

2004 – 2005
June 2004 Volume 2



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 2: JUNE 2004

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COUNCIL
AND
COUNCIL
COMMITTEES

SCRUTINY
SUB-COMMITTEES

HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE

7 JUNE 2004

- Chair: * Councillor Marie-Louise Nolan
- Councillors: * Blann (1) * Myra Michael
* Ann Groves * Vina Mithani
* Lavingia * Versallion
- Advisor (non-voting): † Dr Shahed Ahmad
- * Denotes Member present
(1) Denotes category of Reserve Member
† Denotes apologies received from Advisor

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

148. **Appointment of Chair:**
RESOLVED: To note the appointment at the Special meeting of the Overview and Scrutiny Committee on 17 May 2004 of Councillor Marie-Louise Nolan as Chair of the Sub-Committee for the 2004/05 Municipal Year.
149. **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 Thammaiah | Councillor Blann |
150. **Declarations of Interest:**
Councillors Blann, Ann Groves, Lavingia and Myra Michael declared personal interests in agenda item 12, Concessionary Travel Issues, by virtue of being Freedom Pass holders.
RESOLVED: To note the declarations of interest made by Councillors Blann, Ann Groves, Lavingia and Myra Michael in respect of agenda item 12, and that they participated in the discussion and decision on that item.
151. **Arrangement of Agenda:**
It was noted that Dr Peter Lachman, Clinical Director of Women and Children's Services at Northwick Park Hospital, was in attendance at the meeting for agenda item 16, The School Nursing Service in Harrow. However, Dr Lachman was on call and it was possible he would have to leave the meeting urgently. It was therefore agreed that agenda item 16 be taken as the first substantive item of business, following which the agenda would be taken in the original running order.
RESOLVED: That (1) the above be noted; and
(2) all items be taken with the press and public present.
152. **Appointment of Vice Chair:**
RESOLVED: That Councillor Myra Michael be appointed Vice-Chair of the Sub-Committee for the 2004/05 Municipal Year.
153. **Minutes:**
RESOLVED: That the minutes of the Special meeting on 5 February 2004 and of the ordinary meeting on 23 March 2004, having been circulated, be taken as read and signed as correct records.
154. **Public Questions:**
RESOLVED: To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.

155. **Petitions:**

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

156. **Deputations:**

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

157. **The School Nursing Service in Harrow:**

Dr Peter Lachman, Clinical Director of Women's and Children's Services at Northwick Park Hospital, and Dawn Jarvis, Lead Nurse, introduced a report on the school nursing service in Harrow.

The background to the service, the range of work undertaken by school nurses, and the issues currently affecting the service were outlined. It was advised that the service in Harrow had only 8.49 full-time equivalent posts, which was significantly lower than in neighbouring boroughs, and only 5.24 of those were currently filled. There was a national shortage of school nursing staff, but the size of the team was also adding to recruitment difficulties: staff were required to focus on preventative and statutory work and not able to undertake health promotion work as they would like, and there were limited opportunities for development. As a result, the service was failing to attract staff. Measures were being taken to try to address these problems: the Trust was hoping to appoint a consultant paediatrician with a particular interest in school health, and the service had been reconfigured so that it was a nurse-led service with consultant support. The aim in the future was to have two school nurses for each school cluster. The support of the Sub-Committee in modernising the service was sought.

Members thanked Dr Lachman and Ms Jarvis for their excellent report, and confirmed that the Sub-Committee supported the efforts to modernise the service. The role of the service in improving the health of future generations of adults was also highlighted. A Member added that the Lifelong Learning Scrutiny Sub-Committee review of the promotion of healthy lifestyles in school had found that the role of school nurses was much valued, particularly in primary schools, but that the amount of time school nurses were able to spend at each school had dropped off considerably. The finding of that review that resources for school nurses should be increased was endorsed. With regard to the funding of the service, Dr Lachman suggested that the best way would be to look at a variety of sources for funding: the government could give the Local Education Authority funding to buy the service back from the NHS. Members felt this was an interesting idea which could be followed up with contacts in government.

A Member was concerned that the school nursing team was hospital-based. It was advised that there were advantages to this, particularly in relation to attendance at A&E, but it was acknowledged that there were also disadvantages. There were projects currently on-going under the NHS LIFT scheme, however, which aimed to bring services closer to the community. The school nursing team would eventually be moved as part of one of those projects.

On behalf of the Sub-Committee, the Chair thanked Dr Lachman and Ms Jarvis for attending, and assured them that Members would take forward the issues which had been raised.

RESOLVED: That the report be noted.

158. **The North West London Hospitals NHS Trust - The Redevelopment of the Northwick Park Hospital Campus:**

The Sub-Committee considered a report from the North West London Hospitals NHS Trust on the redevelopment of the Northwick Park Hospital (NPH) Campus.

Members welcomed John Pope, Chief Executive of the Trust, to the meeting. Mr Pope advised that David Powell, Project Director for the redevelopment, had unfortunately been unable to attend, but suggested that he come and give a presentation on the redevelopment to a future meeting of the Sub-Committee.

Mr Pope introduced the report, and began by outlining the reasons for the redevelopment. These included a £50m and rising backlog of maintenance, and the need to improve facilities in line with developments in modern healthcare. He also outlined the process for the redevelopment. The project was one of 15 being looked at nationally, of which about half would be put through to the next stage of the PFI. If

successful, the timetable for the redevelopment was ambitious, with a target completion date of 2009. The report also set out proposals for involving the Sub-Committee in the process. The Sub-Committee's support for the project was sought.

Members were concerned about how services would be maintained while the redevelopment was in progress, and there was also concern about the possible impact of the works on recruitment and key targets shared by the NHS Trust and the Council.

Mr Pope provided further information on the plans for the redevelopment. The development would be mainly at the back of the hospital - overall the hospital may move back from its current position - and this would enable works to be undertaken without disruption to services. Members felt it would have been helpful to have had the plans for the redevelopment at the meeting. Mr Pope apologised for not having the plans with him, and undertook to ensure that David Powell brought them with him when he came to give his presentation to the Sub-Committee. In addition, Mr Pope pointed out that the Trust already had experience of having to maintain services during major construction works from the redevelopment of the Central Middlesex Hospital, and that this would also, to a certain extent, be a challenge for the Trust's PFI partners. There was some discussion of issues around recruitment at NPH, and Mr Pope outlined a number of reasons why the hospital was attractive to staff, but he acknowledged the importance of providing a modern and pleasant environment to work in. There was also some discussion of shared targets around re-admissions; performance against these targets had already improved but re-admission rates continued to be monitored, and there was now a need to focus on patients who were re-admitted a number of times.

Mindful that the North West London Strategic Health Authority may be undertaking consultation on the development of cancer services later in the year, Members queried whether there were plans for any new services at NPH. Mr Pope advised that there were no such proposals at the moment, but the redevelopment plans did leave the potential to provide new services; he felt that the hospital could make a good centre for enhanced cancer services because of its critical mass.

Noting the proposals for public involvement and consultation, Members expressed concern that the proposal for a representative of the Sub-Committee to serve on the Partnership Board may result in a conflict of interest. It was advised that there was a statutory requirement to consult on the redevelopment, and the role of the Partnership Board was to oversee that this was carried out effectively. The Trust did not wish to create a conflict of interest but equally did not wish to carry out that process without involving the Sub-Committee or the Patients' Forum. It was agreed that the Sub-Committee reconsider whether representation was appropriate once the Partnership Board Terms of Reference were drafted.

Members also took the opportunity to ask questions about other issues. It was noted that there was an issue nationally about the cleanliness of hospitals, and Members queried what was being done to address this at NPH. Mr Pope outlined a variety of measures which were being taken, including revising the specification of the cleaning contract to increase the frequency with which areas were cleaned, and running an education programme to remind staff to wash their hands. The Trust was also seeking to empower patients, for example via the Patient Advice and Liaison Service, in order to encourage them to complain if they felt that standards of cleanliness were unsatisfactory. In response to another query, the likely effects of the implementation of the Government Agenda for Change were outlined. The issue of staff accommodation was raised and, whilst it was noted that further developments would take place on site, it was agreed that the prospect of staff being offered key worker housing in the various new housing developments within the Borough should be explored.

Members confirmed that they supported the plans for the redevelopment of NPH, and agreed that Mr Powell be invited to come and give his presentation at the next meeting. On behalf of the Sub-Committee, the Chair thanked Mr Pope for attending.

RESOLVED: That (1) David Powell, Project Director, be invited to come and give a presentation on the redevelopment at the next meeting of the Sub-Committee; and

(2) the report be noted.

159. **The North West London Hospitals NHS Trust - Patient and Public Involvement (PPI) Strategy and Action Plan:**

Mike Thompson, Associate Director of Performance, Governance and Service Improvement for the North West London Hospitals NHS Trust, introduced the Trust's patient and public involvement strategy.

Mr Thompson advised that the strategy was currently being consulted upon, prior to submission to the Trust Board in July for ratification. It had already been considered at two stakeholder meetings and by the Brent scrutiny committee, and there would be amendments arising from comments made at those meetings. Members' comments on the document would therefore be welcomed.

