risk in Pension Funds) The reports relating to these items contain exempt information under paragraph 7 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that they refer to the financial or business affairs of a particular person i.e. Company, other than the Council.
17. Performance of Fund Managers - Quarter ending 31 December 2004	

33. **Appointment of Vice-Chair:****RESOLVED:** That Councillor D Ashton be appointed Vice Chair of the Panel for the remainder of the Municipal Year 2004/2005.34. **Minutes:****RESOLVED:** That the minutes of the meeting held on 15 November 2004, having been circulated, be taken as read and signed as a correct record.35. **Matters Arising from the Last Meeting**(i) **Cash held by Merrill Lynch:**

Members were provided with further details of an issue discussed at the previous meeting of the Panel.

RESOLVED: That the above be noted.36. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 18.

37. **Petitions:**

RESOLVED: To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 15.

38. **Deputations:**

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

39. **UBS Custodian Arrangements:**

The Panel received a report of the Director of Financial and Business Strategy asking Members to agree to the custodian arrangements proposed by UBS. The Panel were reminded that a letter had been sent to UBS expressing concern at the level of the fee. Although not fully satisfied with the response from UBS, Members accepted the agreement.

RESOLVED: That JP Morgan act as custodian for the UBS portfolio with effect from 1 April 2005.

40. **Fund Managers:**

The Panel considered a report of the Director of Financial and Business Strategy, which proposed arrangements to monitor and review the performance of the fund managers. The report also proposed the commissioning of an asset liability study following the completion of the triennial valuation.

Members discussed the most effective method to monitor the fund managers. Traditionally the Panel had conducted its review at an annual meeting at which all fund managers had attended. However, on this occasion it was felt that having two separate sessions was a more appropriate means by which to conduct a detailed review. It was suggested that Merrill Lynch, who managed the fixed interest and property portfolio, would attend on one occasion and the other fund managers, who managed the bulk of the fund, would attend on a separate evening.

Following concern raised by a Member at the third paragraph on page 3 of the supplemental agenda, officers agreed to write to Hymans Robertson requesting clarification on the issue.

RESOLVED: That (1) subject to the concern raised above, an asset liability study be commissioned as outlined in the officer report; and

(2) the Panel review Fund Managers' performance in 2004/05 over the course of two separate sessions.

41. **Funding Strategy Statement:**

The Panel considered a report of the Director of Financial and Business Strategy asking Members to approve the final version of the Funding Strategy Statement. Since Members had seen the draft strategy statement in November 2004, the document had been sent to relevant bodies for consultation, although no comments had been received.

Following discussion over the term 'Inter-valuation' it was agreed that the paragraph concerned should be re-worded to clarify the point that full valuation occurred every three years, whilst reports on investment performance were issued quarterly.

RESOLVED: That, subject to the above amendment, the Funding Strategy Statement for the London Borough of Harrow Pension Fund, be approved.

42. **Consultation on the Local Government Pension Scheme:**

The Panel received an oral presentation from the Group Manager (Lifecycle Management) on the ODPM Consultation document on the Local Government Pension Scheme (LGPS). The officer informed Members that the scheme, as it currently existed (in terms of benefit structure), was developed in 1952 and was based on the premise that costs would be split 60-40% between the employer and employee. The 2004 Regulations (now under review with the possibility of being revoked) and the 2008 consultation had as their key objectives the ongoing affordability and sustainability of the LGPS.

Hymans Robertson had advised that if the 2004 regulations were revoked it could lead to additional costs being placed on the employer of between 1.5-2% in terms of employer contributions. It was accepted, amongst the pensions profession, that regardless of the outcome of the ODPM's proposed consultation on the revocation of the 2004 Regulations, the issue of affordability and amendments to the public sector schemes would eventually be inevitable.

It was noted that the Elected Members' considered response (Licensing and General Purposes Committee, 7 March 2005) to the 2008 consultation paper was highlighted in Appendix 1 to the officer report and that this consultation was, at the time, separate to the consultation on the revocation of the 2004 regulations. However, it was noted that if the 2004 regulations were revoked, the 2008 consultation might well be expanded to reflect additional issues.

In relation to the asset liability study agreed to by the Panel (Minute 40 above refers), an officer clarified that the study could incorporate the implications of the implementation or withdrawal of the proposed regulations.

In response to a query, an officer explained that several seminars had been arranged for staff to ask questions on the proposed changes. It was reported that the response had been generally positive, although UNISON did not participate in the series of seminars. A Member referred the Panel to Appendix 2 to the officer report, and expressed concern at the extremity of the curve indicated in the chart. The Member felt that the advice on which the Council's assumptions had been based should be queried, given the initial over investment and the subsequent deficits.

RESOLVED: That the above be noted.

43. **Active Risk in Pension Funds:**

The Panel considered a confidential report of the Director of Financial and Business Strategy relating to the above matter under Part II of the agenda.

RESOLVED: That the report be noted.

44. **Performance of Fund Managers - Quarter ending 31 December 2004:**

The Panel received a confidential report of the Director of Financial and Business Strategy relating to the above matter under Part II of the agenda.

RESOLVED: That (1) the performance of the Pension Fund Managers in the quarter ending 31 December 2004, be noted; and

(2) prior to the annual meeting with Fund Managers, Members receive the previous four quarterly summary reports on their performance.

(Note: The meeting having commenced at 7.32 pm, closed at 8.45 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

STANDING ADVISORY
COUNCIL FOR
RELIGIOUS
EDUCATION

[Note: Further to the decisions reached at Minute 147 above, the following procedural sequence was followed:-

- (i) SACRE stood temporarily adjourned;
- (ii) the membership present reconvened itself in the status of the "Standing Conference for the Harrow Agreed Syllabus for Religious Education";
- (iii) the Standing Conference then being in session undertook the first three items of its meeting, being namely the appointment of Chair and Vice Chair, the receipt of previous minutes and a formal introduction to the business;
- (iv) SACRE formally reconvened and completed the business on its agenda;
- (vi) upon the rising of SACRE, the Standing Conference subsequently reconvened for the completion of its meeting (see Note at the closure of these SACRE minutes)].

148. **Apologies for Absence:**

RESOLVED: To note that apologies for absence had been received from Mr Aggarwal, Mrs Desai, Envoy Haylock, Councillor Lavingia, Mrs Perinparaja and Mrs Stowe.

149. **Attendance of 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 Janet Cowan	Councillor Anjana Patel

150. **Declarations of Interest:**

RESOLVED: (1) To note the following interests declared by Council Members:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Nana Asante	Declared a personal interest in that she was a Governor at Stanburn First School
Councillor Ismail	Declared a personal interest in that he was a Governor at Whitchurch Middle School
Councillor Omar	Declared a personal interest in that he was a Governor at Nower Hill High School
Councillor Anjana Patel	Declared a personal interest in that she was a Governor at Vaughan First and Middle School

(2) to note the following interest declared by a non-Council member:

<u>Member</u>	<u>Nature of Interest</u>
Mike Bishop	Declared a personal interest in that he was a Governor at Whitmore High School

151. **Minutes:**

RESOLVED: That the minutes of the meeting held on 9 December 2004, having been circulated, be taken as read and signed as a correct record subject to the following amendments:

- Membership
Amend to reflect that Mike Bishop had offered apologies and that Pam Wearing preferred not to use a title.

- Minute 145 – Standing Conference for the Harrow Agreed Syllabus for Religious Education

This Minute was amended by the Standing Conference for the Harrow Agreed Syllabus for Religious Education meeting on 10 March 2005 (Minute 2 of that meeting refers).

152. **Early Years Resources:**

It was reported that Foundation Stage Project Boxes to promote awareness of Cultures and Beliefs had been launched. There were 15 boxes already available to schools and nurseries, and a further two, for Jains and Zoroastrians, were being assembled.

Each box contained soft toys, puzzles and books relating to a particular faith but items could be used to teach across the curriculum. Members were shown the box relating to Judaism and photographs of some of the other boxes were circulated. It was reported that ideas for items that could be included in the boxes would be welcomed.

Guidance notes for the packs were tabled. A member pointed out that there was an error in the guidance.

RESOLVED: That the Chair liaise with the relevant member to ensure that the guidance was corrected.

153. **Annual Report 2004/2005:**

The Chair thanked members for their comments on the draft Annual Report. The final version had now been submitted to the Qualifications and Curriculum Authority (QCA) and also to the Lifelong Learning Scrutiny Sub-Committee. The Chair of the Scrutiny Sub-Committee had queried whether the Orthodox Epiphany should be added to the list of dates during school terms for which authorised absence might be taken by children to observe a festival. Members considered this issue and also that of Orthodox Good Friday.

It was noted that Muslim festivals and some other key dates had been omitted from the Annual Report circulated to members, as the second page relating to Religious Festivals had been lost when the report had been copied. It was confirmed that the version sent to the QCA was complete but the Chair undertook to establish whether faulty copies had been circulated to the Scrutiny Sub-Committee or elsewhere.

It was noted that not every festival was listed. The list was produced to help Headteachers establish whether pupils should be allowed authorised absence.

A Member commented that school governing bodies had a duty to monitor absences.

RESOLVED: That (1) the Orthodox Epiphany and Good Friday be added to the list of festivals for which authorised absence might be taken;

(2) the missing page of the Annual Report be forwarded to members;

(3) the spelling of Diwali be corrected on the list of festivals; and

(4) SACRE would continue to offer guidance to Headteachers by publishing a list of festivals.

154. **Determinations:**

RESOLVED: To note that there were no determinations to be considered at this meeting.

155. **Budget:**

Details of the Harrow SACRE budget were tabled.

It was noted that schools were now using resources available via the London Grid for Learning website. The distribution costs for printed material had therefore been lower than in previous years, which meant that funding was available for the Early Years resource boxes. Business funding was being sought to provide packs on Islam, published by the Muslim Council of Britain, to all schools.

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

(2) to note that final budget reports would be available on 11 April 2005.

156. **Tsunami Disaster Relief Effort:**

It was noted that Harrow Council and Harrow Inter Faith Council had organised a Multi Faith Memorial Service and Community Conference on 22 February 2005. Members of 11 faiths had taken part in the event. The discussion after the service had prompted some good ideas. A member highlighted that there had been more emphasis on children's needs but that elderly people also needed support.

A Member, who had lost relatives in the disaster, reported that he had been in Sri Lanka at the time. He gave a moving eye-witness account of the situation there and the hardships being endured. He pointed out that there were many long-term needs.

It was noted that, following the conference, a steering group had been set up to co-ordinate aid from Harrow to the afflicted areas.

157. **Any Other Business:**(i) Harrow Inter Faith Council Newsletter

The Harrow Inter Faith Council newsletter for Spring 2005 was tabled at the meeting.

(ii) Passover Events

Details of a Passover Seder on 30 March 2005 in Middlesex New Synagogue, to which all SACRE members were invited, were tabled.

It was also reported that the Headteacher of the Moriah Jewish Day School had invited members to a Seder meal on 13 April 2005, tickets for which were £10, inclusive of a meal.

RESOLVED: That the SACRE clerk be informed of the names of those who wished to attend the Passover Seder on 30 March 2005, or the Seder meal on 13 April 2005.

(iii) Holocaust Memorial Events

There had been various Holocaust Memorial events within the Borough, and representatives from synagogues expressed appreciation of the contribution by pupils from Harrow schools.

(iv) Membership of SACRE

Harrow Council for Racial Equality (HCRE) had asked if they could have two members on SACRE.

RESOLVED: That two HCRE representatives sit on SACRE.

(v) National Association of Standing Advisory Councils for Religious Education (NASACRE) AGM

SACRE Members were invited to attend the NASACRE AGM on Tuesday 19 April 2005 from 10am to 3.30 pm in Birmingham. Funding was available for travel expenses.

RESOLVED: That members wishing to attend notify the Chair.

(vi) Self-Evaluation of SACRE

It was reported that a pack on self-evaluation for SACRE, which would be used in the future, had been received from HMI Barbara Wintersgill.

(vii) Lectures

A Member suggested that SACRE arrange lectures for school children on a quarterly basis with speakers drawn from the faith communities.

It was reported that schools frequently invited visitors from faith communities to address pupils, but it was agreed that a conference could be arranged in the future.

(vii) Muslim Dress

A Member raised the recent court case in which a school girl had taken her school to court for not allowing her to wear her preferred Muslim dress.

It was reported that SACRE offered advice to schools on clothing issues, and some small hejabs had been purchased for use by girls in science and PE, where looser clothing might be dangerous.

158. **Dates of Future Meetings:**

RESOLVED: That dates for meetings in 2005/06 be forwarded to members.

(Note: Separate meetings of the Harrow Standing Advisory Council for Religious Education (SACRE) and of the Standing Conference for the Harrow Agreed Syllabus for Religious Education were convened for 7.30 pm and 8.00 pm respectively on 10 March 2005.

The two bodies share the same membership.

As noted above within the SACRE minutes (following Minute 147), a procedural sequence was employed to adjourn SACRE, to commence the Standing Conference, and then to reconvene and complete the SACRE meeting, before returning to complete the business of the Standing Conference.

The record of the Standing Conference proceedings are included in the Minute Volume as now appended herewith to these SACRE minutes.

The SACRE meeting having commenced at 7.30 pm, the Standing Conference meeting closed at 9.30 pm)

(Signed) PAT STEVENS
Chair

APPENDIX**MINUTES OF THE MEETING OF THE STANDING CONFERENCE FOR THE HARROW AGREED SYLLABUS FOR RELIGIOUS EDUCATION HELD ON 10 MARCH 2005**

Present: See the minutes of the SACRE meeting held on 10 March 2005.

1. Appointment of Chair and Vice Chair

RESOLVED: That Mike Bishop and Mary Abbott be appointed Chair and Vice Chair respectively.

(Note: The above appointments were agreed unanimously).

2. Minutes

RESOLVED: That (1) the minutes of the meeting of the Standing Conference for the Harrow Agreed Syllabus for Religious Education held on 9 December 2004 be signed as a correct record of that meeting subject to the following amendment:

Minute 145, paragraph 2, first sentence: replace 'tha' with 'that';

3. Introduction

The Chair explained that there was no national syllabus for Religious Education but that each SACRE prepared local guidelines, reviewed every 5 years.

In 2004 national guidelines had been published for the first time by the Government in order to help Local Education Authorities set up their own syllabuses. This Conference had been set up in order to review Harrow's own guidelines in the light of the Government document and as part of its 5-yearly review.

A paper outlining items for discussion was tabled. It was noted that Nursery/Reception children followed the Foundation Stage.

4. Format of Agreed Syllabus

The current agreed syllabus consisted of two elements: a booklet outlining Harrow's agreed syllabus, which was statutory, and schemes of work, which were optional. There was some discussion about the format of the documents.

RESOLVED: That it be agreed unanimously by all groups voting that the two elements of the current agreed syllabus should remain.

5. Documentation Reflecting Phases in Education

There was some discussion regarding the relative merits of reflecting the ages of children in Harrow Community Schools and the Key Stages in the documentation. It was noted that SACRE was responsible for devising the syllabus for children between the ages of 16-19 who attended college. There were moves to consider changing the admission criteria of Harrow schools to reflect Key Stages, and bring the schools into line with most neighbouring boroughs.

RESOLVED: That further discussion was needed before a decision could be taken on the issue of documentation reflecting phases or key stages.

6. **Discussion on the Non-Statutory National Framework**

Members discussed the Non-Statutory National Framework in their Groups, establishing the suitability of different portions in the Harrow syllabus. Notes of their findings were forwarded to the Chair of SACRE for compilation and further discussion.

7. **Special Educational Needs**

It was noted that Special Educational Needs were not addressed in the National Framework although an addendum was expected.

RESOLVED: That the Special Educational Needs elements of statutory syllabuses should be considered, and Special Educational Needs teachers be invited to take part in discussions about the formulation of the Harrow RE Syllabus.

8. **Further Meetings**

It was agreed that the Chair and Vice Chair of the Standing Conference and the Chair of SACRE would meet together with invited teachers to draft a revised syllabus based on members' recommendations, for tabling at the next meeting. There would be a mixture of day conferences and 5pm to 10pm sessions, with refreshments, to devise the programme of study. It was noted that as much notice as possible should be given.

9. **Number of Religions Depicted on the Covers of the Harrow Syllabus and the National Guidelines**

It was noted that only six religions were depicted on the cover of the national document.

RESOLVED: That (1) SACRE write to the Qualifications and Curriculum Authority to point out that the design for the cover was inappropriate as it should include more than six religions;

(2) Members would seek to choose a comprehensive cover for the revised Harrow document.

[Note: The Standing Conference meeting closed at 9.30 pm].