Members felt that the first part of the document was excellent, providing a comprehensive account of all facets of patient involvement. There was concern, however, about the lack of targets in the action plan. Members were surprised, for example, that the document did not make reference to the NSF standards; given that such a large percentage of hospital users were elderly, it was felt that these should be included. Mr Thompson advised that the NSF standards had been included in a previous version of the action plan together with other targets, such as waiting times for A&E, but these had been taken out as they were already included in other documents, and they would otherwise make the action plan very long. Members felt, however, that people would not know where to find these targets, and suggested that they should be included in an Appendix. Mr Thompson undertook to look at this. In addition, it was suggested that the document should include signposts to where the action plans referred to under the fourth objective were available. Members also noted that there was no target in the action plan for improving complaint response times. Mr Thompson advised that it was intended to insert a target for this into the action plan; by March 2004, the Trust had been responding to approximately 60% of complaints within 20 days, so the target would be several percent higher than that.

Members commented that there also was a lack of links to the PCT in the document. Mr Thompson acknowledged this, and confirmed that it would be addressed in the version submitted to the Trust Board.

There was discussion of opportunities for joint working between the Council and the Trust, and the Director of Organisational Performance suggested that there would be some value in trying to make consultation by the Council and the Trust as joined-up as possible. Mr Thompson stated that he would welcome the opportunity to meet with Council officers, as he felt the Trust could learn from the Council, particularly in relation to consultation with the voluntary sector. The Trust was seeking to develop its consultation processes and would like to have on-going consultation with patients; although a regular patient survey was carried out, by the time the results were received, they were already out of date. The need, however, not to overburden people with consultation was acknowledged.

A Member felt that there were also opportunities for joint working on the milestones set out under the second objective relating to translation and the communication of good news stories. With regard to the latter, it was suggested that the Harrow People could be used for this. It was noted, however, that there were no measurements alongside these milestones. Mr Thompson confirmed that the Trust had struggled to identify measurable outcomes for some of the milestones, and stated that he would welcome Members' suggestions on this.

A Member also referred to a problem with the Hospital User Bank. Mr Thompson was concerned about this, as the Hospital User Bank was felt to be very useful, and was highly publicised by the Patient Advice and Liaison Service; he undertook to look into this. A Member suggested that the Hospital User Bank could also be publicised in the Harrow People.

Upon Mr Thompson offering to provide a progress report on the patient and public involvement strategy at a future meeting, Members gratefully accepted his offer and agreed that the report be received at the Sub-Committee's December meeting.

RESOLVED: That (1) the Sub-Committee receive a progress report on the Patient and Public Involvement Strategy at its December meeting; and

(2) the report be noted.

160.

Concessionary Travel Issues:

Members were reminded that the Sub-Committee had previously started a review of concessionary travel provisions, but that the review had been deferred pending the outcome of a corporate project also examining these issues. The Committee now considered a report of the Executive Director (Business Connections) which provided an update on this work.

A Member expressed concern about the mobility assessments to be introduced from 1 August 2004. In particular, she was concerned that applicants for taxicard membership

would no longer be assessed by their GP but by an independent assessor, and that this would involve more bureaucracy but result in fewer people being eligible for taxicard membership as a budget limitation exercise. She also expressed concern about the cost of using independent assessors which, however it was resourced, she considered would fall as a burden on the taxpayer. It was advised that this would not be more costly because there was a central procurement exercise to establish an assessment service for all London Boroughs who wanted to use it. It was also questionable whether GPs were carrying out assessments thoroughly, particularly as there was no financial disbenefit to GPs if they determined patients to be eligible.

A Member suggested it would be useful to circulate the information contained within the report on freedom passes to all Members of Council. Officers advised that some more detailed information had been provided to a previous Sub-Committee meeting, which may be more helpful; they undertook to look at the information available and circulate that which might be most helpful to Members.

Members felt that there was a need to keep a watching brief on this issue. Noting that all existing Taxicard members would be assessed over four months from 1 August onwards, it was agreed that a further update on this be submitted to the Sub-Committee in March 2005.

RESOLVED: That (1) information on freedom passes be circulated to all Members of Council; and

(2) a further update be provided to the Sub-Committee in March 2005.

161. **Review of Domiciliary Care:**

The Sub-Committee received a report of the Director of Organisational Performance which set out the draft scope for the review of domiciliary care.

Further to concerns expressed at the last meeting of the Sub-Committee, it was reported that it had now been agreed to extend the timescale for the review, and that it would report in December 2004, rather than September as suggested by Cabinet. The purpose of this was to ensure that there was enough time to carry out a thorough review and to meet with care users and their families. The draft scope before the Sub-Committee reflected the change of timescale and it was suggested that, if the scope were agreed, this change should be reported to Cabinet.

There was some discussion about organisations not already mentioned in the scope which should be involved in or consulted on the review. It was suggested that UNISON at national level be approached as part of the Phase 2 evidence-gathering; this was agreed. Members also agreed, given that the Review Group would be using information provided by Age Concern, that that organisation be invited to nominate a representative to serve as a co-opted member of the review group. A Member suggested that the Pension Service be invited to contribute; this was agreed. It was also agreed that the Chair and, if possible, the co-opted representative from Age Concern attend a meeting of the POP Panel to give a brief talk about the review and receive feedback from Panel members; it was felt that this would help to increase understanding of and confidence in the process.

Members also felt that, once Age Concern had been approached, there was a need to publicise that the review was being undertaken, and suggested that an item about the review appear in Harrow People.

It was highlighted that, although domiciliary care services were used mainly by the elderly, there was a need to ensure that other users, such as people with physical or learning disabilities, were also included in the review; officers undertook to identify groups representing those users which could be approached for their input.

With regard to the timetabling of the meetings to gather oral evidence, the need to avoid holding the meeting with service users during the holiday period was highlighted, and it was suggested that this meeting should be held in September in order to give invitees sufficient notice. There was concern about the use in the scope of the word 'hearings' - a Member felt that this was too legalistic and might deter some people from attending - but following discussion this was not amended. Officers also sought clarification as to whether the hearings would be open to the public; Members felt that there should be both public and private meetings, and agreed that this would be determined for each hearing, depending on who was being invited to give evidence.

RESOLVED: That (1) Age Concern be invited to nominate a representative to serve as a co-opted member of the Review Group;

(2) the draft scope, as amended to include the changes outlined above, be agreed; and

(3) the change in the timescale for the review and the reasons for the change, together with the scope of the review as now approved, be reported to the June Cabinet meeting.

162. **Health Service Related Performance Indicators and Performance Management:**

Members received a report of the Head of Community Care which identified the range of key Performance Indicators (PIs) for social care and those which also related to NHS indicators. The report also set out a proposed timetable for reporting the PIs to the Sub-Committee so that they could be more regularly monitored.

RESOLVED: That the reporting timetable set out in the report be agreed.

163. **NSF Older People:**

The Sub-Committee considered the regular six-monthly report of the Older People's Champion, Councillor Ann Groves, on the progress in implementing the NSF.

With regard to Standard 6, Falls, and in response to a Member's query, further information was provided on the uncertain financial basis of the Falls Service. The Older People's Champion also undertook to find out at the next meeting of the PCT what progress had been made by the Integrated Falls Prevention Steering Group.

The Older People's Champion was pleased to report that work on single assessment was now much more advanced than had been anticipated, and that a lot of progress had also been made in relation to Standard 7, Mental Health of Older People, thanks to the efforts of officers from the Council and the PCT, and one consultant in particular.

RESOLVED: That the report be noted.

164. **Extension of the Meeting:**

At 10pm, during discussion of the above item, the Chair drew the attention of the meeting to the time.

RESOLVED: That, under the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), the meeting be extended to 10.10 pm.

165. **Reconfiguration of Services at Mount Vernon Hospital:**

Further to this having been raised as an item of any other business, the Chair expressed concern that, although she had heard that there would be a consultation on the future of services at Mount Vernon in autumn 2004, the Sub-Committee had not yet received any details of this. In light of the amount of work which had been involved last year in preparing a response to a previous consultation, it was felt that the Sub-Committee should have been given notice by now if this new consultation was going ahead.

RESOLVED: That the Chair find out whether the consultation was going ahead, and if it is, write a strongly worded letter to the Health Authority emphasising the need for the Sub-Committee to receive the details of the consultation in good time.

166. **Review of Delayed Transfers of Care: Response from Harrow PCT:**

The Sub-Committee received Harrow PCT's response to the report of the review of delayed transfers of care.

RESOLVED: That the response be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 10.08 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

**ENVIRONMENT AND ECONOMY SCRUTINY
SUB-COMMITTEE****9 JUNE 2004**

Chair: * Councillor Blann

Councillors: * Arnold * Lavingia
* Dharmarajah (2) * Miles
Knowles * Seymour* Denotes Member present
(2) Denotes category of Reserve Member

[Note: Councillor Mrs Kinnear also attended this meeting in a speaking role].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**90. **Appointment of Chair:****RESOLVED:** To note the appointment at the Special meeting of Overview and Scrutiny Committee on 17 May 2004 (Min 184), under the provisions of Overview and Scrutiny Procedure Rule 11.2, of Councillor Blann as Chair of this Sub-Committee for the 2004/05 Municipal Year.91. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-Ordinary MemberReserve Member

Councillor Lent

Councillor Dharmarajah

92. **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.93. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.94. **Appointment of Vice Chair:****RESOLVED:** To appoint Councillor Arnold as Vice-Chair of the Environment and Economy Scrutiny Sub-Committee for the 2004/2005 Municipal Year.95. **Minutes:****RESOLVED:** That the minutes of the last ordinary meeting held on 11 March 2004, and of the Special meeting held 19 April 2004, having been circulated, be taken as read and signed as correct records.96. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.97. **Petitions:****RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.98. **Deputations:****RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.99. **Presentation on the LPSA Targets:**

The Director of Organisational Performance introduced a joint presentation with the

Chief Environmental Health Officer and the Waste Management Policy Officer on Local Public Service Agreement (LPSA) targets.

The Director of Organisational Performance explained that the Local Public Service Agreement aimed to improve services within the Local Authority to meet public expectations. The agreement focused on a limited amount of services as a more effective approach than an overall strategy to improve services.

The Local Public Service Agreement was between the Government and individual Councils and upon entering the agreement Harrow had selected twelve targets for improvement to be achieved over three years. The targets were a combination of national and local priorities. It was explained that most of the targets could only be achieved in partnership with other agencies such as the Police or Health Services. The Council would be rewarded on a sliding scale if it reached 60% of the targets and if all targets were reached, the Council would receive 2.5% of the Council budget. Quarterly reports on the achievements of the LPSA targets would be issued for Members to monitor the process. It was suggested that a report on LPSA targets could be presented to the Scrutiny Committees on an annual basis.

The Chief Environmental Health Officer (CEHO) explained that five of the Local Public Service Agreement targets were within Urban Living: 'Drug Misuse and Treatment', 'Reduction of Robbery', 'Street Scene', 'Road Safety' and 'Waste and Recycling'. These targets were all interlinked with other national priorities and would allow the Council to fund other necessary schemes through the funding provided for the LPSA. The CEHO advised that the Council had already met some targets set out in the LPSA and was positive that other targets would be met. He informed the meeting that the only target which remained a challenge was 'Waste and Recycling'.

The Chief Environmental Health Officer proceeded with a more detailed presentation of the LPSA targets:

Drug Misuse and Treatment: It was explained that the Local Authority would concentrate on increasing the participation of problematic drug users in drug treatment programmes and provide new services in the Borough where drug users would be automatically referred following an offence. He added that this would be provided through a new treatment centre at Besborough Road and that the facility also met objectives contained in national priorities in relation to tier 2 services and 'Through Care and After Care' provision.

Robbery: The officer circulated an update report outlining the current activities to combat robbery and informed the Sub-Committee that most robberies in Harrow were committed in the proximity of transport centres. The officer reported that there had been a 28% reduction in Youth on Youth street crime and stated that the Council was confident that the introduction of the 'Safer Neighbourhood Scheme' and the soon to be established Police 'Robbery Task Force' would reduce robberies in the Borough.

Street Scene: The officer explained that the LPSA targets referred to the cleanliness of individual streets and that the selected area was South Harrow. He continued explaining that with the 'New Harrow Project', targets had already been met.

Road safety: The officer informed the meeting that the aim was to keep the number of persons killed or seriously injured in road accidents to under 90 incidents per year. He advised that the Council would concentrate on developing improvement to major junctions, intersections and cycle routes and on improving road infrastructure to reduce accidents in identified hotspots by 2005/06.

Waste and recycling: The officer explained that the LPSA targets only related to recycling at the Civic Amenity site and that these targets would be met well before the relevant date. However, he advised that the Borough needed to achieve an overall recycling rate of 25.2% in 2005/06 in order to receive the financial reward and reported that the current recycling rate was 13.2%. The officer stated that a significant improvement was required to achieve the target.

In response to concern voiced by a back benching Councillor present at the meeting, officers confirmed that the Council regularly removed illegal advertising boards.

RESOLVED: That the officers' presentation be noted.

100. **Questions to Portfolio Holder for Planning, Development, Housing and Best Value and the Executive Director (Urban Living) Regarding Their Service Areas:**

The Portfolio Holder for Planning, Development, Housing and Best Value attended the meeting to answer written and verbal questions from the Sub-Committee.

Housing: The Portfolio Holder for Planning, Development, Housing and Best Value informed the Sub-Committee that there was ongoing work to increase affordable housing by promoting housing development, co-operating with private landlords and encouraging people to move to other Boroughs where more social housing was available. The Portfolio Holder stressed that the Borough had obtained good reviews on their work with the homeless with no families accommodated in Bed and Breakfast and he stated that there would be a review of sheltered accommodation for older people. He advised that rent arrears were decreasing and that new software had been introduced to monitor housing debts more efficiently.

In response to Members' queries regarding the possible non-achievement of the Arms Length Management Organisation (ALMO) two-star rating, the Portfolio Holder explained that six months after the launch of ALMO there would be an inspection and in case of failure, the Council could call for a second inspection while improving the services based on the reports from the first inspection. The Portfolio Holder stressed that the Council had received an encouraging report from the inspection in November and he was confident that a two-star rating would be achieved.

Planning: The Portfolio Holder reported that the Replacement Harrow Unitary Development Plan (UDP) would be submitted to Council on 24 June for adoption and could therefore soon be implemented. He advised that the UDP would be replaced by a Local Development Framework (LDF) by 2007.

The Portfolio Holder informed the meeting that the Planning Development Grant for 2004/05 did not include allocation for development control performance since only a minor improvement had been achieved in this area. He advised that the set deadline of eight weeks to determine minor applications was rarely achieved when the Development Control Committee dealt with the applications and he asked the Sub-Committee to note that Members' disagreement with the revisions to delegation process would decrease the Council's possibility of achieving the targets and receiving grants in the future.

The Portfolio Holder for Planning, Development, Housing and Best Value explained that a report on the Green Belt Management Strategy was due to be submitted to Cabinet soon. The report would cover both Council and non-Council land in green belt with considerations on how to manage the land and how to ensure public access to the land.

In response to a question from a Member regarding the planning application fees as a source of funding of the Improvement Plan the Chief Planning Officer replied that grants for planning delivery would be received for a further year before a Government review of the grants. The officer advised that it was likely that Local Authorities would continue to receive grants but it was yet to be determined what form the grants would take. He explained that the Government might increase the fees for planning applications and stated that at present these did not in any way correspond to the costs of processing the applications. The officer continued explaining that the achievement of the Government's targets for planning might well form a condition for increasing the planning application fees.

The Chair thanked the Portfolio Holder for attending and noted that commitment from all Members was important to meet the Government's targets in planning.

RESOLVED: That the report of the Portfolio Holder be noted.

101. **Review of Waste Management:**

The Waste Management Policy Officer introduced a presentation on Harrow Council's Waste Management.

The officer explained that Harrow's households and businesses generated 100,000 tonnes of waste per year. He reported that 13.2% of waste had been recycled in 2003/04 with a collection cost of £5.5 m per year and a disposal cost of £6m per year.

The officer informed the Sub-Committee that the Green Box recycling scheme covered the whole of the Borough while the Brown Bin Garden Waste scheme was piloted in certain areas. He advised that at Cabinet's meeting on 20 May it had been agreed to expand the Brown Bin Scheme to include kitchen waste and cardboard in order that the

LPSA target of 25.2% of waste being recycled be met. He reported that a pilot scheme of the revised Brown Bin Scheme would start in October with an evaluation report to be submitted to Cabinet in April 2005. The officer explained that the pilot would also trial, in one area, the collection of organic waste once a week instead of fortnightly, since organic waste made up around 50% of the total household waste. He continued explaining that collections of residual waste from the green wheelie bin in this area would be reduced to once a fortnight and this aspect of the pilot would also be evaluated in the report to Cabinet.

He advised that the Council's waste disposal presented various challenges and costs, but although an expansion of the recycling scheme would imply increased costs on a short-term basis, this would prove profitable in the long term. The officer explained that the West London Waste Authority (WLWA) was the statutory authority which charged Harrow for its waste disposal. Biodegradable waste disposed of in landfill sites would be gradually reduced to meet the European Community's directives and Councils requiring additional landfill would face increasing costs; a wide recycling scheme would therefore reduce landfill costs and the levy from the WLWA.

The officer reported that in addition to the recycling scheme, the Council was looking at waste minimisation by subsidising compost bins, promoting reusable nappies, stopping junk mail and reducing the use of plastic bags.

The officer advised that changes in waste management were required to meet the LPSA targets. Two additional staff had been recruited to promote the scheme and to educate the public. He explained that a joint strategy with WLWA and the use of new technologies were needed to deal with the increasing waste.

In response to a question from a Member regarding the location of the landfill sites the Waste Management Policy Officer replied that sites in Milton Keynes and Oxfordshire were currently used.

In response to a question by a Member regarding the fact that households could hold an unlimited number of bins the officer replied that the Council's current policy was to allow residents to have as many bins as they needed. He continued explaining that the Council, as part of the review, should consider whether this was still appropriate given the recycling targets. He referred to the position in Barnet where the Council had declared the use of their kerbside box (for recycling) to be compulsory. However, he advised that at present, the Local Authority had a statutory duty to remove all waste, provided it was presented in the required manner, although other local authorities had enforced restrictions on the volume of waste collected from each household.

The Sub-Committee proceeded to consider the recommendations from officers set out in the report of the Director of Organisational Performance regarding the in-depth review of Waste Management which the Sub-Committee would undertake.