(Signed) MIKE BISHOP
Chair

[Note: Mike Bishop was initially in the Chair for this meeting, for the items at Minutes 1 to 3 above, prior to the meeting of the Standing Conference being adjourned (see the Note under Minute 147 of the SACRE meeting on 10 March 2005). Upon the meeting of the Standing Conference reconvening, and in the absence of Mike Bishop, the chair was formally taken by Mary Abbott, Vice Chair].

SCRUTINY
SUB-COMMITTEES

ENVIRONMENT AND ECONOMY SCRUTINY SUB-COMMITTEE**10 MARCH 2005**

Chair: * Councillor Blann

Councillors: * Dharmarajah (1) * Vina Mithani (3)
 * Lavingia * John Nickolay (1)
 * Miles Seymour

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

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**136. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Arnold
 Councillor Knowles
 Councillor Anne Whitehead

Reserve Member

Councillor John Nickolay
 Councillor Vina Mithani
 Councillor Dharmarajah

137. **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.

138. **Arrangement of Agenda:**

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

139. **Minutes:**

RESOLVED: That the minutes of the meeting held on 30 November 2004, having been circulated, be taken as read and signed as a correct record.

140. **Public Questions:**

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

141. **Petitions:**

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

142. **Deputations:**

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

143. **Annual Report of the Overview and Scrutiny Committee 2004/05:**

The meeting considered and agreed the draft Chair's report on the work of the Sub-Committee in 2004/05.

RESOLVED: That the draft Chair's report on the Sub-Committee's work over the past year be approved for inclusion in the scrutiny annual report for 2004/05.

144. **Annual Work Programme for 2005/06:**

The Portfolio Holder for Environment and Transport attended the meeting to outline expected key areas for 2005/06.

'Tourism' and 'Parks and Garden Maintenance', were identified as two potential areas for in-depth reviews, as extensive work would be undertaken to improve the parks in the Borough, and tourism would increasingly be promoted through initiatives such as cycling and walking networks.

The Sub-Committee considered the suggested items for a work programme and made the following observations.

- **Highways maintenance** – It was agreed not to undertake a review of this at present.
- **Waste Management** – It was agreed to continue to monitor this area.
- **Community Safety** – It was agreed that the Sub-Committee encourage and support an in-depth review of this area undertaken by the Strengthening Communities Scrutiny Sub-Committee.
- **Parks and Gardens maintenance** – Members agreed to conduct an in-depth review in this area and identified several issues of concern such as safety and vandalism.
- **Traffic Volume** – It was agreed not to undertake a review of this at present.
- **Green Belt Management** – The meeting agreed to receive a report on this issue before taking a decision on whether to carry out an in-depth review.
- **Improved Public Housing** – It was agreed to continue to monitor this issue.
- **Area Based Management** – It was suggested that this was an area for the Overview and Scrutiny Committee to consider.
- **Your Home Your Needs - Best Value Review** – It was agreed to monitor this area to ensure that the recommendations arising from the Best Value review were implemented.
- **Food Safety Audit** – It was agreed to receive an update report on this issue.
- **Regeneration Work in Harrow** – It was noted that there were already several different committees involved in this area and it was therefore agreed not to include this in the work programme.
- **Next Generation Local Public Service Agreements** – It was suggested that this issue could be subject to a future review.
- **Disruption of Train Services** – It was felt that there was limited opportunity to influence matters in this area and the issue was therefore not included in the work programme.
- **Review of Public Realm** – It was suggested that this might not fall within the remit of the Sub-Committee, and it was therefore agreed that the Scrutiny Unit investigate further and report back to the next meeting.
- **Small Business Assistance** – It was agreed not to include this issue in the work programme.
- **Liquor Licensing Act 2003** – The Sub-Committee agreed to continue to monitor this issue.
- **Tourism in Harrow** – The meeting agreed to conduct an in-depth review of this area.
- **Planning Enforcement** – It was agreed that a report be submitted to a future meeting to update the Sub-Committee on the current situation.
- **Parking and Enforcement Policy** – The Portfolio Holder reminded the meeting that an inspection had been carried out in this area some years ago. It was agreed that the Sub-Committee receive a report on whether the recommendation of the inspection had been implemented.

RESOLVED: That the Sub-Committee's draft work programme, as amended to incorporate the items outlined above, be agreed.

145.

Final Report of the Scrutiny Review of Waste Management:

Having considered the report of the Sub-Committee's review of Waste Management, the meeting

RESOLVED: That (1) the report of the review of Household Waste Management be endorsed;

(2) the report and its recommendations be referred to Cabinet in April for consideration; and

(3) the Chair attend the Cabinet meeting to present the report.

146. **The Management of Trees under Tree Preservation Orders:**

Further to the Sub-Committee's request, at its meeting on 30 November 2004, for a report on this matter, Members received a report of the Director of Strategy (Urban Living). The draft minutes from the meeting of the Tenants' and Leaseholders' Consultative Forum on 3 March were also tabled, and it was noted that the Forum had made a reference regarding the management of trees on estates to the Development Control Committee.

It was noted that a work programme had been put in place on the Cottesmore Estate. It was also acknowledged that tree management on estates was a lengthy and complicated process, as it would take a year to determine whether a particular housing problem was related to trees on the estate.

RESOLVED: That the report be noted.

147. **Transport Local Implementation Plan:**

The Sub-Committee received a report of the Interim Head of Environment and Transport which provided an update on the development of the Transport Local Implementation Plan (LIP).

Officers reminded the meeting that the Council had a statutory duty to prepare and consult on the draft. It was advised that Transport for London (TfL) had issued guidelines to the Local Authorities on the LIP and that some new priority areas such as reducing traffic congestion had been highlighted.

In response to a number of questions, the following issues were highlighted.

- The Council would have a certain flexibility in identifying priorities within the LIP by bidding for extra funding in particular areas.
- Detailed information on funding had not been received from TfL, however, the draft would be submitted to TfL for comments and any incorrect estimates could then be amended.
- It was confirmed that the Local Authority had powers to issue fines to those parking in junctions.
- The lack of information regarding parking permission for care workers was noted.

It was agreed that the Sub-Committee review the draft LIP in detail by dividing the document into five areas for Members to scrutinise. A Special meeting would then be held in late April to agree the Sub-Committee's response to the draft LIP. The Scrutiny Unit undertook to write to Members of the Sub-Committee asking them to choose one of the five areas to scrutinise. It was also agreed that Lifelong Learning Scrutiny Sub-Committee be asked to consider and comment on the part of the draft LIP which referred to the school travel plan strategy.

RESOLVED: That (1) a Special meeting be held in late April for the Sub-Committee to comment on the draft Local Implementation Plan (LIP);

(2) the Lifelong Learning Scrutiny Sub-Committee be asked to consider and comment on that part of the draft Transport Local Implementation Plan which related to the school travel plan strategy; and

(3) the report be noted.

(Note: The meeting having commenced at 7.33 pm, closed at 8.55 pm)

(Signed) COUNCILLOR ALAN BLANN
Chair

HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE**22 MARCH 2005**

Chair: * Councillor Bluston

Councillors: * Gate (4) * Myra Michael
 * Ann Groves * Vina Mithani
 * Lavingia * Mrs Joyce Nickolay

Advisor (non-voting): * Jean Bradlow

* Denotes Member present

(4) Denotes category of Reserve Member

[Note: Councillors Margaret Davine and Silver also attended this meeting in a speaking role].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**212. **Declarations of Interest:**

Councillors Ann Groves, Lavingia, Myra Michael and Mrs Joyce Nickolay declared personal interests in agenda item 11, "Concessionary Travel", by virtue of being Freedom Pass Holders. Councillor Bluston also noted that a number of his relatives were Blue Badge holders, as did Councillors Lavingia and Mrs Joyce Nickolay.

In relation to agenda item 10, "Royal National Orthopaedic Hospital NHS Trust", Councillors Bluston and Mrs Joyce Nickolay wished it to be noted that they would be sitting on Harrow Council's Development Control Committee, which was due to consider the Royal National Orthopedic Hospital planning application in the near future.

RESOLVED: To note the declarations of interest set out above, and the following interests which were also declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Gate	Declared a personal interest in that his spouse was a health professional employed by Harrow Primary Care Trust (PCT).
Councillor Vina Mithani	Declared a personal interest in that she is an employee of the Health Protection Agency.
Councillor Myra Michael	Declared a personal interest by virtue of her husband's position at Mount Vernon Hospital.

213. **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 Mrs R Shah	Councillor Gate

214. **Apologies for Absence:**

RESOLVED: To note that apologies for absence had been received from Andrew Morgan, Chief Executive of Harrow Primary Care Trust.

215. **Welcome to Officers:**

The Chair welcomed Penny Furness-Smith, Director of Community Care, and Lynne McAdam, Service Manager (Scrutiny), who were both attending their first meeting of the Sub-Committee.

216. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
11. Concessionary Travel	The report was not available at the time the agenda was printed and circulated. Members were asked to consider the report, in order to receive an update, as previously requested by the Sub-Committee.
13. Annual Work Programme	The report was not available at the time the agenda was printed and circulated. Members were asked to consider the report, in order to agree the Sub-Committee's provisional work programme for the 2005/06 Municipal Year.

(2) item 11 be considered after item 9; and

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

217. **Minutes:**

RESOLVED: That the minutes of the ordinary meeting held on 6 December 2004 and of the Special meeting held on 17 February 2005, having been circulated, be taken as read and signed as correct records.

218. **Public Questions:**

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

219. **Petitions:**

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

220. **Deputations:**

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

221. **Terms of Reference for the Adviser to the Sub-Committee/Introduction by the Director of Public Health:**

The Chair welcomed Ms Jean Bradlow, Director of Public Health and Adviser to the Sub-Committee. The Director of Public Health introduced herself to Members and outlined the role that she would fulfil on the Sub-Committee.

RESOLVED: That the terms of reference for the Adviser to the Sub-Committee be agreed.

222. **Public Health Priorities in Harrow:**

The Sub-Committee received a presentation from the Director of Public Health setting out the public health priorities for Harrow. The priorities were based on a combination of national and regional health priorities, and were underpinned by the characteristics of the local population. Members were informed that the Public Health White Paper, *Choosing Health*, was based on a recognition that the public needed to be given an informed choice about their lifestyle and healthcare. It was added that bringing about change in this area would require a sustained effort and a considerable level of local partnership working.

The Director of Public Health explained that Harrow's priorities included increasing MMR immunisation rates, reducing the spread of MRSA, tuberculosis prevention and treatment, improving data quality on breastfeeding rates, sexual health, reducing teenage pregnancy, White Paper delivery, smoking cessation and a smoke-free NHS by December 2005. Following consultation, access to wheelchair services had also

been identified as an additional priority area. It was emphasised that a good evidence base was required in a number of the priority areas before significant progress could be expected.

The Chair enquired as to the resources available to tackle the many areas that demanded attention. In response it was noted that the way in which resources were used would be the key in ensuring that the priority areas were fully addressed. It was also recognised that prevention was key to successfully changing lifestyles, particularly children. The Healthy Lifestyles in Schools scheme was cited as an example of influencing lifestyles at an early stage. The Chair thanked the Director of Public Health for an informative presentation.

RESOLVED: That the above be noted.

223. **Concessionary Travel:**

Members received a report of the Interim Head of Environmental Services, which provided the Sub-Committee with an update on concessionary travel. In response to a query, it was clarified that free travel for old age pensioners would not adversely affect the level of service for other users. The Chair of the Association of London Government (ALG) had written to reassure London Boroughs that sufficient resources would be made available to cover the costs of free travel for old age pensioners.

Members were referred to paragraph 2.4 of the report and were advised that following a change of policy by Transport for London (TfL), Harrow, together with several other London Boroughs, had been left to resource its own mobility assessment scheme, although there was an expectation that TfL would provide some assistance.

The Sub-Committee discussed comparisons with Westminster City Council's Taxicard scheme, which operated outside of the ALG administered scheme. It was also noted that the membership of Harrow's Taxicard scheme represented the second highest among all London Boroughs.

RESOLVED: That the report be noted.

224. **Royal National Orthopaedic Hospital NHS Trust:**

Members welcomed Mr Andrew Woodhead, Chief Executive of the Royal National Orthopaedic Hospital (RNOH) NHS Trust and Eric Fehily, Project Director for the Re-development of the RNOH. It was explained that the next key step for the re-development was for the Strategic Health Authority (SHA) to approve the Trust's Outline Business Case. The Trust would then seek outline planning permission by September 2005 in order to advertise for a private partner in October 2005. Before being approved the Trust was required to demonstrate to the SHA that re-developing the Stanmore site would be the preferred option in terms of finances and value for money. Mr Woodhead requested the Sub-Committee's support for the re-development to remain in Stanmore.

Given the difficulty of accessing the site, a Member queried whether there were plans to improve access, particularly for non-car drivers. It was explained that these issues had been previously considered and would be addressed in the re-development project. It was anticipated that transport links would be improved and widened beyond Harrow.

The Chair thanked Mr Woodhead and Mr Fehily for providing the Sub-Committee with an update on the re-development.

RESOLVED: That the above be noted.

225. **NSF Older People:**

The Sub-Committee considered a report of the Director of Community Care, which detailed progress in implementing the NSF for Older People. Councillor Ann Groves, the Older People's Champion, presented the report and explained that the initiative was a joint venture between the PCT and the Council. It was commented that a number of the targets designated as 'Red' were considered to be harsh and did not reflect the work being undertaken in those areas. Concern was expressed at the difficulty in making comparisons to previous reports. The Older People's Champion commented that it was a developmental exercise rather than a comparative exercise, in order to ensure that the PCT and Council were making progress.

RESOLVED: That the report be noted.

226. **Annual Work Programme:**

The Sub-Committee received a report of the Director of Organisational Performance, which asked Members to agree a provisional work programme for the forthcoming Municipal Year. Following discussions with officers, Members and key partners, a list of suggested topics had been compiled for the Sub-Committee to consider. Members recognised that given the considerable time and resources required for the Joint Committee on the re-development of Northwick Park Hospital, it was of crucial importance to ensure that the work programme was both manageable and focused on key areas. The North West London Cancer Strategy and Cancer Services at Mount Vernon Hospital was identified as another major review area. It was noted that a review of care pathways could be incorporated in the review of Northwick Park hospital although the scope would have to be limited. Members also suggested that the Sub-Committee receive individual reports on several areas, such as alcohol misuse, adoption and the improved educational attainment of children and young people in care.

A Member suggested that the Sub-Committee examine the PCT's Local Delivery Plan and then focus on three or four of the most important and relevant areas, many of which would overlap with the topics listed in Appendix 1 to the officer report. It was also suggested that the Sub-Committee could co-opt experienced professionals in the local trusts and ask them to contribute to the work of the Sub-Committee.

The Sub-Committee was referred to the suggested area for review entitled 'Older People and Adults'. Upon being informed that recent figures indicated that the target had been met, the Sub-Committee agreed that the item would be taken out of the list of suggested topics.

Members requested an update on the Joint Committee on Northwick Park. An officer advised the meeting that information that would determine which other Boroughs would be appropriate participants in the Joint Committee was still being sought. The consultation document had also yet to be received. The Sub-Committee registered concern that the information requested had not been produced. Attempts were being made to establish the identity of the main contact point at the North West London Hospitals NHS Trust.

RESOLVED: That the 2005/06 provisional work programme, as amended to include the suggestions set out above, be agreed.

227. **Annual Report of the Overview and Scrutiny Committee 2004/05:**

RESOLVED: That the draft Chair's report on the Sub-Committee's work over the 2004/2005 Municipal Year be approved for inclusion in the scrutiny annual report.

228. **Scrutiny Officer:**

The Sub-Committee expressed their sincere thanks to Susie Schwartz, Scrutiny Officer, who was leaving the employment of the Council. Members stated their appreciation for her hard work and professionalism and wished her all the best for the future.

229. **Any Other Business:**

- (i) **Progress with Implementing the Recommendations of the Home Care Review:**
The Portfolio Holder for Social Care and Health introduced a tabled report detailing progress made on the recommendations arising from the Home Care Review. It was noted that the recommendations outlined in the Action Plan would be taken further following a meeting with the Home Care agencies on 23 March 2005. It was reported that no parking permits for Home Care workers had been issued to date but provision would be made in the Transport Improvement Plan. The Portfolio Holder for Social Care and Health added that many of the issues raised in the Home Care Review had already been integrated into the Directorate's Service Plans.

RESOLVED: That the above be noted.

230. **Extensions to and Termination of the Meeting:**

In accordance with the provisions of Overview and Scrutiny Procedure Rule 6.7 (Part 4F of the Constitution) it was

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

(2) at 10.30 pm to continue until 10.40 pm.