RESOLVED: That (1) the proposed scope and methodology for the review outlined in the officer report be adopted with the addition of a visit to a landfill site and Member Outreach to start in August instead of September;

(2) the review on Waste Management be prioritised in the Sub-Committee's Work Programme and that the existing review of Waste Management be subsumed into the review;

(3) all Sub-Committee Members be included in the review group and Councillor Blann be the Lead Member of the review;

(4) a member of Harrow Agenda 21 be co-opted as a member of the review group;

(5) the review of the Green Belt Management Policy be deferred until the Waste Management review has been completed;

(6) an officer presentation on the Green Belt Management Policy be made to the September meeting; and

(7) the presentation and the report of the Director of Organisational Performance be noted.

102. **Housing Best Value Review - Progress Report on Action Plan:**

The Sub-Committee received the joint report of the ALMO Project Director and the Director of Professional Services, Urban Living which outlined the areas in the 'Your Home Your Needs Best Value Review' which the Sub-Committee had chosen to monitor.

Officers reported that progress had been made in most areas of Housing but that a lack of resources had held back improvement in some areas and this was indicated in Appendix 2. It was explained that Housing was to report back to the Audit Commission in June on the progress in implementing their recommendations. It was advised that one of the Audit Commission's recommendations had been that the Cabinet, the Tenants' and Leaseholders' Consultative Forum and the Environment and Economy Scrutiny Sub-Committee were kept informed of the progress.

The Chair commented on the 'Strategy and Enabling Performance Improvement Plan', circulated to Members in Appendix 2.

In response to the Chair's comment on a slippage in achieving a Fit for Purpose Housing Strategy, officers stated that work was in hand to achieve this, in consultation with the Government Office for London.

The Chair noted that, in relation to the Private Sector Housing, a bid for additional staff to improve services to "*enable proactive enforcement in the sector and register of non compliant landlords*", had not been granted by Council. The Sub-Committee endorsed the bid and agreed with officers that the bid should be resubmitted in 2005/06. The Chair stressed that Harrow had no families living in bed and breakfast accommodation and thanked the staff for their hard work in achieving this.

In response to a query regarding the compensation scheme from a back benching Councillor attending the meeting, an officer stated that currently complaints were considered on a case by case basis but that Housing was looking to develop a formal corporate procedure on complaints.

RESOLVED: That the joint report of the ALMO Project Director and the Director of Professional Services, Urban Living, be noted.

103. **Planning and Development Improvement Plan 2004/05-2006/07:**

The Sub-Committee received the report of the Chief Planning Officer which outlined the 'Planning and Development Improvement Plan' developed to meet the national targets to improve performance and services.

The Chief Planning Officer explained that previous reports of the Office of Deputy Prime Minister (ODPM) had expressed concerns regarding the Planning department's capacity to handle planning applications within set deadlines. The officer explained that the decrease in performance had been due to planning applications increasing significantly since 1994/95 without a corresponding increase in staff. He continued explaining that this process had since been turned around but that the Government's assessment of performance was based on results dating from 2000/01, hence the rather negative reports from ODPM. The officer advised that the department had recently received ODPM's latest draft report which was more encouraging, although issues such as performance on minor applications, improved IT system and levels of delegation of applications were still outstanding.

RESOLVED: That the report of the Chief Planning Officer be noted.

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

In accordance with the provisions of Overview and Scrutiny Procedure Rule 6.7 it was

RESOLVED: (1) At 10.00 pm to continue until 10.10 pm and

(2) at 10.10 pm to continue until 10.15 pm.

(Note: The meeting having commenced at 7.33 pm, closed at 10.12 pm)

(Signed) COUNCILLOR ALAN BLANN
Chair

LIFELONG LEARNING SCRUTINY SUB-COMMITTEE**28 JUNE 2004**

Chair: * Councillor Mitzi Green

Councillors:	* Nana Asante	* Vina Mithani (1)
	* Gate	* Janet Mote
	* Kinsey (5)	* John Nickolay
	* Jean Lammiman	Osborn
	* Lavingia (2)	

Voting Co-opted: (Voluntary Aided) (Parent Governors)

† Mrs J Rammelt	* Mr H Epie
† Reverend P Reece	† Mr R Sutcliffe

* Denotes Member present
 (1), (2) and (5) Denote category of Reserve Member
 † Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**141. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Lent	Councillor Lavingia
Councillor Marie-Louise Nolan	Councillor Kinsey
Councillor Mary John	Councillor Vina Mithani

142. **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.143. **Arrangement of Agenda:**

Members agreed that item 12 of the agenda be considered as the first substantive item of business. This would be followed by item 10, after which the original running order would resume.

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

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

144. **Appointment of Vice-Chair:****RESOLVED:** To appoint Councillor Janet Mote as Vice-Chair of the Sub-Committee for the 2004/2005 Municipal Year.145. **Minutes:****RESOLVED:** That the minutes of the meeting held on 22 April 2004, having been circulated, be taken as read and signed as a correct record.146. **Membership of the Cultural Strategy Action Plan Working Group:**

Arising from Minute 138 of the Sub-Committee meeting held on 22 April 2004, it was noted that Councillor Ismail was no longer a member of the Lifelong Learning Scrutiny Sub-Committee. As a result it was agreed that Councillor Kinsey replace Councillor Ismail as a member of the Cultural Strategy Action Plan Working Group.

RESOLVED: To appoint Councillor Kinsey as a member of the Cultural Strategy Action Plan Working Group, in place of Councillor Ismail.

147. **Public Questions:**

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

148. **Petitions:**

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

149. **Deputations:**

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

150. **References from Council and Other Committees:**

RESOLVED: To note that there were no references received from Council and or other Committees/Panels.

151. **Adult & Community Learning Inspection: Progress Made Against Targets in the Action Plan:**

The Sub-Committee received a report from the Director of Learning and Community Development, which provided Members with a progress report on the Post Inspection Action Plan submitted to the London West Learning & Skills Council and the Adult Learning Inspectorate. Members were reminded that Harrow's provision of Adult and Community Learning had been inspected in March 2003. It was noted that the inspection had produced pleasing results with the exception of Hospitality, Sport, Leisure and Travel. Subsequently a re-inspection of Hospitality, Sport, Leisure and Travel was conducted in March 2004. The re-inspection gave Harrow a Grade 3 (satisfactory) outcome. It was added that there was no further inspection until 2007. A Quality Assurance Officer had also been appointed in order to improve the level and quality of service. The Chair asked that, when available, a copy of the revised Action Plan be distributed to Members of the Sub-Committee.

RESOLVED: To note the progress made against the Post-Inspection Action Plan for Adult & Community Learning.

152. **Scrutiny Review of SEN Processes:**

The Sub-Committee received the final report on the Scrutiny Review of Special Educational Needs (SEN) processes and a report from the Director of Organisational Performance. Given that the review had formed the main work of the Sub-Committee in the previous year and following consultation with the Vice Chair and the Portfolio Holder for Education and Lifelong Learning, Members agreed that the outcome of the review should be referred to Cabinet.

The Sub-Committee was referred to Overview and Scrutiny Procedure Rule 15 (Part 4F of the Constitution), which detailed the conditions under which the Overview and Scrutiny Committee or Scrutiny Sub-Committee could submit a report to the Executive. The legal representative advised the Sub-Committee that it was not clear that the report satisfied these criteria. Members were advised that it would be at the discretion of Cabinet as to whether the report was considered. It was further agreed that a reference be made to the Constitutional Review Working Group to consider Overview and Scrutiny Procedure Rule 15 and determine whether this remained appropriate given the role and purpose of the scrutiny function.

Members requested that a reference be made to the Publications Advisory Panel asking them to consider ways to widen the availability of the report.

The Chair thanked the officers for attending the meeting and their work throughout the duration of the review.

RESOLVED: That (1) the report of the review group be noted and endorsed by the Sub-Committee;

(2) the Scrutiny Review of SEN Processes be submitted to Cabinet for consideration;

(3) recommendation 2 paragraph 7 be referred to the Publications Advisory Panel for consideration once the parental guidance document has been produced;

(4) the Publications Advisory Panel be asked to consider ways to publicise the review

group's report; and

(5) the Constitutional Review Working Group be asked to review Rule 15 in the Overview and Scrutiny Procedure Rules to consider widening the opportunities for reviews undertaken by scrutiny to be referred to Cabinet.

153. **Update on the Implementation of the SEN Strategy:**

The Sub-Committee received a report from the Executive Director (People First), which provided Members with a second annual update on the implementation of the SEN Strategy. Members were referred to section 5.4 of the report, which noted that recent statistics from Ofsted demonstrated that, in terms of progress shown by children with SEN and overall provision for SEN, Harrow schools had performed consistently well, both in comparison to local and national standards. An officer noted that key stage level 1, 2, 3 and 4 statistics had recently been made available and had shown an upward trend in terms of attainment for children with SEN.

It was agreed that the Sub-Committee would receive a report at the meeting on 13 October 2004, detailing key stage level 1, 2, 3 and 4 statistics for children with SEN, including a break down of those statistics by gender and ethnicity. It was noted that the statistics relating to ethnicity could prove to be difficult to interpret owing to the change in classifying ethnic groups.

RESOLVED: That (1) the Sub-Committee receive a report at its meeting on 13 October 2004, detailing key stage 1, 2, 3 and 4 statistics for children with SEN and including a breakdown of those statistics in terms of gender and ethnicity; and

(2) the report be noted.