(Note: The meeting having commenced at 7.31 pm, closed at 10.40 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

DEVELOPMENT
CONTROL
COMMITTEE

REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 15 MARCH 2005

Chair: * Councillor Anne Whitehead

Councillors: * Marilyn Ashton * Idaikkadar
 * Mrs Bath * Kara (1)
 * Bluston * Miles
 * Choudhury * Mrs Joyce Nickolay
 * Janet Cowan * Thornton

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

[Note: Councillors Mrs Kinnear, Knowles and Stephenson also attended this meeting to speak on the items indicated at Minute 855 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 854. **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 Billson	Councillor Kara

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

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

Councillor Mrs Kinnear	-	Agenda item 18
Councillor Knowles	-	Agenda item 19
Councillor Knowles	-	Planning Application 2/02
Councillor Stephenson	-	Planning Application 3/01

 856. **Declarations of Interest:**

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

- (i) Planning Application 1/01 – 5 Sudbury Hill, Harrow
 Councillor Thornton declared a prejudicial interest in the above application on the basis that Councillor Branch of the Liberal Democrat Group lived nearby. Councillor Thornton left the room and took no part in the discussion or decision-making on this item.
- (ii) Planning Application 2/02 – 3 Anselm Road, Pinner
 Councillor Marilyn Ashton declared that all Members of the Conservative Group had a personal interest in the above application arising from the fact that a worker in the Group Office and a Member of the Conservative Group lived nearby. Accordingly, Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay remained and took part in the discussion and decision-making on this item.
- (iii) Planning Application 2/09 – 219 Alexandra Avenue, South Harrow (ex Tithe Farm PH)
 Councillor Miles declared a prejudicial interest in the above item arising from the fact that his father lived nearby. Accordingly, Councillor Miles left the room and took no part in the discussion or decision-making on this item.
- (iv) Planning Applications 3/02, 3/03, 3/04, 3/05, 3/06 and 3/07 – East End Farm, Moss Lane, Pinner
 Councillor Bluston declared a prejudicial interest in the above items arising from the fact that he knew the Applicant. Accordingly, Councillor Bluston left the room and took no part in the discussion or decision-making on this item.

- (v) Agenda item 18 – Broomhill, Mount Park Road, Harrow on the Hill
Councillor Anne Whitehead declared that all Members of the Labour Group had a prejudicial interest in the above application arising from the fact that the owner of the property had contacted Councillor Whitehead. Accordingly, Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead left the room and took no part in the discussion or decision-making on this item.
- (vi) Agenda item 19 – Sai Villa, Hatch End
Councillor Marilyn Ashton declared a personal interest in the above application arising from the fact that she knew somebody who lived in the Nugents Park area. Accordingly, Councillor Marilyn Ashton remained and took part in the discussion and decision-making on this item.

857. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
Addendum	This contains information relating to various items on the agenda and is based on information received after the agenda's dispatch. It is admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
13. Tree Preservation Orders	To protect trees across the Borough.
17b. 14-20 High Street, Wealdstone	This item was inadvertently omitted from the main agenda.
17c. Integration of Enforcement Services	The proposed implementation date for the transfer of services is 1 April 2005. The next Development Control Committee meeting is after this (20 April 2005).
18. Broomhill, Mount Park Road, Harrow on the Hill	An appeal has been submitted against the service of the planning enforcement notice. At the same time the owner of the land has submitted an offer to carry out works. If the offered works are acceptable to the Committee it may be possible to curtail the appeal proceedings.
19. Sai Villa, Hatch End	To protect the amenity of the area in respect of noise generated by the development.

(2) all items be considered with the press and public present, with the exception of the following items, which would be considered with the press and public excluded for the reason indicated:

<u>Agenda Item</u>	<u>Reason</u>
18. Broomhill, Mount Park Road, Harrow on the Hill	The report relating to this item contains exempt information under paragraph 12 of Part I of Schedule 12A of the Local Government Act 1972 in that the report contains legal advice.
19. Sai Villa, Hatch End	The report relating to this item contains exempt information under paragraph 12 of Part I of Schedule 12A of the Local Government Act 1972 in that the report contains legal advice.

and;

(3) agenda item 17a – Gordon Avenue, Stanmore be withdrawn at the request of officers and that the Committee disregard the content of the report.

858. **Minutes:**

RESOLVED: That the Chair be given the authority to sign the minutes of the meeting held on 9 February 2005, those minutes having been circulated, as a correct record of that meeting, once they have been printed in the Council Bound Volume, subject to the following amendment:

- (i) Minute 851(iii) – Minutes – Recording of Reasons for Refusal
Insert “the current practice should be maintained.” between “That” and “when”.

859. **Public Questions:**

RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution).

860. **Petitions:**

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

Petition relating to the development at 9 Welbeck Road – Planning Application P/169/05/DFU

Councillor Bluston presented the above petition which had been signed by 12 residents adjoining and in close proximity to 9 Welbeck Road.

861. **Deputations:**

RESOLVED: To note that there were no deputations to be received at this meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

862. **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.

863. **Representations on Planning Applications:**

RESOLVED: That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), representations be received in respect of items 2/02 and 2/16 on the list of planning applications.

864. **Planning Applications Received:**

RESOLVED: That authority be given to the Chief Planning Officer to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

865. **Planning Appeals Update:**

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

RESOLVED: (1) That the report be noted;

(2) that a site visit be arranged to The Grove, Stanmore.

(See also Minute 871(ii)).

866. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Chief Planning Officer which listed those enforcement notices awaiting compliance.

RESOLVED: That (1) the report be noted;

(2) written progress reports be submitted to those Members who had requested them in respect of 93 Stanmore Hill and 4 Elm Park.

867. **Tree Preservation Orders:**

The Committee received a report of the Interim Chief Planning Officer regarding new detailed Tree Preservation Orders (TPOs) proposed for a number of sites.

RESOLVED: That the Director of Legal Services be authorised to (1) make new TPOs, to be known as follows:

TPO 825 Chestnut Avenue (No. 1) Canons
 TPO 826 Canons Drive (No. 6) Canons
 TPO 827 Lake View (No. 4) Canons
 TPO 828 Sudbury Hill (No. 7) Harrow on the Hill
 TPO 829 St. Leonards Avenue (No. 2) Kenton West
 TPO 830 Becmead Avenue (No. 1) Kenton West
 TPO 831 Elm Park Road (No. 3) Pinner
 TPO 832 Royston Park Road (No. 4) Hatch End
 TPO 833 Nugents Park (No. 3) Hatch End
 TPO 834 Nugents Park (No. 4) Hatch End
 TPO 835 Nugents Park (No. 5) Hatch End
 TPO 836 Nugents Park (No. 6) Hatch End
 TPO 837 Uxbridge Road (No. 41) Stanmore Park
 TPO 838 RAF Stanmore (No. 4) Stanmore Park

to be made pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990 to protect those trees identified on the maps and schedules attached to the officer report; and

(2) revoke the following TPOs on confirmation of the above:

TPO 62 Elm Park Road (No. 1) Pinner
 TPO 65 Lake View (No. 1) Edgware
 TPO 187 Uxbridge Road (No. 5) Stanmore
 TPO 214 Uxbridge Road (No. 7) Stanmore
 TPO 284 St. Leonards Avenue (No. 1) Kenton
 TPO 386 Uxbridge Road (No. 22) Stanmore
 TPO 479 Lake View (No. 2) Edgware
 TPO 565 Canons Drive (No. 3) Edgware
 TPO 651 Lake View (No. 3) Edgware

[**REASON:** To accord with current policy].

868. **Action Taken Under the Urgent Non-Executive Decision Procedure:**

The Committee received the report of the Director of Legal Services outlining action taken by the Chief Planning Officer following consultation with the Chair and Nominated Members of the Development Control Committee, since the meeting of the Committee held on 9 February 2005, under the Urgent Non-Executive Action Procedure.

RESOLVED: To note the following action, taken under the Urgent Non-Executive Action Procedure:

Subject: Pinner Park Farm, George V Avenue, Hatch End

Action Proposed: To serve Enforcement Notices as per the report of the Chief Planning Officer and Head of Legal Services dated 9 February 2005.

Reason for Urgency: The next meeting of the Development Control Committee was not until 15 March 2005.

Decision: Officer Recommendation agreed.

869. **Telecommunications Developments:**

RESOLVED: To note that telecommunication applications had been considered under agenda item 10 – Planning Applications Received (Minute 864 refers).

870. **Determination of Demolition Applications:**

RESOLVED: To note that there were no demolition applications which required consideration.

871. **Any Other Business:**
- (i) **Harrow Hospital Site**
In response to a question from a Member regarding the status of the report on the above-mentioned site, which had been requested at the last two meetings of the Committee, it was advised that officers were compiling the report.
- RESOLVED:** That a report be submitted to the next meeting of the Committee.
- (ii) **Arrangements for Member Site Visits**
Following discussion, it was agreed that Member site visits to 16 Barrow Point Avenue, Pinner and The Grove, Stanmore would be held on Saturday 2 April 2005 at 10.00 am and 10.30 am respectively. A mini bus for Members requiring transportation would leave the Civic Centre at 9.45 am.
872. **14-20 High Street, Wealdstone:**
The Committee received a report of the Director of Legal Services which sought approval to extend the time to complete a legal agreement.
- During discussion on this item a motion was put to refuse the recommendation. Upon being put to a vote, this was not carried.
- RESOLVED:** To extend the time for completion of the legal agreement to 19 May 2005.
- [REASON:** Authority for completion of the legal agreement expired on 27 January 2005. However, the agreement has not yet been completed].
- (Note: Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay wished to be recorded as having voted for the decision to refuse the recommendation).
873. **Integration of Enforcement Services:**
The Committee received a paper produced by the Nominated Member for the Conservative Group.
- Members discussed the proposed integration of enforcement services and
- RESOLVED:** That Nominated Members write to the Chief Executive to request that a detailed report on the plans to integrate the enforcement services be presented to a special meeting of the Committee, to which all Members of Council would be invited.
874. **Broomhill, Mount Park Road, Harrow on the Hill:**
(Note: The Chair, Councillor Anne Whitehead, having declared an interest in this item and left the room, the Vice-Chair, Councillor Marilyn Ashton took the Chair).
- The Committee received a confidential report in this matter.
- RESOLVED:** To reject the officer recommendation.
- (See also Minute 856).
- (Note: At the conclusion of this item, Councillor Anne Whitehead resumed the Chair).
875. **Sai Villa, Hatch End:**
The Committee received a confidential report in this matter.
- RESOLVED:** That the Director of Legal Services be authorised to (1) issue Enforcement Notices pursuant to Section 172(a) of the Town and Country Planning Act 1990, requiring:
- (i) Permanently cease the use of the land as a hostel and associated vehicle parking;
- (ii) Return the property to occupation as a single family dwelling house.
- (i) and (ii) should be complied with within 3 months from the date on which the notice takes effect;
- (2) issue Notices under Section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control; and

(3) institute legal proceedings in event of failure to:

- (i) supply the information required by the Head of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) Comply with the Enforcement Notice.

[REASON: To ensure the alleged breach of planning control is ceased and to protect the amenity of the area.]

(See also Minute 856).

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

In accordance with the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution) it was

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

(2) at 10.30 pm to continue until 11.00 pm;

(3) at 11.00 pm to continue until 11.15 pm;

(4) at 11.15 pm to continue until 11.30 pm;

(5) at 11.30 pm to continue until 11.40 pm;

(6) at 11.40 pm to continue until 11.50 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 11.50 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

SECTION 1 – MAJOR APPLICATIONS

LIST NO: 1/01 **APPLICATION NO:** P/142/05/CFU

LOCATION: 5 Sudbury Hill, Harrow

APPLICANT: Litman & Robeson for Country and Metropolitan

PROPOSAL: Redevelopment: Three Storey Block to Provide 10 Flats with Parking at Rear

DECISION: REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.

(See also Minute 856).

LIST NO: 1/02 **APPLICATION NO:** P/3347/04/COU

LOCATION: Land R/O 25-28 Belmont Circle and 13-25 Bellamy Drive

APPLICANT: Triad Planning and Design Ltd for Mr E Ryan

PROPOSAL: Outline: Redevelopment in Form of Detached Part 2/3 Storey Building for 2 Houses and 12 Flats with Car Parking

DECISION: REFUSED permission for the development described in the application and submitted plans, for the reason and informative reported and the following additional reason:

2. The proposal will give rise to additional vehicular generation onto Weston Drive to the detriment of the free flow and safety of traffic.

[Note: During the discussion on the above item, it was moved and seconded that the additional reason detailed above be added. Upon being put to a vote, this was carried unanimously].

LIST NO: 1/03 **APPLICATION NO:** P/2889/04/CFU

LOCATION: 13-17 Manor Road, Harrow

APPLICANT: Gillett Macleod Partnership for W E Black

PROPOSAL: Redevelopment: Part Two, Part Three Storey Detached Block to Provide 14 Flats with Access and Parking

DECISION: REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.

LIST NO: 1/04 **APPLICATION NO:** P/2513/04/CFU

LOCATION: Community Centre, Scott Crescent, Rayners Lane Estate, Harrow

APPLICANT: Mepk Architects for Warden Housing Association Ltd

PROPOSAL: Detached 2 Storey Community Centre

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informative reported.

LIST NO: 1/05 **APPLICATION NO:** P/2769/04/CFU

LOCATION: Maurville House, 44-46 Radnor Road, Harrow

APPLICANT: Burton J Helling for Mr and Mrs S Watson

PROPOSAL: Conversion to Provide 10 Self Contained Flats, 3 Rear Dormer Windows and Rooflight at Front

DECISION: REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/2009/03/COU

LOCATION: 1 Marlborough Hill, Harrow

APPLICANT: David Higgins

PROPOSAL: Outline: Demolition of Existing Building and Redevelopment to Provide 4 Storey Detached Office Building with 2 Flats on 3rd Floor and Parking on Ground Floor

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.

LIST NO: 2/02 **APPLICATION NO:** P/3012/04/CFU

LOCATION: 3 Anselm Road, Pinner

APPLICANT: Dennis Granston for P Tomlin

PROPOSAL: Redevelopment: Part 3, Part 2 Storey Detached Block to Provide 8 Flats with Access and Parking

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reasons:

- (i) The proposal will be incongruous in the street scene on Uxbridge Road and it is out of character in Anselm Road, which it fronts, and which is characterised by detached large single family houses.
- (ii) The rear garden area is taken up very largely with parking, which restricts the amount of amenity space available to the detriment of the amenities of the future occupiers of the property.
- (iii) There is an under-provision of parking to our UDP standard of three spaces, which will give rise to overspill parking in an area which is otherwise already suffering from parking problems.

[Notes: (1) Prior to discussing the above application, the Committee received a representation from an objector, which was noted. Following receipt of the representation, the Committee asked a number of questions of the objector.

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

(2) during discussion on the above item, it was moved and seconded that the application be refused. Upon being put to a vote, this was carried;

(3) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application;

(4) the Chief Planning Officer had recommended that the above application be granted].

(See also Minute 856).

LIST NO:	2/03	APPLICATION NO:	P/3300/04/CFU
LOCATION:	15 Gordon Avenue, Stanmore		
APPLICANT:	Robin Bretherick Associates for Colin Collins		
PROPOSAL:	Outline: Redevelopment, Detached 3 Storey Building to Provide 8 Flats with Parking.		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the following reasons: <ul style="list-style-type: none"> (i) The proposal represents an overdevelopment of the site to the detriment of the character of the area which is characterised by single family dwellings both opposite, to the back and to the east. (ii) The number of flats proposed will generate more traffic which will be detrimental to the free flow of traffic on the bend of this busy road. Vehicular access onto Gordon Avenue will be detrimental to traffic safety during peak periods. <p>[Notes: (1) During discussion on the above item, it was moved and seconded that the application be refused. Upon being put to a vote, this was carried;</p> <p>(2) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application;</p> <p>(3) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted for the decision to grant the application;</p> <p>(4) the Chief Planning Officer had recommended that the above application be granted;</p> <p>(5) during discussion of the above item, a Member requested that officer reports always set out reasons for refusal in full].</p>		

LIST NO:	2/04	APPLICATION NO:	P/3067/04/CFU
LOCATION:	496-504 Northolt Road, South Harrow		
APPLICANT:	G M Simister for S Singh, H Patel, Sherwood SER		
PROPOSAL:	Construction of Second Floor to Provide Five Flats		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.		

LIST NO:	2/05	APPLICATION NO:	P/3221/04/CFU
LOCATION:	Micklefield, 1 Park View Road, Pinner		
APPLICANT:	J R Orchard for Mr and Mrs Govani		
PROPOSAL:	Resurfacing of Frontage, Provision of Gates, Rebuilding Wall, Replacement Wooden Fence		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition and informatives reported.		

LIST NO: 2/06 **APPLICATION NO:** P/3255/04/CLB
LOCATION: 38 Little Common, Stanmore
APPLICANT: Squared Ltd for Mr Scott Vincent
PROPOSAL: Listed Building Consent: Replace Window with Door at First Floor
DECISION: GRANTED Listed Building Consent in accordance with the works described in the application and submitted plans, subject to the conditions and informative reported.

LIST NO: 2/07 **APPLICATION NO:** P/191/05/CFU
LOCATION: Royal National Orthopaedic Hospital, Brockley Hill, Stanmore
APPLICANT: PKL Healthcare for Royal National Orthopaedic Hospital
PROPOSAL: Temporary Single Storey Office Building
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Note: During the discussion on the above item a Member requested that officers provide a list of the temporary buildings that are on the site].

LIST NO: 2/08 **APPLICATION NO:** P/3254/04/CFU
LOCATION: Woodside, 60 Common Road, Stanmore
APPLICANT: Jonathan Schuman
PROPOSAL: Entrance Gates and Metal Posts
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition and informatives reported.

LIST NO: 2/09 **APPLICATION NO:** P/2661/04/CFU
LOCATION: 219 Alexandra Avenue, South Harrow (Ex Tithe Farm P.H.)
APPLICANT: Artian Shehu
PROPOSAL: Use of Part of Car Park for the Hand Washing and Valeting of Cars
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

(See also Minute 856).

LIST NO: 2/10 **APPLICATION NO:** P/3118/04/DFU
LOCATION: 256 Exeter Road, South Harrow
APPLICANT: Starr Killoch Adams Architects for Crossway Developments Ltd
PROPOSAL: Single and Two Storey Side to Rear Extension and Conversion to 3 Flats; Bin Store at Front; Parking at Rear
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused for the following reasons:

- (i) The proposal represents an overintensification of the property to the detriment of the residential amenities of the neighbouring occupiers.
- (ii) The use of the garden for three separate dwellings will give rise to increased activity due to the more intensive use of the given area, resulting in a loss of residential amenity of the neighbouring occupiers.
- (iii) The conversion of one single family dwelling to three flats would be out of character in an area which is predominantly characterised by inter-war semi-detached single dwellings.

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

(2) the substantive motion to grant the above application was carried upon the Chair exercising her second and casting vote].

LIST NO: 2/11 **APPLICATION NO:** P/93/05/DFU
LOCATION: 81 Roxeth Hill, Harrow
APPLICANT: Jay Patankar and Associates for Mr Boris Baikov
PROPOSAL: Alterations to Roof; Reconstruction to Include Front Dormer
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.

LIST NO: 2/12 **APPLICATION NO:** P/3235/04/COU
LOCATION: Viking House, 17/19 Peterborough Road, Harrow
APPLICANT: Mr H Patel for Haley Property Holdings Ltd
PROPOSAL: Outline: Rear Extension at Ground to 3rd Floor Level and Additional Floor at Fourth Floor Level
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/13 **APPLICATION NO:** P/3103/04/CFU
LOCATION: Red Roofs, 1 Priory Drive, Stanmore
APPLICANT: Lee Butler for Mr and Mrs S R Kaye
PROPOSAL: First Floor Side Extensions
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/14 **APPLICATION NO:** P/3250/04/DFU
LOCATION: Land R/O 158 Camrose Avenue, Edgware, (Chandos Recreation Ground)
APPLICANT: Thames Water Property for Thames Water
PROPOSAL: Installation of Pumping Station Control Panel Cabinet

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition and informative reported.

[Note: During the discussion on the above item the Committee requested that officers provide the Applicant with details of the comments made by residents in response to the consultation].

LIST NO: 2/15 **APPLICATION NO:** P/167/05/CRE
LOCATION: Woolmer House, 3 Priory Close, Stanmore
APPLICANT: DLA Town and Planning Ltd
PROPOSAL: Renewal of Permission EAST/354/00/FUL: Detached Garage Block with Accommodation at First Floor Roof Level
DECISION: DEFERRED at officers' request to await amended plans.

LIST NO: 2/16 **APPLICATION NO:** P/3222/04/DFU
LOCATION: 16 Barrow Point Avenue, Pinner
APPLICANT: E Hannigan for Mr and Mrs McKenna
PROPOSAL: Single and First Floor Rear Extension/Rear Dormer
DECISION: DEFERRED at the request of the Committee to enable a site visit to take place before the application is considered.

[Notes: (1) Prior to discussing the above application, the Committee received a representation from an objector, which was noted. Following receipt of the representation, the Committee asked a number of questions of the objector.

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

(2) during discussion of the above application, the Committee indicated their desire to visit the site before making a decision on the application].

(See also Minute 871(ii)).

SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/2632/04/CFU
LOCATION: The Gardens R/O Pinner Road, Harrow
APPLICANT: Barker Parry Town Planning for Country and Metropolitan plc.
PROPOSAL: Two Storey Building to Provide 8 Flats with Access and Parking
DECISION: REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.

LIST NO: 3/02 **APPLICATION NO:** P/2680/04/CCA
LOCATION: East End Farm, Moss Lane, Pinner
APPLICANT: Trevor Clapp for Mr and Mrs B Leaver
PROPOSAL: Conservation Area Consent: Demolition of Storage Buildings Attached to and Within the Curtilage of a Listed Building

DECISION: REFUSED Conservation Area Consent for the works described in the application and submitted plans, for the reason and informative reported.
(See also Minute 856).

LIST NO: 3/03 **APPLICATION NO:** P/2683/04/CCA
LOCATION: East End Farm, Moss Lane, Pinner
APPLICANT: Trevor Clapp for Mr and Mrs B Leaver
PROPOSAL: Conservation Area Consent: Demolition of Storage Buildings Attached to and Within the Curtilage of a Listed Building (Duplicate)
DECISION: DEFERRED duplicate application at officers' request to enable consideration of revised proposals.
(See also Minute 856).

LIST NO: 3/04 **APPLICATION NO:** P/2679/04/CLB
LOCATION: East End Farm, Moss Lane, Pinner
APPLICANT: Trevor Clapp for Mr and Mrs B Leaver
PROPOSAL: Listed Building Consent: Demolition, Internal and External Alterations in Association with Conversion to 2 No. Residential Units
DECISION: REFUSED Listed Building Consent for the works described in the application and submitted plans, for the reason and informative reported.
(See also Minute 856).

LIST NO: 3/05 **APPLICATION NO:** P/2682/04/CLB
LOCATION: East End Farm, Moss Lane, Pinner
APPLICANT: Trevor Clapp for Mr and Mrs B Leaver
PROPOSAL: Listed Building Consent: Demolition, Internal and External Alterations in Association with Conversion to 2 No. Residential Units (Duplicate)
DECISION: DEFERRED duplicate application at officers' request to enable consideration of revised proposals.
(See also Minute 856).

LIST NO: 3/06 **APPLICATION NO:** P/2678/04/CFU
LOCATION: East End Farm, Moss Lane, Pinner
APPLICANT: Trevor Clapp for Mr and Mrs B Leaver
PROPOSAL: Conversion of Storage Buildings to Dwelling House and Garage: Erection of 2 New Dwelling Houses, One with New Gatehouse, One Using Storage Building as Garage: External Alterations
DECISION: REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.
(See also Minute 856).

LIST NO: 3/07 **APPLICATION NO:** P/2681/04/CFU

LOCATION: East End Farm, Moss Lane, Pinner

APPLICANT: Trevor Clapp for Mr and Mrs B Leaver

PROPOSAL: Conversion of Storage Buildings to Dwelling House and Garage: Erection of 2 New Dwelling Houses, One with New Gatehouse, One using Storage Building as Garage: External Alterations (Duplicate)

DECISION: DEFERRED duplicate application at officers' request to enable consideration of revised proposals.

(See also Minute 856).

SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES

LIST NO: 4/01 **APPLICATION NO:** P/168/05/CNA

LOCATION: 68-70 High Street, Edgware

APPLICANT: London Borough of Barnet

PROPOSAL: Consultation: Conversion of 1st and Part 2nd Floors and Roofspace to 7 lats, 3 Rear Dormers and Rooflights at Front, 4 Parking Spaces

DECISION: RAISED NO OBJECTIONS to the development set out in the application and submitted plans, subject to regard being had to the informatives reported.

LIST NO: 4/02 **APPLICATION NO:** P/207/05/CAN

LOCATION: Lytham Avenue, South Oxhey, Herts

APPLICANT: Three Rivers District Council

PROPOSAL: Consultation: Block of 10 Flats and 28 Semi-Detached and Terraced Houses, Access Road and Play Area

DECISION: RAISED OBJECTIONS to the development set out in the application and submitted plans, for the reasons and informative reported.

SECTION 5 – PRIOR APPROVAL APPLICATIONS

LIST NO: 5/01 **APPLICATION NO:** P/274/05/CDT

LOCATION: Premier House, Canning Road, Wealdstone

APPLICANT: Mason D Telecom

PROPOSAL: Determination: 2 Replacement and 6 New Equipment Cabins at Roof Level

DECISION: (1) That prior approval of siting/appearance BE REQUIRED;

(2) GRANTED prior approval of details of siting/appearance subject to the conditions and informatives reported.

[Notes: (1) During discussion on the above item, it was moved and seconded that the application be refused. Upon being put to a vote, this was not carried, upon the Chair having exercised her second and casting vote;

(2) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Thornton wished to be recorded as having voted for the decision to refuse the application;

(3) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted for the decision to grant the application].

LIST NO: 5/02 **APPLICATION NO:** P/284/05/CDT
LOCATION: Land Outside 72 Uxbridge Road, Harrow Weald
APPLICANT: Waldon Telecom
PROPOSAL: Determination: 12.5M High Telecommunications Mast and 2 Equipment Cabins
DECISION: REFUSED approval of details of siting/appearance for the reasons and informative reported.

LIST NO: 5/03 **APPLICATION NO:** P/447/05/CDT
LOCATION: Land Adjacent to Elmcote, Uxbridge Road, Pinner, Middx
APPLICANT: Stappard Howes
PROPOSAL: Determination: 13M High Monopole Mast and Antenna and Equipment Cabin
DECISION: (1) That prior approval of siting/appearance BE REQUIRED;
(2) REFUSED approval of details of siting/appearance, subject to the conditions and informative reported.

AUDIT
COMMITTEE

REPORT OF AUDIT COMMITTEE

MEETING HELD ON 30 MARCH 2005

Chair: * Councillor John Cowan

Councillors: * Branch * Mark Ingram
* Idaikkadar * Romain

* Denotes Member present

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

25. **Attendance by Reserve Members:**

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

26. **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.

27. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
12. Any Other Business – Asset Management Contract	The matter contained exempt information under paragraph 8 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the terms of a contract.

28. **Minutes:**

RESOLVED: That the minutes of the meeting held on 30 November 2004, having been circulated, be taken as read and signed as a correct record.

29. **Public Questions:**

RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 18.

30. **Petitions:**

RESOLVED: To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 15.

31. **Deputations:**

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

32. **Audit and Inspection Letter for 2004:**

The Committee received a report of the Director of Financial and Business Strategy. The report set out the external auditors' Annual Audit and Inspection Letter for 2004 which contained the assessment of the Council's performance and the auditors' recommendations.

It was explained that the Audit and Inspection Letter outlined the significant issues arising from the recent audit and inspections. It was noted that improvements had been made in many areas, although additional focus on the implementation of past internal audit recommendations would be needed. It was stressed that the Council should

review its financial arrangements to ensure that the statutory deadline for the publication of the audited accounts would be met.

A Member queried whether commitment accounting was being used in schools and requested that a better accounting system be provided to schools.

The Director of Financial and Business Strategy clarified what was meant by commitment accounting and advised that the Council provided the accounting system and associated services to schools.

RESOLVED: That (1) the contents of the Annual Audit and Inspection Letter for 2004 be noted; and

(2) the proposed Action Plan to meet the recommendations outlined in the Annual Audit and Inspection Letter be endorsed.

33. **Audit and Inspection Plan for 2005-2006:**

The Committee received a report of the Director of Financial and Business Strategy which introduced the external auditors' Audit and Inspection Plan and identified risk areas.

The external auditors, who attended the meeting, reported that a new Code of Audit Practice had been introduced which required auditors to monitor both the Council's accounts and the use of the Council's resources. The external auditors reassured the meeting that the risk assessment was flexible and would be regularly updated.

In response to Members' concern about obtaining correct information to endorse the Statement of Internal Control, the Director of Financial and Business Strategy advised that the Audit Committee would need to be satisfied that appropriate controls were in place and operating effectively. Harrow Council was looking to implement an assurance framework whereby managers would formally confirm that internal controls were in place and working effectively in their areas. New financial regulations and contract rules had been introduced in October 2004 which included controls over the waiving of contract procedure rules.

Members asked that regular reports on the waiver of contract procedure rules and the justification for these decisions be made to the Committee.

RESOLVED: That Members' comments be noted.

34. **Matters Raised by the Chair and Vice Chair of the Audit Committee:**

Further to the matters raised by the Chair and Vice Chair as set out on the agenda, the Committee considered some information tabled by the Director of Financial and Business Strategy which set out the Committee's responsibilities as per its terms of reference.

It was reported that the Committee would approve the Statement of Internal Control, monitor the progress of the implementation of the audit recommendations, and confirm that there were sufficient resources within the Council to deliver the Internal Audit Plan.

The Committee thanked the former Group Manager for Audit and Risk Management, Toni Walker, who had just left the Council, for her outstanding work during the past few years and welcomed her replacement, David Ward.

RESOLVED: That the above be noted.

35. **Internal Audit Plan 2005-2006:**

The Committee considered a report of the Director of Financial and Business Strategy which detailed the Council's Internal Audit Plan.

A member raised concerns about there being sufficient staff dedicated to carrying out the Internal Audit function and about the number of qualified auditors in the Council.

In response to these comments, the Director of Financial and Business Strategy replied that there was sufficient staff to cover the basic work. It was explained that there were difficulties in recruiting experienced internal auditors throughout London. Schemes were in place to train staff and several employees were currently training to become qualified accountants.

A Member suggested that the Audit Committee receive update reports on training progress within the Director of Financial and Business Strategy's area.

RESOLVED: That the report be noted.

36. **Any Other Business:**

- (i) Asset Management Contract
Members discussed the Council's Asset Management Contract, which had been the subject of a confidential report to Cabinet on 17 March 2005. It was

RESOLVED: That the discussion be noted.

37. **Date of Next Meeting:**

RESOLVED: That (1) a meeting be held to review the Committee's terms of reference and;

(2) consultation be undertaken with Members to agree dates for Audit Committee meetings during 2005/06.

(Note: The meeting, having commenced at 7.32 pm, closed at 8.58 pm).

(Signed) COUNCILLOR JOHN COWAN
Chair

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 17 MARCH 2005

Chair: * Councillor N Shah

Councillors: * D Ashton * C Mote
 * Burchell * Marie-Louise Nolan
 * Margaret Davine * O'Dell
 * Dighé * Stephenson
 * Miss Lyne

* Denotes Member present

[Note: Councillors Mrs Kinnear and John Nickolay also attended this meeting to speak on the item indicated at Minute 723 below].

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

708. **Apologies for Absence:**
 Apologies for absence were received from the Chief Executive, and from Councillors Jean Lammiman and Ingram, Lead Members of the Budget Processes Scrutiny Review Group, in respect of agenda item 8 (Minute 716 refers).

709. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
10. Key Decision - Financial Settlement with Harrow Primary Care Trust	Councillor Margaret Davine	The Member indicated a personal interest. She would remain in the room whilst the matter was considered and voted upon.
11. Key Decision – Grant Funding 2005-06	Councillor Miss Lyne	The Member indicated a personal interest in that she was a member of the Citizens' Advice Bureau. She would remain in the room whilst the matter was considered and voted upon.
	Councillor N Shah	The Member indicated a personal interest in that he was a trustee of the Harrow Anti-Racist Alliance. He would remain in the room whilst the matter was considered and voted upon.
12. Multi-Agency Strategy for the Development of Services to Refugees and Asylum Seekers	Councillor Miss Lyne	The Member indicated a personal interest in that she was a member of the Citizens' Advice Bureau. She would remain in the room whilst the matter was considered and voted upon.
19. Key Decision – Award of Contract for the Provision of Internal Audit Services	Councillor Burchell	The Member indicated a personal interest. However, he would leave the room whilst the matter was considered and voted upon.

710. **Minutes:**

RESOLVED: That the minutes of the meeting held on 17 February 2005, having been circulated, be taken as read and signed as a correct record.

711. **Arrangement of Agenda:**

The Chair indicated that he was prepared to consider item 20, the report from the Executive Director (Business Connections) entitled Asset Management Contract, as urgent.