154. **Progress Made on Establishing a Separate Web Page for Governors:**

A paper was distributed at meeting, providing Members with an internet link and an update on the progress made on establishing a separate web page for governors. The Chair requested that a report be made to the Sub-Committee at its meeting on 13 October 2004 on the progress made on establishing a separate web page for governors. Members also agreed that a link to the Lifelong Learning Scrutiny Sub-Committee should be made available on the governors' web page.

RESOLVED: That the Sub-Committee receive an update report on the progress made on establishing a separate web page for governors at the meeting on 13 October 2004.

155. **Any Other Business:**

(i) **Phase 3 Funding for SEN Review Group**

It was agreed that the review group on the Phase 3 Delegated Funding for SEN would comprise the following Members of the Sub-Committee:

- Councillor Mitzi Green
- Councillor Janet Mote
- Councillor Marie-Louise Nolan
- Councillor John Nickolay
- Councillor Lent
- Humphrie Epie (Co-opted Member)

(ii) **Exclusions Review Group**

It was further agreed that a review group on exclusions would comprise the following Members/Reserve Members of the Sub-Committee:

- Councillor Mitzi Green
- Councillor Janet Mote
- Councillor Nana Asante
- Councillor Vina Mithani
- Humphrie Epie (Co-opted Member)

The Chair asked that a letter be written to the Co-opted Members of the Sub-Committee not present at the meeting to invite them to serve on the exclusions review group. It was confirmed that no substantive work on exclusions would be undertaken until the Phase 3 Delegated Funding for SEN was complete.

(iii) **Change of Meeting Date**

The Chair advised that following consultation with the Vice Chair it had been agreed to re-schedule the meeting due to take place on 21 September 2004 to 13 October 2004. It was added that after consultation with Co-opted Members

of the Sub-Committee, written confirmation would be circulated to Members advising them of the change of date.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.33 pm, closed at 8.10 pm)

(Signed) COUNCILLOR MITZI GREEN
Chair

CALL-IN SUB COMMITTEE

30 JUNE 2004

Chair: Councillor Mitzi Green

Councillors: * Blann (1) Osborn
 * Jean Lammiman (in the Chair) Thammaiah
 * Marie-Louise Nolan

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

[Note: Councillors Miss Lyne and John Nickolay also attended this meeting to speak on the item indicated at Minute 32 below].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**23. **Appointment of a Chair for the Meeting:**

In the absence of the Chair of the Sub-Committee, Councillor Mitzi Green, it was

RESOLVED: That Councillor Jean Lammiman be appointed Chair for the Meeting.

24. **Appointment of Chair:**

RESOLVED: To note the appointment of Councillor Mitzi Green as Chair of the Sub-Committee for the 2004/2005 Municipal Year, as agreed at the Special Meeting of the Overview and Scrutiny Committee held on 17 May 2004.

25. **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 Mitzi Green	Councillor Blann

26. **Declarations of Interest:**

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

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

RESOLVED: To appoint Councillor Jean Lammiman as Vice-Chair of the Sub-Committee for the 2004/2005 Municipal Year.

28. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1995, the following items be admitted to the agenda by virtue of the special circumstances and reasons for urgency detailed below:

<u>Agenda item</u>	<u>Special circumstances/Grounds for Urgency</u>
Items 9 (a), (b), (c) and (d): Call in of Environment and Portfolio Holder Decision: Cedars School/Whittlesea Road 20 mph Zone	In accordance with Overview and Scrutiny Procedure Rule 22.6 (Part 4f of the Constitution), a meeting of the Call-In Sub-Committee must be held within seven clear working days of the receipt of the request for call-in. This meeting was therefore arranged at short notice and it was not possible for the agenda to be published five clear working days prior to the meeting.

These items are now admitted to the agenda to allow the Sub-Committee to consider all the information relevant to the decision referred to them under the call-in procedure.

(2) all business be taken with the press and public present.

29. **Minutes:**

RESOLVED: That the minutes of the meeting held on 5th February 2003, having been circulated, be taken as read and signed as a correct record.

30. **Protocol for the Operation of the Call-In Sub-Committee:**

RESOLVED: That the above protocol be noted.

31. **Protocol for Handling Decisions Referred Back by the Call-in Sub-Committee:**

RESOLVED: That the above protocol be noted.

32. **Call-In of Environment and Transport Portfolio Holder Decision: Cedars School/Whittlesea Road 20 mph Zone:**

The Sub-Committee gave consideration to the decision of the Environment and Transport Portfolio Holder dated 12 June 2004 regarding the Cedars School/Whittlesea Road 20 mph Zone, which had been referred to them under the Call-In Procedure.

The Sub-Committee received the notice invoking the Call-In Procedure, the officer report on which the Portfolio Holder's decision had been based, the record of the Portfolio Holder's decision, and a statement submitted by the Portfolio Holder.

It was noted that the decision had been called in on the basis that there had been inadequate consultation with stakeholders prior to the decision, by virtue of the fact that a petition signed by 66 residents of Stafford Road, presented to Council on 29th April 2004 and standing referred to the Traffic and Road Safety Advisory Panel, had not yet been presented to that Panel for consideration and decision.

The petition had set out local residents' concerns in relation to the lack of parking in Stafford Road and concerns that this situation would be exacerbated by the parking restrictions proposed under the Cedars School/Whittlesea Road scheme.

A Member representing the signatories to the notice of Call-In put the case for the Call-In of the decision. He emphasised that he supported the scheme itself but considered that the response given to the particular concerns outlined in the above petition had been inadequate.

He explained that the Head Petitioner had originally sent the petition to the Transportation Section but, after several weeks, had not received any response from that Section. He had therefore then e-mailed officers and had subsequently received an acknowledgement of receipt of the petition but no detailed response to the points the petition had raised. The Councillor advised that at this stage the Head Petitioner had contacted him and he had, in turn, contacted the Transportation Section to discuss the petition with them. He informed the Panel that he had felt that the concerns expressed in the petition had not been given due consideration and he had therefore presented the petition to the meeting of Full Council which took place on 29 April 2004. Council had, at this meeting, referred the petition to the Traffic and Road Safety Advisory Panel, the next meeting of which had been due to take place on 22 June 2004, but which meeting had subsequently been cancelled. The Councillor reported that, as a Nominated Member of the Traffic and Road Safety Advisory Panel, he had been consulted regarding the cancellation of the meeting and it was noted that he had objected to it.

The Councillor concluded by re-affirming his concern that a solution to the matter be progressed urgently and a way forward be presented to the Traffic and Road Safety Advisory Panel meeting scheduled to take place in September.

The Sub-Committee then offered the Head Petitioner, who was also present, the opportunity to address the Sub-Committee. The Head Petitioner explained that he also was broadly in favour of the Cedars School/Whittlesea Road Scheme, but reiterated his concerns that the introduction of waiting restrictions outside of school hours would exacerbate the existing parking problems, and added that he did not feel that the traffic calming measures which were proposed were necessary, as the presence of parked cars effectively slowed traffic down. He explained that he had found officers response to his e-mail dismissive and did not consider that his objections to the scheme had been taken on board.

The Sub-Committee then invited officers from the Transportation Section to address the Sub-Committee. The Transportation Manager offered his sincere apologies to the

Head Petitioner for the delay in acknowledging the receipt of the petition. He pointed out, however, that, when the Head Petitioner had made e-mail contact, an invitation to discuss the parking problems in Stafford Road with officers had been extended. The Transportation Manager submitted to the Sub-Committee a copy of his e-mail to the Head Petitioner dated 23rd April 2004 in which this invitation had been made. He indicated that the Head Petitioner had not taken officers up on this offer. The Head Petitioner stated that he had no recollection of receiving the offer.

The Transportation Manager explained that the Cedars School/Whittlesea Road scheme had been the subject of a lengthy consultation process, involving the school in question, local residents and Ward Councillors, and had attracted widespread support. Following the conclusion of the initial consultation process, the Authority had proceeded to the publication of the statutory orders and notices needed to implement the measures, and it was at this stage that the petition in question had been received. He assured the Sub-Committee that the concerns raised had been taken on board and, indeed, officers had advised the Portfolio Holder of the petition received and had recommended that the parking problems be investigated further, but that the scheme be proceeded with in the meantime. The Portfolio Holder had endorsed the officer recommendations and it was this decision which had been called-in.

The Transportation Manager explained the reasoning behind the recommendation to proceed with the scheme, advising that, whilst he accepted that there was a parking problem in Stafford Road, he did not feel that reducing the restrictions would be acceptable as the only additional waiting restrictions proposed were those around junctions, where, he pointed out, motorists should not be parking in any event as it inhibited access by emergency vehicles, refuse vehicles and school coaches.

The Transportation Manager stressed that, subject to the Portfolio Holder decision being agreed, officers had authority to begin investigation of the parking problems immediately, and the works then identified as being needed would be added to the Transportation work programme. In response to a question from a Member, the Transportation Manager confirmed that, given that resources were limited, the investigation and works could only be prioritised at the expense of another scheme. He added that this could also prove problematic as the majority of funds for traffic schemes were received from Transport for London and failure to implement in the financial year of the allocation could result in the Council losing the funding.

A Ward Councillor for the area who was also present expressed support for the Cedars School/Whittlesea Road scheme but emphasised that parking in Stafford Road was problematic. She explained that residents sought the introduction of grass verge parking to create extra parking capacity rather than footway parking, which would merely move the parked cars further to the side. She noted and welcomed the undertaking to investigate the parking problems further.