The Chair indicated that he would be varying the order of business to enable consideration of item 15, Petts Hill Road Improvement Scheme, following item 5. Item 9, Audit and Inspection Letter for 2004, and item 6, Strategic Performance Report – Quarter 3 2004/05, would then be considered. During the course of the meeting, the Chair also indicated that Cabinet would debate item 10, Financial Settlement with Harrow Primary Care Trust, in the confidential session of the meeting.

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>
10. Key Decision - Financial Settlement with Harrow Primary Care Trust	The report contained exempt information under paragraphs 7 and 8 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained: (1) information relating to the financial or business affairs of any particular person; and (2) information relating to any expenditure proposed to be incurred by the authority under particular contract for the supply of services.
18. Key Decision - Renewal of Council Insurance Programme 1 April 2005	The report contained exempt information under paragraph 8 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to any expenditure proposed to be incurred by the authority under a particular contract for the supply of services.
19. Key Decision - Award of Contract for the Provision of Internal Audit Services	The report contained exempt information under paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information in relation to the terms proposed by or to the authority in the course of negotiations for a contract for the supply of services.
20. Asset Management Contract	The report contained exempt information under paragraph 8 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the terms of a contract.

[Note: Business is recorded in the order set out in the agenda for reasons of clarity].

712. **Petitions:**

Councillor Knowles submitted a petition containing 35 signatures in relation to the speed and volume of traffic using Tillotson Road, Harrow Weald. The terms of the petition were as follows:-

“We, the undersigned, being concerned at the speed and volume of traffic using Tillotson Road, Harrow Weald, and the congestion caused at Hatch End High School opening and closing times, demand that Harrow Council consults us, and takes actions, on options to remedy this terrible situation.”

RESOLVED: That the petition be received and referred to the Portfolio Holder for Environment and Transport for consideration.

713. **Public Questions:**

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

1.

Questioner: Linda Koupparis, Chair, Danemead Grove & Petts Hill Residents' Association

Asked of: Councillor Phil O'Dell (Portfolio Holder for Environment and Transport)

Question: "The Petts Hill Bridge Project will result in pedestrians having to walk through underpasses and enclosed spaces. Following a vicious murder in an enclosed area in Northolt this proposal has generated real and considerable fear amongst local residents, especially the elderly and parents, who have to walk under the bridge on a daily basis to go about their daily lives.

On this basis I ask:

Why, when pedestrians walking through enclosed areas contravenes the Mayor of London's Walking Plan for London, was this project designed so that pedestrians are compromised in return for a bus delay reduction estimated to be of only one minute in one direction only?"

2.

Questioner: Ian Jones

Asked of: Councillor Phil O'Dell (Portfolio Holder for Environment and Transport)

Question: "Negotiations and design for the Petts Hill Bridge Project commenced over two years ago. This was reported as involving the London boroughs of Harrow and Ealing, Transport for London and Network Rail.

It now transpires that:

1. Network Rail has only been involved in negotiations during the last nine months.
2. Since Cabinet approved the proposals for the project, Network Rail may require the walls of the existing bridge to be side pinned.
3. Since Cabinet approved the proposals for the project, Network Rail may now require the ends of the proposed underpasses to be extended.

On this basis can answers be given to the following:

Why, when it was known that Network Rail refused to contribute to complete bridge replacement, were the elected Members in Ealing and Harrow most concerned not informed and high level involvement instigated towards full and proper negotiations towards achieving complete bridge replacement?

[Note: Oral answers were provided to questions 1 and 2. Under the provisions of Executive Procedure Rule 15.4, both questioners also asked supplementary questions which were additionally answered.]

714. **Strategic Performance Report - Quarter 3 2004/05:**

The Executive Director (Organisational Development) introduced the report to the Performance Board and outlined the actions being taken. She highlighted the significant areas of progress over the third quarter and the areas requiring further work. She recognised the need to re-direct resources where targets were not being achieved. She identified services which had contributed to major achievements.

During discussions, Members were informed by the Director of Strategy (Urban Living) that work on the Bio-Diversity Plan would commence soon, providing the Planning

Service was able to recruit and retain staff. A Member commented that given the potential for sizeable developments in the Green Belt area, this area of work ought to be given priority.

Members paid tribute to the work undertaken by the Supporting People Service, which had done exceptionally well in its recent inspection. Members also paid tribute to the work on homelessness carried out by staff in the Housing Needs Section and congratulated them on their success in winning an award.

Members commented on the need for clarity in the presentation of the information provided and it was

RESOLVED: (1) That the performance report and the actions being taken be noted;

(2) that officers note the adaptations identified by the Performance Board and incorporate them into the Strategic Performance Report.

Reason for Decision: It had previously been agreed that Cabinet would receive Quarterly Performance Information Report in its role as Performance Board.

715. **Forward Plan 1 March - 30 June 2005:**

RESOLVED: To note the contents of the Forward Plan for the period 1 March – 30 June 2005.

716. **Scrutiny Review of Budget Processes:**

The Executive Director (Organisational Development) presented the report on behalf of Members of the Budget Processes Scrutiny Review Group, and responded to a number of questions from Members.

During discussion on this report, the Chair agreed with the suggestion of a Member on the need to engage Members who had special expertise in this area.

The Portfolio Holder for Business Connections and Performance commented on the Scrutiny Review recommendations set out at Appendix 3 of the report and, amongst others, made the following points:

- 'ownership' was subjective and would be difficult to measure;
- the Council did not have the capacity to draw up an annual 'business plan' along the lines of that prepared by Kensington and Chelsea Council;
- he questioned why incentives should be different for different staff.

He highlighted the need for the Council to provide detailed information on the draft budget and to ensure that this was in the public domain at an early stage.

RESOLVED: (1) To note the interim findings of the Scrutiny Review of Budget Processes; and

(2) that the response set out in Appendix 3 to the officer report be agreed.

Reason for Decision: In order to respond to the findings of the Phase 1 Review considered by the Overview and Scrutiny Committee on Budget Processes.

717. **Audit and Inspection Letter for 2004:**

Nigel Johnson of Deloitte and Touche, the Council's External Auditors, submitted the apologies of the Relationship Manager who was not able to attend the meeting that evening.

Mr Johnson drew Members' attention to the key points in the officer report and stated that he was pleased to report that further improvements had been made in many areas of the Council. He added that the Council had been given a 'fair' qualitative assessment. He informed Members that Harrow had stabilised its finances and was managing them in an increasingly strategic manner. He was also pleased to see the establishment of the Audit Committee.

He pointed out that further improvements were necessary and that the Audit Commission was consulting on a new framework for CPA in 2005 and beyond, which was likely to result in increased and rigorous challenges for the Council.

The Executive Director (Business Connections) and Mr Johnson responded to a number of questions from Members. They highlighted pieces of work that were being developed and the issues over resources, which had led to a delay in finalising the accounts.

The Chair thanked Mr Johnson for his presentation. The Chair stated that the Council was moving in the right direction and that radical changes would benefit the residents of the borough. He acknowledged that the accounting process needed improving and was of the view that increasing joined-up working would bring greater benefits in service delivery.

RESOLVED: (1) To note the contents of the Annual Audit and Inspection Letter for 2004;

(2) to note that the recommendations outlined in the Annual Audit and Inspection Letter would be integrated into the Corporate Plan from April 2005;

(3) to note that the Annual Audit and Inspection Letter would be considered by the Audit Committee and the Overview and Scrutiny Committee at their next meetings.

Reason for Decision: In order for the Executive to meet the statutory requirement to consider the Annual Audit and Inspection Letter and its recommendations.

718. **Key Decision - Financial Settlement with Harrow Primary Care Trust:**

Members commended the work done by the Group Manager (Finance) in this area and the Portfolio Holder for Social Care and Health undertook to write to her personally thanking her for the work she had done.

Following a short discussion in the confidential session of the meeting it was

RESOLVED: (1) To approve the payment of £1.44m offered by Harrow Primary Care Trust (PCT) in settlement of outstanding invoices prior to 1 April 2004;

(2) to write off £568,501.30 of debt invoiced to Harrow PCT, as detailed in the officer report.

Reason for Decision: Cabinet approval is required to write off any debts above £25k and to stop devoting resources to follow up the outstanding debts.

(See also Minute 709).

719. **Key Decision - Grant Funding 2005-06:**

The Executive Director (Business Connections) introduced the report and drew Members' attention to the recommendations from the meetings of the Grants Advisory Panel and the reference from the Strengthening Communities Scrutiny Sub-Committee. Members acknowledged the good work carried out by the Harrow Community Transport Network, but felt that it would be inappropriate for the Council to single out an organisation and administer financial aid "as and when it was required".

During further discussion, a Member highlighted the need to ensure that the correct procedures were applied in the administering of grants from the next financial year.

The Chair reported on his discussions with organisations which had highlighted a number of pertinent issues which would be examined further. The Chair also pointed out the need to provide support to organisations in accessing sources of funding other than from the Council.

RESOLVED: (1) To note that the overall grants budget for 2005/2006 is £1,139,600;

(2) to agree that the amount of £31,800 accounts for inflation additions for salaries;

(3) to agree the Grants Advisory Panel's 'in principle' decisions on grant funding and reserved funding in relation to the individual grant applications, as set out in the appendix to Recommendation 1 of the Grants Advisory Panel meeting on 24 January 2005;

(4) that the reserved grants in 2004/05 amounting to £12,000 which cannot be released, be withdrawn and taken back into the grant aid budget, together with £1,223 which was unallocated in 2004/05;

(5) that the provision of £13,223 be carried forward into 2005/06 in accordance with Financial Regulations;

(6) that the Grants Advisory Panel's in-principle decisions on the outstanding grant applications, as outlined in the appendix to Recommendation 2 of the Grants Advisory Panel meeting on 28 February 2005, be agreed;

(7) that the reference from the Strengthening Communities Scrutiny Sub-Committee meeting held on 25 January 2005 be noted.

Reason for Decision: To finalise the allocation of funding to voluntary organisations in 2005/06.

(See also Minute 709).

720. **Multi Agency Strategy for the Development of Services to Refugees and Asylum Seekers:**

The Executive Director (People First) introduced the report and pointed out that if Members were minded to agree the recommendation therein, they would also be approving model 2 set out in Appendix 3 of the officer report.

The Portfolio Holder for Education and Lifelong Learning commended the report and it was

RESOLVED: That the Strategy be approved and that it be presented to the Harrow Strategic Partnership for formal adoption.

Reason for Decision: Formal Cabinet approval of the revised Strategy was required prior to seeking its formal adoption by the Harrow Strategic Partnership.

(See also Minute 709).

721. **Harrow People:**

The Group Manager for Communications introduced the report and highlighted a number of issues, including the fact that an increase in the frequency of the Harrow People magazine would achieve a net saving to the Council. He advised against the use of the postal service as a mode of delivery as this would be very expensive.

Following a short discussion, it was

RESOLVED: That the Harrow People magazine be a bi-monthly publication from June 2005.

Reason for Decision: Recent MORI surveys indicate that residents want more communication from their local authority. Indications from readers of Harrow People are that they would prefer a monthly or bi-monthly publication.

722. **Local Development Scheme:**

The Director of Strategy (Urban Living) introduced the report and sought Members' approval of the Local Development Scheme (LDS) as amended by the Strategic Planning Advisory Panel on 1 March 2005. The minutes of the meeting were also tabled. The Director stated that she did not expect any further major changes to be made to the Scheme by the Government Office for London (GOL) and/or the Planning Inspectorate.

The Portfolio Holder for Planning, Development and Housing agreed with a suggestion from a Member that if significant changes were made to the LDS, these ought to be submitted to the Strategic Planning Advisory Panel for comment.

RESOLVED: That, subject to the inclusion of necessary additions resulting from the receipt of further comments from the Government Office for London (GOL) and the Planning Inspectorate, the Local Development Scheme be approved for submission to GOL by 28 March 2005, as recommended by the Strategic Planning Advisory Panel.

Reason for Decision: The LDS is required to be approved by Cabinet prior to submission to the GOL by 28 March 2005. Submission of the LDS by the set deadline, the priorities included and the delivery of the programme set out in the LDS are important elements of performance management with direct links to Planning Delivery Grant. Public involvement on the draft was seen as a positive start to the LDF process, increasing public awareness at the outset.

723. **Petts Hill Road Improvement Scheme:**

Cabinet received, under Council Procedure Rule 15.6, a reference from the Council meeting held on 24 February 2005, which set out a motion relating to the Petts Hill Road Improvement Scheme. In accordance with paragraph 18 of the Executive

Procedure Rules, and following considerable debate, it was agreed that Councillors Mrs Kinnear and John Nickolay could speak on this item.

During the course of the debate, the Leader of the Conservative Group stated that, if motions were referred by Council to Cabinet before being proposed or discussed, he would be seeking changes to the Council's Constitution to ensure that such motions were proposed and seconded and fully debated at Cabinet.

An amendment to the motion referred from Council was tabled and, in response to questions from a Member, the Chair clarified both the contents of the amendment and the involvement of Network Rail.

The amendment to the motion was moved and seconded. The Environment and Transport Portfolio Holder stated that it would not be in the Council's interests to suspend work on Phase I as the Council would be in breach of the contract if such action was sanctioned. He added that whatever the eventual outcome, the work done under Phase I was essential. He outlined the position taken by Network Rail and their refusal to contribute towards the improvement of Petts Hill Bridge, which had left the Council and Transport for London (TfL) with the task of funding the necessary works and ensuring that these were carried out. He assured Members that a full report on Petts Hill Road Improvement Scheme would be submitted to the next meeting of Cabinet. He added that he had had informal discussions with the Senior Transport Minister, Tony McNulty MP, and that a formal meeting would be arranged.

He stated that it was essential that the preliminary works were carried out in order to make the Bridge safe, and that further works would not be sanctioned until agreements with appropriate parties had been reached. He also informed Members that a comprehensive scheme had not yet been finalised.

The Leader of the Conservative Group stated that, on this basis, his Group would support the amendment tabled at the meeting, but pointed out the need to address the safety aspects during final negotiations.

RESOLVED (unanimously): That the substantive motion, as amended, be adopted in the following terms:

"That the Council:

1. agrees to enter into discussions with Network Rail with a view to establishing a joint approach with TfL concerning implementation of a possible alternative comprehensive scheme. These should include discussions with the elected representatives at all levels to enable such a scheme to be evaluated;
2. needs to know the total cost of the scheme before work commences."

Reason for Decision: To ensure a joint approach to improvements to Petts Hill Bridge.

724. **Parks Pavilions:**
Having welcomed this report, Cabinet

RESOLVED: (1) To declare a short-list of six pavilions surplus to the Council's requirements;

(2) that the Director of Strategy (Urban Living) be authorised to market them and grant leases on terms to be agreed.

Reason for Decision: To enable the buildings to be let and brought back into beneficial use and to help improve the environment in Harrow.

725. **Key Decision - Renewal of Council Insurance Programme 1st April 2005:**
Members considered a confidential report from the Executive Director (Business Connections) in relation to the renewal of the Council Insurance Programme. The Executive Director (Business Connections) reported that pooling arrangements would be examined when the agreement with the Council's existing insurers came to an end in 2006.

RESOLVED: (1) That the Council's insurance programme for the 2005/2006 financial year be renewed with existing insurers at a cost of £1,238,500;

(2) that internal insurance provisions totalling £950,000 be established to meet anticipated self funded claims for 2005/2006 financial year.

Reason for Decision: To secure the Council's insurance requirements prior to 31 March 2005, when the current contracts expire.

726. **Key Decision - Award of Contract for the Provision of Internal Audit Services:**
Members considered a confidential report from the Director of Financial and Business Strategy in relation to the award of a contract for the provision of internal audit services. In response to a question from a Member, the Executive Director advised against the setting up of an in-house team to carry out the work because of the specialist skills required, and because it would not be financially viable.

RESOLVED: That a two year call-off contract be awarded to pps Acit Ltd.

Reason for Decision: In order that the contract can be in place for the beginning of the 2005/06 financial year.

(See also Minute 709).

727. **Asset Management Contract:**
Members considered a confidential report tabled at the meeting from the Executive Director (Business Connections) in relation to the Council's Asset Management Contract.

RESOLVED (unanimously): That the recommendations set out in the officer report be approved.

Reason for Decision: As set out in the officer report.

728. **Extension and Termination of the meeting:**
In accordance with the provisions of Executive Procedure Rule 22.2 (Part 4D of the Constitution) it was

RESOLVED: To continue the meeting until 10.15 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.15 pm).

(Signed) COUNCILLOR NAVIN SHAH
Chair

CABINET
ADVISORY
PANELS

**STRATEGIC PLANNING ADVISORY PANEL
(SPECIAL)****1 MARCH 2005**

Chair: * Councillor Burchell

Councillors: * Marilyn Ashton * Mrs Kinnear
* Mrs Bath * N Shah
* Idaikkadar * Anne WhiteheadNon-voting * Councillor Branch
Co-opted Member:

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Local Development Scheme**

The Panel received a report of the Director of Strategy (Urban Living), which included a revised draft of the Local Development Scheme (LDS). Officers explained that, following the Panel's consideration of an earlier draft of the LDS at its last meeting, consultation had taken place whereby groups and individuals had been invited to comment on the document. Copies of the draft LDS had also been forwarded to a range of statutory bodies and adjoining local authorities for comment. The Greater London Authority had been consulted but had not responded. Officers had amended and improved the LDS in light of the responses received, and these changes were highlighted in the latest version of the LDS, for consideration by the Panel.

Officers explained that, following attendance by officers at meetings with the Government Office for London (GOL), and receipt of further comments from GOL, it was likely that further amendments addressing matters raised by GOL would be incorporated into the LDS before it was submitted to Cabinet. Subject to any further changes and updating agreed by the Panel and Cabinet, the LDS would be submitted to GOL before the end of March 2005.

Resolved to RECOMMEND: (to Cabinet)

That the Local Development Scheme be approved.

[REASON: Approval of the Local Development Scheme was required in order to meet the timetable for submission to the Government Office for London].

(See also Minute 22).

PART II - MINUTES15. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.16. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made by Members in relation to business transacted at this meeting.17. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.18. **Minutes:****RESOLVED:** That the minutes of the meeting held on 2 December 2004, having been circulated, be taken as read and signed as a correct record.19. **Public Questions:****RESOLVED:** To note that there were no public questions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

20. **Petitions:**

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

21. **Deputations:**

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

22. **Local Development Scheme:**

Further to Recommendation 1 above, officers explained that the development of the Local Development Framework (LDF) involved greater public involvement, and in this respect differed from the consultation process for the Unitary Development Plan. Of 760 consultation letters sent, only 13 responses had been received. Members expressed concern at the very low response rate and requested that steps be taken to check that the Council's contact information was up to date. Officers reported that no letters had been returned as undeliverable, which indicated that incorrect contact details were not the primary reason for the low response rate. In developing the Statement of Community Involvement, and in order to improve the quantity of feedback received from the public, it would be helpful to identify which method residents preferred to use to express their views, as the traditional policy of sending letters had not, on this occasion, attracted high response levels.

The Panel discussed the revised content of the Local Development Scheme (LDS). Members made detailed comments on specific items and their requests for changes were recorded by officers. The following general issues were noted:

- Appropriate consultation would be taking place with neighbouring boroughs such as Barnet.
- The Panel asked to be sent copies of the consultation responses received.
- A Member expressed concern at the cost of producing the LDS. Officers explained that the resources previously allocated to producing the UDP would be employed on the development of the LDF. Officers confirmed that the process of developing and revising the LDS would be ongoing.
- In response to a question from a Member regarding Risk Assessment, officers confirmed that the Council would be keeping abreast of developing case law and monitoring activity in other boroughs.
- The Panel agreed that it would be helpful if a resource library were available so that documents referenced in the LDS could be consulted. In particular, the Panel requested to be given copies of PPGs, PPSs, and any consultation documents on these.
- With reference to Conservation Areas which had been subject to public consultations, officers confirmed that they would check whether any of the four Conservation Area Policy Statements indicated on page 9 of the draft LDS as having been out to public consultation, had in practice been adopted by the Council.

The Panel, having made a recommendation to Cabinet to approve the final version of the LDS, which would incorporate comments made by Members, improvements emanating from public consultation, and any additional changes considered necessary such as revisions arising from meetings with, and further comments received from, GOL,

RESOLVED: (1) To note the comments received following public consultation on the draft LDS;

(2) that a copy of the final version of the LDS submitted to Cabinet be circulated to Members of the Panel for information;

(3) that the Director of Strategy (Urban Living) be requested to write to all Members of Council explaining how the Council's database of contact information was kept up to date;

(4) that the Director of Strategy (Urban Living) be requested to provide Group Offices with a copy of the database so that Members can assist in advising when information requires updating;

(5) that copies of consultation responses received be sent to Members of the Panel; and

(6) that the Director of Strategy (Urban Living), the Director of Strategic Planning and the Chair of the Panel discuss how best to set up a resource library for Members.

(Note: The meeting having commenced at 7.30 pm, closed at 8.50 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair

STRATEGIC PLANNING ADVISORY PANEL

16 MARCH 2005

Chair: * Councillor Burchell

Councillors: * Marilyn Ashton * Mrs Kinnear
* Mrs Bath * Ray (3)
* Idaikkadar * Anne Whitehead

Non-voting Councillor Branch
Co-opted Member:

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

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Development Brief - Land at Honeypot Lane**

The Panel received a report of the Director of Strategic Planning, which included a revised draft of the Development Brief for land at Honeypot Lane. It was reported that, following the Panel's consideration of an earlier draft of the Brief at its meeting on 2 December 2004, officers had further considered the position of the Environment Agency on flood risk, and had assessed a range of access and traffic issues. The outcome of these findings were detailed in the revised Brief. Minor changes had also been made in line with newly published planning policy and further representations made on behalf of the major landowner and adjoining businesses.

The Director of Strategic Planning explained that approval of the Brief, which took into account the views of relevant stakeholders, would improve service delivery by establishing a planning framework that would guide further use and development of the site. The Brief would assist the Council in considering future proposals and help facilitate the implementation of a key Proposal Site in the Unitary Development Plan.

The Panel discussed the revised content of the Brief and made the following points:

- The Panel agreed that it was important to recognise the current use of existing businesses in Parr Road and welcomed the degree of protection for these businesses that was contained within the Brief.
- A Member felt that the number of additional units required made the density too high.
- A Member commented that they were uneasy about the use of a large employment site.
- A Member stated that she would like to see a 50/50 balance of social/intermediate housing, to provide greater opportunity for local employees to benefit from shared ownership.
- Members agreed that it would be helpful to visit an example of an established mixed-use site.

Resolved to RECOMMEND: (to Cabinet)

That (1) the Development Brief for Land at Honeypot Lane be approved; and

(2) the Development Control Committee be informed when the Brief has been approved.

[REASON: To establish a planning framework to guide the future use and development of the site].

(See also Minute 30).

RECOMMENDATION 2 - Government Consultation on PPS10: Planning for Sustainable Waste Management

The Panel received a report of the Director of Strategy (Urban Living), which included a draft of the Council's response to the Government consultation on PPS10: Planning for Sustainable Waste Management.

The Panel discussed the draft response. Members made detailed comments on specific items and their requests for changes were recorded by officers. The following general issues were noted:

- Officers advised that the waste management emphasis was on minimisation, recycling and processing rather than landfill. The emphasis on sub-regional arrangements was important to enable the identification of facilities which could be grouped together and prevent proliferation of sites.
- Members expressed some concern at the requirement for “redundant farm buildings” to be identified as sites for new waste management capacity, particularly in relation to later re-use of sites that had been used for waste purposes. Officers advised that, at planning permission stage, stringent reclamation and restoration conditions would be agreed for any waste tip sites.
- The format of the consultation had meant that officers had to constrain their responses to the questions asked. Officers felt that this might not be the most effective method of consulting, and suggested that a different approach by the ODPM might be better in future.
- The Panel noted that no guidance or references to other documents had been provided to assist respondents in completing the consultation questionnaire. The Panel suggested that the final PPS be a self-contained document and include short extracts of the main points from the documents it refers to, to avoid missing out important facts.
- Some Members felt that it would be helpful for each Member to have their own copy of the PPSs, rather than one copy being available in each Group Office.

Resolved to RECOMMEND: (to the Leader)

That the response to the Government Consultation on PPS10: Planning for Sustainable Waste Management, as now amended, be agreed.

[**REASON:** To enable the Council to set out its position with regard to the spatial planning of waste management].

(See also Minute 31).

PART II - MINUTES

23. **Attendance by Reserve Members:**

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

Ordinary Member
Councillor N Shah

Reserve Member
Councillor Ray

24. **Declarations of Interest:**

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

25. **Arrangement of Agenda:**

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

(2) in accordance with the provisions of the Local Government (Access to Information) Act 1985, the following item/information be admitted to the agenda by reason of the special circumstances and grounds for urgency stated:

Agenda Item

Special Circumstances/Reasons for Urgency

4. Minutes

The minutes were not available when the main agenda was printed.

26. **Minutes:**

RESOLVED: (1) That the Chair be given authority to sign the minutes of the Special meeting held on 1 March 2005, those minutes having been circulated, as a correct record of that meeting, once printed in the Council Bound Volume; and

(2) in response to a request from a Member, that the Chair would consult with the Chair of Cabinet to ascertain whether the full minutes of the Panel's meetings could be submitted to Cabinet as a matter of course.

27. **Public Questions:**

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

28. **Petitions:**

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

29. **Deputations:**

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

30. **Land at Honeypot Lane - Development Brief:**

Further to Recommendation 1 above it was

RESOLVED: That officers be requested to investigate whether there were any mixed-use sites within the M25 areas that Panel Members could visit.

31. **Government Consultation on PPS10: Planning for Sustainable Waste Management:**

Further to Recommendation 2 above, it was

RESOLVED: That the Director of Strategy (Urban Living), the Director of Strategic Planning and the Chair of the Panel, when discussing how best to set up a resource library for Members, take into consideration Members' request that they each receive a copy of key documents.

(Note: The meeting having commenced at 7.30 pm, closed at 8.35 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair

TRAFFIC AND ROAD SAFETY ADVISORY PANEL

2 MARCH 2005

Chair: * Councillor Miles

Councillors: * Arnold * Ismail
 * Branch * John Nickolay
 * Burchell * Anjana Patel (2)
 * Choudhury * Anne Whitehead
 * Harriss

Advisers: Mrs R Carratt - Harrow Association for Disabled People
 * Mr J Gloor - CTC/Right to Ride
 Mr A Wood - Harrow Public Transport Users' Association

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

[Note: Councillor Mrs Joyce Nickolay also attended this meeting to speak on the item indicated at Recommendation 2 below].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Pinner Road/Station Road, North Harrow**

Your Panel received a report of the Interim Head of Environment and Transport which detailed measures to improve the environment and traffic conditions in North Harrow, in light of the New Harrow Project and the receipt of some petitions.

It was advised that funding from Transport for London (TfL) had been secured to install lay-bys in Station Road and plans were in place for the re-development of the Safeways site, which it was hoped would contribute to the regeneration of the area.

The Panel was informed of a petition that had requested a right-turn filter light at the junction of Station Road and Pinner Road, but were advised that this would only be possible if motorists were willing to accept additional queues. However, it was noted that conditions could be enhanced by improving the markings in the junction and improving pedestrian crossing facilities on the south-east arm.

In the discussion that followed, Members sought clarification on a number of issues. In response to a query regarding the dangers posed to pedestrians by installing lay-bys, it was advised that there were already three crossing points in Station Road: at the signals at the Pinner Road/Station Road junction; the signalled crossing outside the station; and a pedestrian refuge in-between. Additionally, a car park was located close by behind the shops on the other side of the road which provided the first hour of parking free.

A Member having queried why the traffic lights outside North Harrow Station were not working, an officer stated that these were in the process of being upgraded and agreed to investigate the situation.

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

That (1) officers be instructed to implement parking lay-bys in Station Road on the south east side between Pinner Road and Churchill Court as illustrated on the plan at Appendix A of the officer report, the lay-bys be implemented as early as practicable when funding is available, and officers investigate with Transport for London the possibility of bringing funding and implementation forward;

(2) the parking spaces in the proposed new lay-bys be subject to control by pay and display at the same tariff as the Pinner Road on-street pay and display spaces in the shopping area, and officers carry out a review of loading facilities and parking restrictions in the immediate area to determine if any improvements are required and if part of the proposed new lay-bys should be used for servicing;

(3) the bus stops near the station remain in their existing positions for the reasons explained in the officer report;

(4) the improvements to car park signing, and the introduction of free parking for the first hour in the car parks and on street pay and display bays, be noted;

(5) officers be instructed to review and improve road markings within the signal junction to assist right turners from Station Road into Pinner Road, and it be noted that the introduction of a further right turn filter at the signal junction would have significant and unacceptable implications on queues and delays;

(6) officers implement the improvement of pedestrian crossing facilities on the Pinner Road south-east arm (the arm to/from Harrow Town Centre) by providing dropped kerbs and tactile paving and enlarging the central pedestrian refuge;

(7) it be noted that the recent roll-out of the New Harrow Project initiative to this area includes proposals to improve pedestrian facilities and the street scene by minimising street furniture clutter and reviewing and improving street lighting, paving and planting;

(8) it be noted that officers will report on the safety and design of the cycling facilities in the North Harrow shopping area following the review described in the officer report; and

(9) an officer investigate why the traffic lights outside North Harrow Station are not working.

RECOMMENDATION 2 - Controlled Parking Zones/Resident Parking Schemes - Annual Review and Related Petitions

Your Panel received a report of the Interim Head of Environment and Transport which provided details of existing and proposed Controlled Parking Zones (CPZs)/Resident Parking Schemes in the London Borough of Harrow.

The Panel was referred to Appendix D of the officer report and advised of several changes to the timescale for the completion of CPZ schemes in the financial year 2005/2006.

In the discussion that followed, the Panel expressed concern over a number of roads that had experienced traffic problems caused by parked cars. With regard to the Highlands, Edgware, a Member raised the problem of obstructive parking and related congestion in the area from Stag Lane to Bacon Lane. It was noted that although these areas were not included in any programmed CPZ review, measures were required to ease the traffic problems experienced by businesses and residents in the area. In response, an officer stated that the rationale for the priority list was not solely based on the severity of the problem(s) but also on demand from the local community. It was advised that the priority list and programme could be altered and an offer was made to liaise with Barnet Council and Brent Council on the problems experienced by residents in the aforementioned area (see also Minute 100).

With regard to parking problems, a Member suggested that it would be useful if TfL could advise on their policy for setting parking charges at station car parks. The Member considered that these charges should be designed to maximise usage, not income. An officer agreed to investigate this suggestion.

A Member expressed concern at the traffic problems experienced in Honeypot Lane which had arisen as a result of the parking controls around Canons Park station. The Panel was informed that a development brief for a major development off Honeypot Lane would be considered by the Strategic Planning Advisory Panel on 16 March 2005, and a suggestion was made that traffic officers liaise with the planning department regarding the possibility of securing funds for parking controls as part of the development scheme.

Members referred to the current parking problems experienced in Village Way and Eastcote Lane and noted that the CPZ Review for this area was not programmed for completion until 2007. It was suggested that parking should be restricted to one side of the road only in order to improve traffic flow and safety. In response, an officer advised that the introduction of a yellow line scheme could occur in advance of a CPZ and, accordingly, an addition to the recommendations in the officer report was tabled.

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

That (1) the above comments be noted;

(2) subject to funding, the priority list as shown at Appendix D of the officer report be adopted as the Controlled Parking Zone Programme, for inclusion in the Local

Implementation Plan and the Borough Spending Plan submission to Transport for London, and the Wealdstone Regeneration Advisory Panel and head petitioners be informed accordingly; and

(3) officers consider effective measures, such as restricting parking to one side, that could be taken in Village Way (Rayners Lane) and Eastcote Lane (South Harrow) to enable buses and other traffic to proceed unobstructed by vehicles parked on both sides outside the parking zones, and report back to the next meeting of the Panel.

PART II - MINUTES

88. **Attendance by Reserve Members:**

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

Ordinary Member

Reserve Member

Councillor Kara

Councillor Anjana Patel

89. **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.

90. **Arrangement of Agenda:**

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

(2) a petition requesting the removal of parking restrictions on the east side of Pinner Road, which stood referred to the Panel from the Council meeting held on 24 February 2005, be considered by the Panel as a matter of urgency; and

(3) two items now identified by the Chair be added to the agenda for this meeting (see Minutes 100 and 101 below).

91. **Minutes:**

RESOLVED: That the minutes of the meeting held on 1 December 2004, having been circulated, be taken as read and signed as a correct record subject to the following addition to Recommendation 2:-

“At the request of the Conservative Nominated Member, the Officers explained that negotiations with TfL and Network Rail requested at the meeting on 4th December 2002 had been unsuccessful, and that the Panel’s preferred option of further road widening by bridge replacement was not an option. It was reported that Network Rail did not feel that the near 100 year old bridge would need replacing for several years.”