Having asked a number of questions of the Councillor presenting the case for call-in, the Head Petitioner, and of officers, the Sub-Committee turned to discussion of the decision before them. The Members acknowledged that, from the point of view of the Head Petitioner, the consultation process for the Cedars School/Whittlesea Road scheme had not been satisfactory, but agreed that they were satisfied that there had been a full consultation and that the Portfolio Holder had taken into consideration all the objections received to the scheme. They welcomed officers' commitment to investigate the parking problems in Stafford Road further and noted that officers had now extended a further invitation to discuss the problems with the Head Petitioner.

Accordingly the Sub-Committee agreed not to uphold the grounds for call-in, but emphasised the importance of the public believing that their response to consultation was valued and given proper consideration. The Sub-Committee also requested that officers give consideration to including the works necessary to remedy the parking problems in Stafford Road in the work programme. They agreed to refer their concerns regarding response times to correspondence to the Publications Panel which, it was noted, was already investigating this subject.

RESOLVED: That (1) the grounds for call-in be rejected and the decision be implemented;

(2) officers note the comments of the Sub-Committee set out above; and

(3) the matter of response times to correspondence be referred to the Publications Panel.

(Note: The meeting having commenced at 6.00 pm, closed at 6.56 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN
Vice-Chair (in the Chair)

DEVELOPMENT
CONTROL
COMMITTEE

REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 15 JUNE 2004

Chair: * Councillor Anne Whitehead

Councillors: * Marilyn Ashton * Janet Cowan
 * Mrs Bath * Idaikkadar
 * Billson (1) * Knowles
 * Bluston * Miles
 * Choudhury * Thornton

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

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
626. 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 Joyce Nickolay	Councillor Billson

627. Declarations of Interest:

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

- (i) Planning Application 1/02 - 8 Village Way, Pinner
 Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Knowles declared a prejudicial interest in the above application arising from the fact that the Conservative Party area headquarters were located at a neighbouring property to the above site. Accordingly, they left the room and took no part in the discussion or decision-making on this item.
- (ii) Planning Application 2/03 – Milmans Day Centre, 204 Grove Avenue, Pinner
 Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Knowles declared a personal interest in the above application arising from the fact that a Member of the Conservative Group lived in a property adjacent to the application site. Accordingly, they remained and took part in the discussion and decision-making on this item.
- (iii) Planning Application 2/04 - 7 Rickmansworth Road, Pinner
 Councillor Anne Whitehead declared a prejudicial interest in the above application on the grounds that the application site abutted her property. Accordingly, she left the room and took no part in the discussion or decision making on this item.
- (iv) Planning Application - 2/06 – Harrow College, 12 Brookshill, Harrow Weald
 Councillor Miles declared a prejudicial interest in the above application arising from the fact that his daughter attended the Harrow Weald campus of Harrow College. Accordingly, he left the room and took no part in the debate or decision making on this item.
- (v) Planning Application 2/26 – 3 Canons Drive, Edgware
 Councillor Janet Cowan declared a prejudicial interest in the above application on the grounds that the application site abutted her property. Accordingly, she left the room and took no part in the discussion or decision making on this item.

 Councillors Marilyn Ashton, Mrs Bath, Billson and Knowles declared a personal interest in the application arising from the fact that Councillor Janet Cowan – a Member of their Group – had a prejudicial interest in the application. They remained and took part in the discussion and decision-making on this item.
- (vi) Planning Application 2/31 – Buckingham Boulangerie, 9 Buckingham Parade, Stanmore
 Councillor Mrs Bath declared an interest in the above application arising from the fact that she was acquainted with the agent for the application as they both served on the governing body of a local school. She left the room and took no

part in the discussion or decision-making on this item.

Councillor Bluston declared a personal interest in the application arising from the fact that he had purchased items in this shop several times. Accordingly, he remained and took part in the discussion and decision-making on this item.

(vii) Planning Application 3/03 – St John the Baptist Church, 274 Station Road, Harrow

Councillor Bluston declared a prejudicial interest in the above application on the grounds that he was acquainted with several of the Church Wardens in his capacity as a trustee of Victoria Hall. Accordingly he left the room and took no part in the debate of decision-making on this item.

(viii) Planning Application 3/04 - Park House, 102 High Street, Harrow on the Hill

A note on the agenda advised that Councillor Harriss, who was not present at the meeting, had, in accordance with Paragraph 2.5 of the Protocol for Members and Reserve Members when Dealing with Planning Applications and Lobbying, given notice of his interest in the above application arising from the fact that the application had been lodged by agents acting on behalf of a person related to him.

Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Knowles declared a prejudicial interest in the above application and accordingly left the room and took no part in the discussion or decision-making on this item.

628. **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>
Item 4 - Minutes	The minutes were not available at the time of dispatch of the agenda as they were awaiting confirmation. They are admitted to the agenda to enable the Committee to receive them at the earliest opportunity.
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.

(2) it be agreed that, as set out on the addendum, consideration of applications 2/24 and 2/29 on the plans list be deferred and it be noted that Agenda Item 24 has been withdrawn from the agenda; and

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

629. **Minutes:**

RESOLVED: That it be agreed that, having been circulated, the Chair be given authority to sign the minutes of the special and ordinary meetings of the Committee held on 18 May 2004 as a correct record of those meetings once they have been printed in the Council Bound Minute Volume.

630. **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).

631. **Petitions:**

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

- Petition Objecting to the Change of Use of 25 Woodway Crescent to three self-contained flats
Councillor Bluston presented the above petition, which had been signed by 17 local residents.

632. **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).
633. **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.
634. **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 2/15, 2/16, 2/17 and 2/31 on the list of planning applications.
635. **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.
636. **Royal National Orthopaedic Hospital, Brockley Hill, Stanmore:**
The Committee received an application in respect of the above site for the development of a two storey detached building to provide medical facilities, a car park and hardsurfacing.

Following discussion, it was

RESOLVED: That the applicant be informed that, subject to direction by the GLA, (1) the proposal is acceptable subject to the completion of a legal agreement within one year (or such period as the Council may determine) of the date of the Committee decision on this application relating to:-

(i) the production of a Travel Plan.

(2) a formal decision notice granting permission, subject to the planning conditions and informatives reported and the following amended condition, agreed by the Committee, will be issued only upon the completion by the applicant of the aforementioned legal agreement:

Add to the end of Condition 3: "The proposed planting shall include trees to replace all those lost as a result of the development, such trees to be appropriately sited".

(Note: Councillor Mrs Bath wished to be recorded as having abstained from voting on the above decision).
637. **Tree Preservation Order (TPO)723 Brookshill (No. 6), Harrow Weald:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 723 Brookshill (No. 6), Harrow Weald, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 29 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].
638. **Tree Preservation Order (TPO)724 Clamphill (No. 7), Harrow Weald:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 724 Clamphill (No. 7), Harrow Weald, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached

to the officer report; and

(2) revoke TPO 10, Area 29 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

639. **Tree Preservation Order (TPO)725 Common Road (No. 4), Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 725 Common Road (No. 4), Harrow Weald, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 26 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

640. **Tree Preservation Order (TPO)727 Brookshill Drive (No. 1), Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 727 Brookshill Drive (No. 1), Harrow Weald, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 34 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

641. **Tree Preservation Order (TPO)728 Sequoia Park (No. 1) Hatch End:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 728 Sequoia Park (No. 1), Hatch End, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 18 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

642. **Tree Preservation Order (TPO)729 Hathaway Close (No. 1), Stanmore Park:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 729 Hathaway Close (No. 1), Stanmore Park, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 36 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

643. **Tree Preservation Order (TPO)730 Old Lodge Way (No. 2), Stanmore Park:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.
- RESOLVED:** That the Borough Solicitor be authorised to
- (1) make a new Tree Preservation Order (TPO) to be known as TPO 730 Old Lodge (No. 2), Stanmore Park, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 38 on confirmation of the above.
- [REASON: To accord with current policy (see paragraph 6.2 of the officer report)].
644. **52 Mountbel Road, Stanmore - Breach of Planning Control:**
The Committee received a joint report of the Borough Solicitor and of the Chief Planning Officer which sought authority to instigate prosecution proceedings for non-compliance with an enforcement notice, issued under delegated authority, in respect of the erection of a closed boarded fence at the above address.
- The report outlined the nature of the breach of planning control, the negotiations to secure compliance and the reasons why officers now considered it expedient to initiate prosecution proceedings.
- RESOLVED:** That, subject to his being satisfied as to the evidence, the Borough Solicitor be authorised to:
- (1) Institute legal proceedings in the event of failure to:-
- (i) supply the information required by the Borough Solicitor through the issue of Notices under Section 330 of the Town and Country Planning Act 1990
- and/or
- (ii) comply with the Enforcement Notice ref: ENF/332/02/EAST, issued on 2 December 2003.
- [REASON: As outlined at paragraph 11 of the officer report].
645. **Planning Appeals Update:**
The Committee received a report of the Chief Planning Officer which listed those appeals being dealt with and those awaiting decision.
- A Member queried whether reference to 'West Avenue' under the section headed 'Written Representations' should in fact refer to 'West End Avenue'. Officers agreed to seek clarification of this point.
- RESOLVED:** That the report be noted.
646. **Enforcement Notices Awaiting Compliance:**
The Committee received a report of the Chief Planning Officer which listed those enforcement notices awaiting compliance.
- RESOLVED:** That the report be noted.
647. **Telecommunications Developments:**
The following telecommunications application was reported on the addendum:
- Location: Land Adjacent to 102 West End Lane, Pinner
- Proposal: Provision of 12m simulated telegraph pole, antennae and 4 equipment cabins
- It was
- RESOLVED:** That (1) prior approval of siting and appearance BE REQUIRED; and
- (2) approval of details of siting/appearance be REFUSED for the following reasons:
1. The proposal, by reason of excessive size and unsatisfactory siting, would obstruct visibility to the highway to the detriment of vehicle safety.