92. **Public Questions:**

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

93. **Petitions:**

RESOLVED: (1) To note the receipt at the meeting of the following petition, which was referred to officers for consideration:

- Petition requesting an extension of the Stanmore CPZ into West Avenue
Presented by Councillor Arnold and signed by residents of West Avenue.

(2) to note that the following petitions stood referred to this Panel from the Council meeting held on 24 February 2005, and that officers would report on these petitions at the next meeting:

- Petition requesting road safety measures in Kenton Park Parade, Kenton
Presented at the Council meeting by Councillor Vina Mithani and signed by approximately 137 traders on the Kenton Road parade.

- Petition requesting dangerous traffic problems to be addressed in Albury Drive and Evelyn Drive
Presented at the Council meeting by Councillor Knowles and signed by approximately 55 residents of the Pinnerwood Park Conservation Area.

94. **Petition Requesting the Removal of Parking Restrictions on the East Side of Pinner Road:**

Further to it having been agreed to consider this item as a matter of urgency, Members noted that a petition requesting the removal of parking restrictions on the east side of Pinner Road between Pinner View and Devonshire Road, stood referred to the Panel from the Council meeting held on 24 February 2005. The petition had been presented to the Council meeting by Councillor Stephenson, and signed by approximately 900 residents of the Borough.

The Chair informed the Panel that Pinner Road would be considered as part of the Harrow Town Centre Review and a meeting with stakeholders was planned for the latter half of March 2005.

A Member stated that parking in Pinner Road was an outstanding problem and the lack of parking restrictions and a pelican crossing posed a significant danger to pedestrians.

In response, it was agreed that this section of Pinner Road should be included in the Harrow Town Centre Review consultation process and the removal of the parking restrictions on the east side of the road be raised at the stakeholders meeting later in the month.

RESOLVED: That Pinner Road between Pinner View and Devonshire Road be included in the Harrow Town Centre Review consultation process, and the removal of the parking restrictions on the east side of the road be raised at the stakeholders meeting later in the month.

95. **Deputations:**

The Panel received a deputation from a resident of Merryfield Gardens, Stanmore, which detailed the danger posed by parked cars in the area and requested the inclusion of Merryfield Gardens in the Stanmore Controlled Parking Zone (CPZ).

Members were informed that many of the residents in Merryfield Gardens were elderly and either had not received the initial CPZ consultation document or had not understood the questions. It was advised that over the last year the problem of parked cars in the road had significantly increased and, as a result, visibility at the junction of Marsh Lane had been greatly reduced. It was noted that this not only posed a danger to motorists but also impeded the work of the emergency services.

In the discussion that followed, Members sought clarification on a number of issues. In response to a query regarding the effects of a CPZ, the depute informed the Panel that she was fully aware of these as were the other residents. Consequently, it was agreed that Merryfield Gardens and Merryfield Court should be re-consulted on inclusion in the Stanmore CPZ. In response to a concern raised by a Member, it was agreed by the Panel that responses from the residents of Malcolm Court and other nearby roads should be re-checked and, if proved to be borderline in agreeing to the scheme, those residents should also be re-consulted.

RESOLVED: That (1) officers re-check the responses from Malcolm Court and other nearby roads and if proved to be inconclusive, residents be re-consulted on inclusion in the Stanmore CPZ; and

(2) Merryfield Gardens and Merryfield Court be re-consulted on inclusion in the Stanmore CPZ.

96. **Appointment of an Adviser to the Panel:**

RESOLVED: That a representative of the North West London Chamber of Commerce be appointed to the Panel for the remainder of the 2004/2005 Municipal Year.

97. **Planning Application P/2935/04/CFU, 375-379 Uxbridge Road, Hatch End:**

The Panel received a reference from the Development and Control Committee meeting held on 11 January 2005 which requested that the Panel consider the above planning application and the possible need for additional traffic measures in Uxbridge Road.

The Chair informed the Panel that this matter would be incorporated into a general report on road safety issues in the Hatch End area.

RESOLVED: That (1) the reference be noted; and

(2) the issue of increased vehicular activity be incorporated into a general report on road safety issues in the Hatch End area.

98. **Pinner Road/Station Road, North Harrow:**

See Recommendation 1.

99. **Controlled Parking Zones/Resident Parking Schemes - Annual Review and Related Petitions:**

See Recommendation 2.

100. **The Highlands, Edgware:**

Further to it having been agreed to add this item to the agenda, a Member raised concerns over the large volume of traffic passing through the Highlands, Edgware. The Panel was informed that this had occurred as a result of motorists using this road as an alternative route from Stag Lane and the Broadway. It was noted that problems of accessibility had now arisen particularly with regard to refuse vehicles. The Member requested that officers review the area and investigate options to improve traffic conditions and report back to the Panel as appropriate.

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

(2) officers investigate the traffic problems in the Highlands and report back to the Panel as appropriate.

101. **Petts Hill:**

Further to it having been agreed to add this item to the agenda, the Panel noted that a motion on this matter had been referred from Council to Cabinet. Officers were instructed to make available to Members of the Panel details of negotiations that had taken place with TfL and Network Rail between December 2002 and December 2004 (as referred to in Minute 83 of the meeting on 1 December 2004).

It was stated that residents would have preferred the replacement of the bridge at Petts Hill and the creation of four road lanes, as opposed to its renovation. A Member sought the names of contacts in TfL and Network Rail used by officers, in order that information could be passed to political colleagues at all levels; this, it was hoped, could secure funding for the replacement of the bridge.

In response, the Chair commented that after a cost-benefit analysis, TfL had decided that to renovate the bridge was more cost effective than to replace it, although it was emphasised that future consultation at any level was welcome.

RESOLVED: That it be noted that a motion on this matter had been referred from Council to Cabinet, and officers be instructed to make available to Members of the Panel details of negotiations that had taken place with TfL and Network Rail between December 2002 and December 2004 (as referred to in Minute 83 of the meeting on 1 December 2004).

102. **Local Safety Schemes:**

Arising from discussions at the meeting, a Member referred the Panel to a report on the Information Circular which detailed Local Safety Schemes and the Traffic Calming Programme for 2005/2006. It was requested that in future Members should be notified of any Local Safety Schemes before they were implemented. In response, it was advised that the responsibility for managing and implementing Local Safety Schemes was delegated to officers, but it was agreed by the Panel that in future Nominated Members would be consulted on any Portfolio Holder reports on implementing Local Safety Schemes.

RESOLVED: That Nominated Members be consulted on Portfolio Holder reports relating to implementation of Local Safety Schemes

(Note: The meeting having commenced at 7.31 pm, closed at 9.20 pm)

(Signed) COUNCILLOR JERRY MILES
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
8 MARCH 2005

Chair: * Councillor Toms

Councillors: * Choudhury * Janet Cowan

Advisers: Mr D A Jones
(Vacancy)

* Denotes Member/Adviser present

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

On 8 March 2005 there were 5 children for whom the admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

Resolved to RECOMMEND:

That an offer of admission to a school be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H85	10	Canons
H86	10	Park
H88	10	Bentley Wood
H89	10	Harrow High
H90	10	Rooks Heath

[Note: Case H87 was withdrawn from the agenda, as an offer of a place had already been made].

PART II - MINUTES
362. Attendance by Reserve Members:

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

363. Declarations of Interest:

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

364. Arrangement of Agenda:

RESOLVED: That the item appearing in Part II of the agenda be considered with the Press and Public excluded on the grounds indicated below:

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part I of Schedule 12A to the Local Government (Access to Information) Act 1985 in that it contains information relating to any particular applicant for, or recipient of, any service provided by the Authority.

365. Minutes:

RESOLVED: That the signing of the minutes of the meetings held on 1 February and 22 February 2005 be deferred until printed in the next Council Bound Minute Volume.

366. **Public Questions:**

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

367. **Petitions:**

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

368. **Deputations:**

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

369. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.20 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

BEST VALUE ADVISORY PANEL**22 MARCH 2005**

Chair: * Councillor Idaikkadar

Councillors:	* D Ashton	* Omar (1)
	* Burchell	* Osborn (1)
	* Currie	* Pinkus

* Denotes Member present

(1) Denotes category of Reserve Members

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Best Value Review - Harrow's Economy**

The representative of the Director of Financial and Business Strategy introduced the report and identified the objectives of the Review. He referred to a second review relating to a survey of employees in the Borough.

He added that the final report, detailing the findings of both the surveys, would be submitted to the Panel in September 2005. He informed the Panel that both surveys would be funded from the revenue budget of £185k. He clarified that £100k would be used to fund the two reviews and that the remaining £85K would be used to fund work with hard to access groups. He undertook to respond to Members about the suggestion relating to enterprise development.

Members asked a number of questions and made the following comments:

- that the Review(s) ought to link into the Local Development Framework (LDF)
- that the Review(s) need to link in with some of the Council's Scrutiny bodies.

Resolved to RECOMMEND: (To the Portfolio Holder)

To approve the scoping document for the Best Value Review on Harrow's economy.

Reason for Recommendation: To ensure that the Best Value Review has clear objectives from the start and that there is a plan in place to conduct the review. To ensure that Harrow's relationship with businesses develops in an effective way

PART II - MINUTES145. **Appointment of Chair:**

RESOLVED: That the appointment of Councillor Idaikkadar as Chair of the Best Value Advisory Panel for the remainder of the 2004/05 Municipal Year, as agreed at the Cabinet meeting held on 16 December 2004, be noted.

146. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Bluston
Councillor Vina Mithani

Reserve Member

Councillor Omar
Councillor Osborn

147. **Declarations of Interest:**

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

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

RESOLVED: To note the appointment at the last meeting of the Panel on 25 November 2005 of Councillor Burchell as Vice-Chair of the Panel for the remainder of the 2004/05 Municipal Year.

149. **Arrangement of Agenda:**
The Chair asked Members to note that item 14, Best Value Review – Procurement, had been withdrawn from the agenda. He added that this matter would be considered at the next meeting of the Panel, and that, in the meantime, officers would be circulating additional information on the report.
- RESOLVED:** That (1) all items be considered with the press and public present; and (2) item 14, Best Value Review – Procurement, be withdrawn from the agenda.
150. **Minutes:**
- RESOLVED:** That the minutes of the meeting held on 25 November 2005, having been circulated, be taken as read and signed as a correct record.
151. **Public Questions:**
- RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part E of the Constitution).
152. **Petitions:**
- RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Procedure Rule 13 (Part 4E of the Constitution).
153. **Deputations:**
- RESOLVED:** To note that no deputations were received at this meeting under the provisions of the Advisory Panel and Consultative Procedure Rule 14 (Part 4E of the Constitution).
154. **First Contact - Progress Report:**
The Executive Director (Organisational Development) introduced the report and made a presentation on the work being done in relation to the Business Transformation Partnership and First Contact. She reported on the progress made on procurement of a partner and the development of First Contact.
- In her presentation, the Executive Director (Organisational Development) highlighted the following:
- that it was intended to secure a long term partner for the Council to work with on a whole series of projects and that, so far, the following 3 projects had been identified:
 - FC – First Contact – provision of one-stop shops and multi-channel contact centre(s)
 - ERP – Enterprise Resource Planning
 - MIS – Management Information - means by which the Council would receive meaningful/better information which would allow it to better manage its systems
 - that these projects, when implemented, should bring about a fundamental change in the way the Council operates and delivers its services
 - that the Council was working with two companies – Capita and Fujitsu – in refining the Invitation to Negotiate
 - that the bids were due on 1 April 2005
 - that the bids received would be evaluated during April 2005 and that separate evaluation teams for each of the projects had been set up with an overall team which would oversee the work of each of the evaluation teams
 - that the visits to other local authorities which had implemented some of the projects had taken place

- that a report recommending which of the two bids should be accepted would be submitted to the June 2005 Cabinet meeting, following which work would start on the detailed process of agreeing and implementing the contract
- that the key driver of these changes was the poor perception of the Council's customers who experienced difficulties in accessing services
- that radical changes, as requested by Members, were being proposed
- that CRM technology would link the Contact Centre(s) (CCs) to the One Stop Shop(s) (OSSs)
- that the benefits to customers would be immense and would revolutionise the way the Council delivers its services
- that there would be economies to be made and increased efficiency
- that the whole organisation would need to change and adapt
- that the systems would support Members and allow them to track their constituents' cases.

The Executive Director (Organisational Development) stated that there was some advantage in not having implemented such systems/changes already and that benchmarking had shown that many systems were out of date and "clunky". She added that the Council would be able to take advantage of the latest technology and that the strategic advice through the partnership with the private sector would drive further innovation and re-organisation.

In response to questions from Members, the Executive Director (Organisational Development) stated that:

- the majority of the services could be provided through OSSs or CCs and that the Council would be taking a risk-based approach by providing the less risky services first through the Centres
- in her opinion, it was not necessary to pilot a high risk service in order to test the system because the number of calls received in relation to high risk services were very low
- various locations for the OSSs were being examined and the key determinants would be good transport links, parking provision and accessibility
- Garden House and the Civic Centre sites were being examined as short term options for the OSSs pending the redevelopment of the town centre
- the CCs could be located anywhere.

The Executive Director stated that this was a huge project, which would be overseen by the Partnership Board comprising Members and officers. She added that the work would be split with the Partner appointed and that it was intended to appoint a Programme Manager to drive change within the organisation. Members commented that the skills required for such a post were unlikely to be found from existing resources and that a consultant might need to be appointed.

In response to further questions and concerns from some Members, the Executive Director (Organisational Development) stated that:

- Bolton Council had set up OSSs/CCs within a period of two years and that Harrow should aim to complete its implementation of this project within that timescale
- the partnership approach with other local authorities had been investigated but were considered to be risky
- OSSs would not be restricted to the Town Centre
- highly sophisticated systems were available to help determine the number of staff necessary for CCs.

Members made the following comments:

- that the project might appear ambitious but that change was necessary
- that the input from the private sector would help drive the project
- that all services could be delivered through OSSs/CCs
- that the provision of effective emergency services on Sundays should be looked into
- that the locations of the CCs should be subject to detailed consideration at a later stage.

RESOLVED: To note the progress made with regard to the Best Value First Contact.

Reason for Decision: To ensure implementation of the original Best Value Review. To develop One Stop Shops and a multi-channel Contact Centre to fundamentally improve the service provided to its customers.

155. **Best Value Review - Harrow's Economy:**

See Recommendation 1 above.

156. **Cultural Services Inspection:**

A representative of the Executive Director (People First) reported on the Cultural Services Inspection and informed Members that the inspection into Library Services and Sports and Leisure had been carried out by the inspectors (Deloitte) during March 2005. He reported that the inspection had involved a tour of the borough and that the inspectors had visited parks, libraries and other Council-owned sites. He added that staff, Members, Portfolio Holders and users of the services had all been interviewed.

Members were also informed that the auditors had been asked by the Council to focus on sport, leisure and library facilities. Members noted that:

- the inspectors had submitted a draft report to the Audit Commission and the Council would receive the report on 20 April 2005
- the report would set out the quality of the Council's services and identify improvements necessary
- after receipt of the report, the Council would have 10 working days to respond to the findings but it could also challenge the findings
- a round table meeting would take place on 25 April with the inspectors to challenge and seek clarification on the draft report
- the deadline for final comments from the Council was 3 May.

The officer reported on the consequences and that an improvement plan would be required by the Audit Commission.

RESOLVED: To note the report.

Reason for Decision: To inform the Panel of the Inspection.

(Note: The meeting having commenced at 7.30 pm, closed at 8.29 pm)

(Signed) COUNCILLOR THAYA IDAIKADAR
Chair

CONSULTATIVE
FORUMS

**TENANTS' AND LEASEHOLDERS'
CONSULTATIVE FORUM****3 MARCH 2005**

Chair: * Councillor Currie

Councillors: * Billson * Knowles
* Burchell (2)* Denotes Member present
(2) Denotes category of Reserve Member**Tenant and Leaseholder Representatives**

Representatives from the following Associations were in attendance:-

Antoneys Close Tenants' and Residents' Association
Brookside Close Tenants' and Residents' Association
Harrow Federation of Tenants' and Residents' Associations
Alexandra Avenue Tenants' and Residents' Association
Cottesmore Tenants' and Residents' Association
Eastcote Lane Tenants' and Residents' Association

(In total, 10 Tenants/Representatives attended).

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**198. **Attendance by Reserve Members:****RESOLVED:** To note the attendance of the following duly appointed Reserve Member:

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Margaret Davine	Councillor Burchell

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

<u>Member</u>	<u>Nature of Interest</u>
Councillor Currie	Councillor Currie declared a personal interest by virtue of his role as a Ward Councillor, as Eastcote Lane, Alexandra Avenue and Brookside Close were all in his ward. Accordingly, he remained and took part in the discussion and decision making on all items.
Councillor Knowles	Councillor Knowles declared a personal interest in agenda item 5, Matters Arising from the Tenants' and Leaseholders' Consultative Forum Meeting held on 6 January 2005, in that he sits on the Environment and Economy Scrutiny Sub-Committee. Accordingly, he remained and took part in the discussion and decision-making on this item.