2. The proposal, by reason of excessive size and unsatisfactory siting, would reduce the footway width to an unacceptable degree which would be detrimental to pedestrian safety.
3. The proposal, by reason of excessive size and unsatisfactory siting, would be visually obtrusive and unduly prominent to the detriment of the amenity of local residents and the street scene in general.

648. **Determination of Demolition Applications:**

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

649. **Any Other Business:**

RESOLVED: That the information set out below be noted and the actions detailed be agreed:

(i) **Protection of Locally Listed Buildings**

A Member reminded the Committee that, following the recent destruction of part of the Railway Hotel in Hatch End, the Council at its meeting on 29 April had passed a Motion which stated that the Planning Department would be encouraged and supported to work with other Boroughs to strengthen the protection of such Locally Listed Buildings. The Member queried progress made by the Planning Department in achieving this.

In response, the Chief Planning Officer explained that the Authority did not have the means to afford further protection to Locally Listed Buildings itself but sought to address the issue by lobbying central government for a change in the law. The Chief Planning Officer advised that an article had recently appeared in the Local Government Chronicle which had identified Harrow as taking the lead on this matter, and agreed that a report updating the Committee on progress made would be submitted to the Committee's next meeting.

(ii) **Members' Site Visits to Spinney Cottages, Cherry Tree Cottage and 40 Elms Road**

Following discussion, it was agreed that the Member site visits to Spinney Cottages (Applications 1/06 and 1/07 in the schedule to the minutes), Cherry Tree Cottage (Application 2/08 in the schedule to the minutes) and 40 Elms Road (Applications 2/18 and 2/19 in the schedule to the minutes) would take place on Monday 28th June. It was agreed that a mini-bus to transport Members to the sites would depart from the Civic Centre at 6.30 pm.

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

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

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

(2) 10.30 pm to continue until 10.35 pm;

(3) 10.35 pm to continue until 10.40 pm; and

(4) 10.40 pm to continue until 10.45 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.48 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

SECTION 1 – MAJOR APPLICATIONS

LIST NO: 1/01 **APPLICATION NO:** P/993/04/CFU

LOCATION: Parkville House, Red Lion Parade, Pinner

APPLICANT: Sanderson Associates for Auger Investments PLC

PROPOSAL: Change of Use: Office to Residential (Class B1 – C3) on 1st / 2nd Floors and Additional Floor to Provide 21 Flats with External Staircase (Resident Permit Restricted).

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

LIST NO: 1/02 **APPLICATION NO:** P/371/04CFU

LOCATION: 8 Village Way, Pinner

APPLICANT: M P Associates for 3 Continents Ltd

PROPOSAL: Redevelopment: Detached Three Storey Building to Provide 18 B1 (Business) Units with Underground Car Parking and Access.

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason reported and subject to the informative(s) reported.

(See also Minute 627: Declarations of Interest).

LIST NO: 1/03 **APPLICATION NO:** P/715/04/CFU

LOCATION: Royal National Orthopaedic Hospital, Brockley Hill, Stanmore

APPLICANT: Atkins Consultants for OR International

PROPOSAL: Two Storey Detached Building to Provide Medical Facilities, Car Park and Hardsurfacing

DECISION: See Minute 636

LIST NO: 1/04 **APPLICATION NO:** P/992/04/CFU

LOCATION: Wealdstone Ex-Servicemens' Club, 23 Headstone Drive, Harrow

APPLICANT: Yurky Cross Architects for Acton Housing Association

PROPOSAL: Redevelopment: 3 & 4 Storey Building to Provide 22 Affordable Flats & Parking (Resident Permit Restricted)

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

(Notes: (1) During the debate on the above item it was moved and seconded that the application be refused on the grounds that the proposal represented an overdevelopment and an overintensive use of the site by reason of its excessively high density, contrary to the recommended levels of density as set out in the London Plan, to the detriment of the amenity of neighbouring residents and businesses. Upon being put to a vote, this was not carried;

(2) Councillor Mrs Bath wished to be recorded as having voted in favour of the above motion to refuse the application and as voting against the decision to grant the application).

LIST NO: 1/05 **APPLICATION NO:** P/938/04/CDP
LOCATION: Elmwood, 6 The Avenue, Hatch End
APPLICANT: Andrew Scott Associates for Denhurst Properties Ltd
PROPOSAL: Details of Design and Appearance Pursuant to Condition 2 of Outline Permission P/1176/03/COU for 14 Flats with Access and Basement Parking.
DECISION: APPROVED the details, subject to the condition(s) and informative(s) reported.

LIST NO: 1/06 **APPLICATION NO:** P/850/04/CFU
LOCATION: 1, 2 & 3 Spinney Cottages, Football Lane, Harrow
APPLICANT: Kenneth W Reed & Associates for Keepers/Governors – Harrow School
PROPOSAL: Detached Three Storey Building to Provide Teaching Accommodation
DECISION: DEFERRED for a Member Site Visit
(See also Minute 649: Any Other Business)

LIST NO: 1/07 **APPLICATION NO:** P/899/04/CCA
LOCATION: 1, 2 & 3 Spinney Cottages, Football Lane, Harrow
APPLICANT: Kenneth W Reed & Associates for Keepers/Governors – Harrow School
PROPOSAL: Demolition of 3 Residential Properties
DECISION: DEFERRED for a Member Site Visit
(See also Minute 649: Any Other Business)

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/937/04/CVA
LOCATION: 2 Radnor Avenue, Harrow
APPLICANT: Jeremy Peter Associates for Mrs Myrna Samson
PROPOSAL: Variation of Condition F of P.P. LBH/5470/4 dated 18.10.76 to Permit Use of Property for Playgroup without Personal Restriction
DECISION: GRANTED variation(s) in accordance with the development described in the application and submitted plans as reported, subject to the deletion of the condition 1, and subject to the informative(s) reported, and the following additional informative agreed by the Committee:

2. The applicant is advised that all other conditions relating to the original grant of planning permission and application WEST/44643/92/VAR continue to apply.

(Notes: (1) During the discussion on the above application, it was moved and seconded that the request for variation be refused on the grounds that the personal restriction condition should not be lifted as this would create uncertainty in respect of the activity generated by 20 pupils and had the potential to cause a loss of residential amenity which might result because of a change of management. Upon being put to a vote, this was not carried.

(2) The vote on the above motion was not carried upon the Chair exercising her extra, casting vote;

(3) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Knowles wished to be recorded as having voted in favour of the motion to

refuse the application outlined above;

(4) The vote on the substantive motion to grant the above application was carried upon the Chair exercising her extra, casting vote).

LIST NO:	2/02	APPLICATION NO:	P/852/04/CFU
LOCATION:	45 Whitchurch Gardens, Edgware		
APPLICANT:	D R Joyner for Mr & Mrs Jhunhunwala		
PROPOSAL:	Change of Use: Residential (Class C3) to Pre-School Nursery for 6 Children (Class D1) on Part of Ground Floor		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/03	APPLICATION NO:	P/964/04/CFU
LOCATION:	Milmans Day Centre, 204 Grove Avenue, Pinner		
APPLICANT:	The Wilson Partnership for London Borough of Harrow		
PROPOSAL:	Change of Use: Residential Care Home (Class C2) to Specialist Care Facility (Class D1/SUI Generis) on First Floor		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		
	(See also Minute 627: Declarations of Interest)		

LIST NO:	2/04	APPLICATION NO:	P/1055/04/CFU
LOCATION:	7 Rickmansworth Road, Pinner		
APPLICANT:	Aylett Associates for Rylex Investments		
PROPOSAL:	Replacement 2 Storey Building with Rooms in Roofspace to Provide 4 Flats, Forecourt Parking		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		
	(Note: Having declared a prejudicial interest in this item, Councillor Anne Whitehead stood down from the Chair for the duration of the consideration of this item and the Vice-Chair, Councillor Bluston, took the Chair. At the conclusion of consideration of the item, Councillor Whitehead resumed the Chair).		
	(See also Minute 627: Declarations of Interest)		

LIST NO:	2/05	APPLICATION NO:	P/204/04/CFU
LOCATION:	16 Hallam Gardens, Pinner		
APPLICANT:	Mr H Paster		
PROPOSAL:	Provision of Replacement Fencing		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/06	APPLICATION NO:	P/682/04/CFU
LOCATION:	Harrow College, 12 Brookshill, Harrow Weald		
APPLICANT:	Kenneth W Reed & Associates for Harrow College		
PROPOSAL:	Provision of New Fencing and Entrance Gates with Hardsurfacing		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported. (See also Minute 627: Declarations of Interest)		