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
10. Update on Housing Stock Options Appraisal Project	The report was not available at the time the agenda was circulated. The Forum was requested to consider this report as a matter of urgency.

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

201.

Minutes:

The meeting received for confirmation the minutes of its previous meeting held on 6 January 2005.

In relation to Minute 192, "Options Appraisal", the reference to prudential borrowing was queried and it was clarified that this was intended to indicate that this matter was still under consideration and not that a decision had been taken.

RESOLVED: That the minutes of the meeting held on 6 January 2005, having been circulated, be taken as read and signed as a correct record.

(Note: The above Resolution was agreed upon the Chair's casting vote).

202.

Matters Arising from the Tenants' and Leaseholders' Consultative Forum Meeting held on 6 January 2005:

The Forum considered a report of the Interim Head of Housing Services which contained an update on issues that had been raised at the Tenants' and Leaseholders' Consultative Forum on 6 January 2005. Several issues were discussed as follows:

Brookside Close

In response to a resident's concern regarding the difficulty experienced in accessing the newly fitted windows in order to open and close them, an officer explained that due to the layout of the kitchens it was not possible to achieve a more appropriate solution at present.

In answer to a resident's concern that some leaseholders' front doors were not fireproof, officers advised that the Council was unable to compel leaseholders to make improvements to their homes. Officers undertook to investigate whether it would be possible to compel leaseholders through their buildings insurance. The possibility of reviewing the leaseholder agreement some time in the future was discussed, but it was agreed that the secure tenancy agreement and the commencement of an Introductory Tenancy scheme would take priority.

Eastcote Lane Estate – Door Replacement Programme

Concerns were raised about broken doors being repaired instead of renewed, and wrong locks being fitted. Officers offered to meet ELTRA representatives, along with the Chair and the Portfolio Holder, to agree a definitive work programme on the estate.

Reference from the meeting of Cabinet held on 16 December 2004: 2005-06 Budget and Medium Term Budget Strategy 2005-06 to 2007-08

A Member expressed concern that the changes made by the Office of the Deputy Prime Minister (ODPM) to the rent re-structuring regime could have a knock-on effect on the estimated yearly rent increase that had been set out in the Council's Budget. It was agreed that an officer report be submitted to the next meeting clarifying whether this would change the steady rent increase of 4.73% from 2007/08 until 2012.

The Forum requested an update on claims that the sum of £130,000, raised during a previous rent increase, had not been spent on a cleaning service for communal areas as had been expected.

Matters Raised by the Cottesmore Tenants' and Residents' Association

A Member read out a report from the agenda of the next meeting of the Environment and Economy Scrutiny Sub-Committee concerning the management of trees on the Cottesmore Estate. The Sub-Committee had requested the report following a reference from the meeting of the Tenants' and Leaseholders' Consultative Forum held on 13 October 2004.

Following discussion, it was agreed that a reference be made to the Development Control Committee asking that the Committee consider a revision to the management of trees on estates and, in particular, a review of the appropriateness of some Tree Preservation Orders on estates. The Forum noted, however, that a work programme on communal areas on the estate had been started.

RESOLVED: That (1) the report be noted;

(2) a meeting be held between officers, ELTRA representatives, the Chair and the Portfolio Holder;

(3) a report be submitted to the next meeting on any future rent implications arising from the ODPM's revisions to the rent regime;

(4) a report be submitted on the expenditure for the cleaning of communal areas;

(5) the Development Control Committee be requested to consider a review of management of trees on Council estates; and

(6) the Environment and Economy Scrutiny Sub-Committee be notified of the action being taken by the Forum.

203. **Public Questions:**

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

204. **Petitions:**

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

- Petition relating to the installation of driveways in Hamilton Crescent but not in Stiven Crescent
An ELTRA representative presented the above petition, which had been signed by 9 residents living in Stiven Crescent.

205. **Deputations:**

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

206. **Revisions to the Standard Tenancy Agreement/Revisions to the Garage Licence/Setting up an Introductory Tenancy Regime:**

The Forum considered a report of the Interim Head of Housing Services which provided an update on revisions to the Tenancy Agreement, revisions to the Garage Licence and the establishment of an Introductory Tenancy Regime.

It was advised that consultation on the Tenancy Agreement revisions had not yet started and that a revised timetable had been drawn up by the Steering Group, which was overseeing the consultation. The Group, which included officers, Councillors and TRA representatives, would focus on the Introductory Tenancy Regime.

A resident having queried why the draft revised Tenancy Agreement stated that tenants must inform the Council if they would be away from their home for over four weeks, officers advised that it was a mechanism for identifying abandoned tenancies. The clause was not intended to be an intrusion into tenants' privacy but would enable officers to enter a property in the absence of a tenant if there was an urgent problem in the home. It was stressed that the revised Tenancy Agreement would be subject to consultation and that comments would be taken into account when finalising the Agreement.

In response to a question from a resident regarding VAT payment on garages, officers reported that tenants with less than three garages were exempt from paying VAT.

RESOLVED: That the report be noted.

207. **Update on Housing Stock Options Appraisal Project:**

The Forum considered a report of the Director of Strategy (Urban Living), which updated the Forum on the Options Appraisal process.

A Housing Stock Options Appraisal Working Group had been set up to oversee the process as part of the intention to involve all residents in the process. The Working Group, which included tenants, leaseholders, officers and Councillors, would also appoint an Independent Tenant Advisor who would assist residents through the Options Appraisal process.

In response to a tenant's concern about the selection of representatives on the Working Group, particularly as some came from areas which lacked Tenants' and Residents' Associations (TRAs), officers advised that the representatives had been selected based on the criteria agreed at an initial meeting, to which all TRAs had been invited.

The Forum was informed that the Harrow Federation of Tenants' and Residents' Associations had organised a meeting on Thursday 10 March 2005, and that Councillors, officers and TRA representatives were invited to attend.

RESOLVED: That the above be noted.

208. **Minor Estate Improvement Budget:**

The Forum considered a report of the Interim Head of Housing Services which provided an update on the work being carried out under the Minor Estate Improvement budget.

It was explained that there was funding available for all prioritised schemes and that proposals for environmental improvements from TRAs would be welcomed.

A Forum member asked if the whole budget would be spent this year. An officer responded that, given the late start, it would be difficult but that next year the whole budget would be spent.

In response to a comment from a Member regarding improvements on estates without TRAs, officers stated that estate improvements were being made across the Borough and that the Harrow Federation of Tenants' and Residents' Associations (HFTRA) actively encouraged work to be carried out on estates where there were no TRAs.

The Chair queried why there was only one contractor undertaking the work. Officers advised that the contractor had been assigned after an open negotiation on the basis of price and delivery.

RESOLVED: That the report be noted.

209. **Grounds Maintenance on Housing Estates:**

The Forum considered a report of the Interim Head of Housing Services about the proposal to provide grounds maintenance services in-house through the New Harrow Project Team.

In response to a question from a resident on whether planting would be included in the proposal, an officer responded that the maintenance of existing horticultural features would be the priority but improvements would be made.

The Forum noted the success of the Cottessmore Project last year, which involved young people in planting.

The Forum welcomed the proposal that the New Harrow Project Team would carry out the grounds maintenance services.

RESOLVED: That the report be noted.

210. **Questions from Tenants/Leaseholders:**

In response to a number of questions, officers provided the following information.

- ELTRA's suggested items had not been dealt with as a separate item as the issue appeared elsewhere on the agenda or had been dealt with outside the Forum.
- The capital programme for work had recently been agreed by Cabinet and would be shared with the Forum at its next meeting.
- A report on external decoration would be submitted to the next meeting.
- Officers undertook to investigate why a resident had not yet received a response to a letter submitted in January.
- Officers informed the Forum that the Council had set timescales and procedures for responses to complaints.

- An update on the Forum's reference to the Licensing and General Purposes Committee regarding the closure of an alleyway on Cottesmore Estate would be made to the next meeting.

Residents noted the problems with the technical aspects of Committee Rooms 1 and 2.

It was noted that under the Forum's terms of reference, all items raised at the Forum had to have been raised with the Housing Department previously.

RESOLVED: That the above be noted.

211. **Date of Next Meeting:**

RESOLVED: That the date of the next meeting of the Forum be 30 June 2005.

[Note: The meeting continued after 10.00pm in accordance with Advisory Panel and Consultative Forum Rule 12.1 (Part 4E of the Constitution)].

(Note: The meeting having commenced at 7.30 pm, closed at 10.33 pm)

(Signed) COUNCILLOR BOB CURRIE
Chair

HARROW
ADMISSIONS
FORUM

HARROW ADMISSIONS FORUM

21 MARCH 2005

Chair:	* Councillor Stephenson		
Councillors:	* Janet Cowan * Ray		
Community School Representatives:	<u>Governor</u>	<u>Primary</u>	<u>Secondary</u>
	* Mary Graham	* Sue Jones	Allan Jones
Jewish School Representative:	* Dr Ian Abrahams		
Roman Catholic School Representative:	† (Mike Murphy) * Mary Waplington (Reserve)		
Church of England School Representative:	* Mrs S Hinton		
Church of England Diocese Representative:	* Mrs K Uttley		
Catholic Schools Diocese Representative:	* Mr J E Billiet		
Primary Elected Parent Governor Representative:	† Mr H Epie		
Secondary Elected Parent Governor Representative:	† Mr R Sutcliffe		
Harrow Council for Racial Equality Representative:	† Prem Pawar		
Early Years Development Partnership Representative:	* Helena Tucker		
Social Services Representative:	(Vacancy)		

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS

RECOMMENDATION 1 - Feedback from Consultation on Community School Admission Arrangements for 2006 and on Voluntary Aided School Admission Arrangements for 2006

The Forum was asked to consider a report of the Director of Strategy (People First), which set out a report to be presented to Cabinet at its meeting on 14 April 2005 outlining the admission arrangements for the 2006/07 academic year. The Chair noted that the amendments to the 2005/06 admission arrangements agreed at the last meeting of the Forum on 19 October 2004 had, following consultation, been incorporated into this year's arrangements. Members raised the following points:

- (i) Medical claims – single sex/co-educational preference
Members felt that the wording suggested in the report was ambiguous, as Bentley Wood High School was the only single sex school community school in Harrow, making the statement "provided this is the school nearest to home" redundant in relation to single sex schools.

Members suggested the following alternative wording:

"...parents will have the opportunity of choosing either co-educational schooling, provided this is the school nearest to home, or single sex schooling"

In response to questions from Members of the Forum, the Chair emphasised that if the above wording was agreed, then parents with appropriate medical

claims, who had a preference for single sex education for their daughters, would have a very high admission priority to Bentley Wood High School.

- (ii) Reduction to planned admission number for Rooks Heath High School
A Member of the Forum expressed concern that the Cabinet report did not refer to the school adjudicator's decision on the planned admission number for Rooks Heath High School. The Member also expressed concern that a number larger than the Forum's proposed admission number of 210 would result in class sizes greater than 30 in this school.

Resolved to RECOMMEND: (To Cabinet)

(1) That the above amendment to the definition of medical claims in relation to parental preference for single sex or co-educational schooling be noted;

(2) that Members' concerns over the reduction to the planned admission number for Rooks Heath High School be noted.

REASON: After consultation, authorities are required to determine their admissions arrangements for 2006/07 by 15 April 2005.

(See also Minute 57).

RECOMMENDATION 2 - Protocol for Hard to Place Pupils

The Forum received a report of the Director of Strategy (People First) which set out Harrow's protocol on the placement of hard to place pupils. Officers informed the Forum that it was a requirement for all authorities to have a protocol in place by September 2005, and that Harrow's protocol was developed from an existing protocol that had been in place since 1988.

The Chair informed the Forum that he felt Harrow's current protocol worked well because of the long established partnership between schools and the authority, and that he hoped the new protocol could be introduced without any disruption to the current arrangements. Following discussion, it was

Resolved to RECOMMEND: (To the Portfolio Holder)

That Harrow's protocol on the placement of hard to place pupils be agreed.

REASON: Authorities are required to have a protocol for the placement of hard to place pupils in place by September 2005.

(See also Minute 58).

RECOMMENDATION 3 - Single Intake to Reception - Pilot 2005/06

In response to questions raised at a previous meeting of the Forum, officers provided members with an update on the single intake to Reception pilot scheme.

The Forum noted that only three schools had opted to remain with a dual intake. A Member of the Forum who was acquainted with one of the schools not yet in the pilot commented that some schools were awaiting the results of the pilot before committing to the scheme. Following a short discussion it was

Resolved to RECOMMEND: (To the Portfolio Holder)

That the pilot scheme be extended from one year to two years.

REASON: Authorities are required to complete consultation and determine their admissions arrangements for 2006/07 by 15 April 2005.

PART II - MINUTES

52. **Office of Chair and Vice-Chair:**

RESOLVED: To confirm that the appointments to the offices of Chair (Councillor Stephenson) and Vice-Chair (Mr Murphy) continue as originally agreed on 19 October 2004.

[Note: The Education (Admissions Forums) (England) Regulations 2002 state that the Chair and Vice-Chair shall hold office until the next meeting which falls after the date which is a year after the meeting at which the Chair or Vice-Chair was elected, and on ceasing to hold office shall be eligible for re-election].

53. **Attendance by Reserve Members:**

The Chair welcomed Mr John Billiet to the Forum, who would be replacing Miss M Roe as the Catholic Schools Diocese Representative. He also noted that Mary Graham (Community School Representative – Governor) and Dr Ian Abrahams (Jewish School Representative) were standing down from the Forum, and thanked them for all their hard work.

RESOLVED: To note that Mary Waplinton was reserving for Mr Murphy (Roman Catholic School Representative).

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 19 October 2004, having been circulated, be taken as read and signed as a correct record.

57. **Feedback from Consultation on Community School Admission Arrangements for 2006 and on Voluntary Aided School Admission Arrangements for 2006:**

Further to Recommendation 1 above, Members discussed the admissions policies of Voluntary Aided Schools in Harrow. At its last meeting, the Forum had requested that the Chair write to the Voluntary Aided Schools in Harrow to recommend the adoption of wording in their admissions policies similar to that for community schools in the Guide to Primary and Secondary Schools.

Officers tabled the admissions policies of Voluntary Aided Schools received in response to the consultation. Particular attention was paid to the reference to looked after children (LAC) and children with special education needs (SEN) within the policies. Members requested that officers pursue the issue of consistent wording within the admissions policies of Voluntary Aided Schools.

A Member suggested that it would be useful to circulate the admissions policies amongst Voluntary Aided Schools, to allow schools to compare their policy with others.

Officers tabled a late response to the consultation on school admissions from the Chair of Governors at Priestmead First & Nursery and Priestmead Middle School. The Chair thanked the Chair of Governors for his comments, and asked that their consideration be deferred to the next meeting of the Forum to allow Members and officers to consider them more fully.

RESOLVED: That the above be noted.

58. **Protocol for Hard to Place Pupils:**

Further to Recommendation 2 above, Members discussed the inclusion of Voluntary Aided Schools in the protocol. A Member of the Forum spoke of the current arrangements within Catholic Schools to organise 'managed moves' between Catholic Schools for excluded pupils. It was suggested that a Diocese-wide protocol for Voluntary Aided Schools could be incorporated into the protocol.

Members of the Forum expressed their disappointment that a representative from the Community Secondary Schools could not be present at the meeting, and asked that representation be arranged for subsequent meetings.

RESOLVED: That the above be noted.

59. **Allocation and Co-ordination of Offer of Places for 2005/06:**

The Forum received a report of the Director of Strategy (People First) which detailed the outcome of the allocation of places for the 2005/2006 academic year. The Chair

commented that the allocation of places had gone smoothly, and credited this to the hard work of the officers involved.

Officers informed the Forum that the 'equal preference' system, introduced in 2005/06, had been successful and had resulted in fewer complaints from parents, who, it was perceived, were now receiving offers from their preferred schools. The Forum discussed possible reasons for the decline in applications from 2004/05. Officers informed the Forum that, following analysis, no clear reasons for the decline had yet been established. Members considered the outcome of the allocation of places for Reception, 11+ transfer and 12+ transfer.

RESOLVED: That the information be noted.

60. **Single Intake to Reception - Pilot 2005/06:**
See Recommendation 3.

61. **Date of Next Meeting:**
Members present agreed that the next meeting be held on 10 October 2005 at 6.00pm.

(Note: The meeting having commenced at 6.00 pm, closed at 7.05 pm)

(Signed) COUNCILLOR BILL STEPHENSON
Chair