LIST NO:	2/07	APPLICATION NO:	P/1004/04/CFU
LOCATION:	Harrow College, Lowlands Road, Harrow		
APPLICANT:	Kenneth W Reed & Associates for Harrow College of Further Education		
PROPOSAL:	Provision of New Flue to Plant Room		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/08	APPLICATION NO:	P/579/04/CFU
LOCATION:	Cherry Tree Cottage, Yew Tree Cottage, The Beeches, Old Church Lane, Stanmore		
APPLICANT:	CgMs Consulting for Laing Homes Ltd		
PROPOSAL:	Redevelopment to Provide 7 Flats in Two Linked 2 Storey Blocks with Accommodation in Roofspace with Access and Parking.		
DECISION:	DEFERRED for a Member site visit. (See also Minute 649: Any Other Business)		

LIST NO:	2/09	APPLICATION NO:	P/895/04/CFU
LOCATION:	Unit B1, Neptune Industrial Estate, 5 Neptune Road, Harrow		
APPLICANT:	Tecon Ltd for Pharmchem International Ltd		
PROPOSAL:	Provision of New Storage Building		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/10	APPLICATION NO:	P/1080/04/CLB
LOCATION:	Roxeth First & Middle School, 1 Brickfields, Harrow		
APPLICANT:	Paul McCarthy for London Borough of Harrow		
PROPOSAL:	Listed Building Consent: New Escape Stair, Rooflights and Internal Alterations		
DECISION:	GRANTED Listed Building Consent, and refer to the Secretary of State with the suggested condition(s) reported, subject to the informative(s) reported.		

LIST NO: 2/11 **APPLICATION NO:** P/625/04/CFU
LOCATION: Link House, Pinner Hill, Pinner
APPLICANT: Orchard Associates for Mr & Mrs P Marcuse
PROPOSAL: Single Storey Side Extension, Replacement Double Garage, Detached Building in Rear Garden, Replacement and Extended Drive
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/12 **APPLICATION NO:** P/1078/04/CCA
LOCATION: Link House, Pinner Hill, Pinner
APPLICANT: Orchard Associates for Mr & Mrs P Marcuse
PROPOSAL: Conservation Area Consent: Demolition of Stable Outbuilding, Garage , Stores and Utility Addition
DECISION: GRANTED Conservation Area Consent in accordance with the works described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/13 **APPLICATION NO:** P/2/04/CFU
LOCATION: Wildwoods, 25 Warren Lane, Stanmore
APPLICANT: S Sergiou for Stephen Noble
PROPOSAL: First Floor Front and Part First Floor, Part Two Storey Rear Extensions
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/14 **APPLICATION NO:** P/848/04/CFU
LOCATION: Madalane House, Hillside Road, Pinner
APPLICANT: Alan Cumber
PROPOSAL: Replacement Double Garage with New Driveway and Provision of Wall with Double Gates on Hillside Road Frontage
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/15 **APPLICATION NO:** P/1049/04/CFU
LOCATION: Bridle Cottages, Brookshill Drive, Harrow
APPLICANT: Kenneth W Reed & Associates for Copse Farm Ltd
PROPOSAL: Single Storey Rear Extension
DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason(s) and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals (E4, E6, E8, E11, E34, E38, E45) (SEP5, SD1, D4, D5, D12, D17, EP31, EP34):

1. The Proposal would adversely affect the character of the building to the detriment of the Conservation Area and Area of Special Character.

2. The extension and alterations to the Grade II Listed Building would damage the harmony, openness and appearance of the building and surrounding Area of Special Character located in the Green Belt.

(Notes: (1) Prior to discussing applications 2/15 and 2/16, the Committee received a representation from an objector.

The objector, who lived in a nearby property, advised that, in his view, the proposed extension would be a disproportionate addition to the property in terms of size, bulk and height, and would appear dominant in the street scene and on the skyline. He pointed out that the proposal would obscure the view from the Bentley Priory Circle Walk. He also considered that the proposal would amount to 'infilling', which, he pointed out, was what the designation of Brookshill Drive as a Conservation Area had specifically been aimed at preventing.

For these reasons he considered that the proposals would be damaging to the appearance and openness of this part of the green belt and damaging to this area of special character and the Conservation Area. He added that the proposals contravened a number of major UDP policies. He urged the Committee to refuse the applications.

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

(2) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having abstained from voting on the motion to refuse applications 2/15 and 2/16 on the grounds that they had wished to defer consideration of the application pending a Member site visit;

(3) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted in favour of the motion to refuse applications 2/15 and 2/16;

(4) The Chief Planning Officer had recommended that applications 2/15 and 2/16 be granted).

LIST NO:	2/16	APPLICATION NO:	P/1098/04/CLB
LOCATION:	Bridle Cottages, Brookshill Drive, Harrow		
APPLICANT:	Kenneth W Reed & Associates for Copse Farm Ltd		
PROPOSAL:	Listed Building Consent: Single Storey Rear Extension and Internal Alterations		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the following reason(s) and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals (E34, E38) (D12, D16):		
	<ol style="list-style-type: none"> 1. The Proposal would adversely affect the character of the building to the detriment of the Conservation Area and Area of Special Character. 2. The extension and alterations to the Grade II Listed Building would damage the harmony, openness and appearance of the building and surrounding Area of Special Character located in the Green Belt. 		
	(See notes under application 2/15 above)		

LIST NO:	2/17	APPLICATION NO:	P/1048/04/CFU
LOCATION:	Copse Farm House, 17 Brookshill Drive, Harrow		
APPLICANT:	Kenneth W Reed & Associates for Copse Farm Ltd		
PROPOSAL:	Two Storey Rear Extension and Detached Garage (Revised)		

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason(s) and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals (E34, E38) (D12, D16):

1. The proposal would be an overdevelopment of the site to the detriment of the Area of Special Character contrary to Green Belt policy.
2. The proposal would adversely affect the character of the building to the detriment of the Conservation Area, Area of Special Character and openness of the Green Belt.

(Notes: (1) Prior to discussing the above application, the Committee received a representation from an objector and a representative of the applicant.

The objector pointed out that the proposed extension would equate to a 50% increase in the width of the property and was of the view that it would be bulky, obtrusive and dominant in the streetscene. He considered that it would block views of the surrounding countryside from Brookshill Road and he also argued that the proposal would amount to 'infilling', which, he pointed out, was what the designation of Brookshill Drive as a Conservation Area had specifically been aimed at preventing. For these reasons he considered that the proposal would be damaging to the appearance and openness of this part of the green belt.

In response, a representative of the applicant argued that the drawings circulated by the objector were inaccurate, bland and lacking in detail, and urged the Committee to defer consideration of the application for a site visit to better judge the impact of the proposal.

(2) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having abstained from voting on the motion to refuse the above application on the grounds that they had wished to defer consideration of the application pending a Member site visit;

(3) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted in favour of the motion to refuse the application;

(4) The Chief Planning Officer had recommended that this application be granted).

LIST NO:	2/18	APPLICATION NO:	P/2993/03/CFU
LOCATION:	40 Elms Road, Harrow		
APPLICANT:	BB Partnership Ltd for Mr & Mrs A Saffrin		
PROPOSAL:	Two Storey Side Extension		
DECISION:	DEFERRED for Member site visit. (See Minute 649: Any Other Business)		

LIST NO:	2/19	APPLICATION NO:	P/2994/03/CLB
LOCATION:	40 Elms Road, Harrow		
APPLICANT:	BB Partnership Ltd for Mr & Mrs A Saffrin		
PROPOSAL:	Listed Building Consent: Demolition of Single Storey Extension, Replacement Two Storey Side Extension		
DECISION:	DEFERRED for Member site visit. (See Minute 649: Any Other Business)		

LIST NO:	2/20	APPLICATION NO:	P/388/04/CFU
LOCATION:	Castlewood, Pinner Hill, Pinner		
APPLICANT:	Middlesex & Herts for Mr & Mrs Harjette		
PROPOSAL:	First Floor Rear Extension with Pitched Roof		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/21	APPLICATION NO:	P/480/04/CFU
LOCATION:	36 West Towers, Pinner		
APPLICANT:	Sheeley & Associates for Mr & Mrs Marsh		
PROPOSAL:	Single Storey Rear Extension (Revised)		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/22	APPLICATION NO:	P/2362/03/CFU
LOCATION:	20 Evelyn Drive, Pinner		
APPLICANT:	San Matthew Trench – Analytic Ltd for Mr K M Purcell		
PROPOSAL:	Two Storey Rear Extension with Rooflight and Replacement Windows with Wooden Frames		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/23	APPLICATION NO:	P/873/04/CFU
LOCATION:	Laurelhurst, Pinner Hill, Pinner		
APPLICANT:	Orchard Associates for Mr & Mrs Pithers		
PROPOSAL:	Single Storey Front, Side, Basement and Rear Extensions, Demolition of Store Building		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/24	APPLICATION NO:	P/1136/04/CCO
LOCATION:	Chalgrove, 30 Peterborough Road, Harrow		
APPLICANT:	Complete Planning for Mr J McGinley		
PROPOSAL:	Retention of Paved Area/Steps at Front, Paved Patio & Wall at Rear, Provision of Replacement Boundary Fence & Timber Gate		
DECISION:	DEFERRED at Officers' request for further negotiation relating to materials.		

LIST NO:	2/25	APPLICATION NO:	P/106/04/CFU
LOCATION:	53A Lake View, Edgware		
APPLICANT:	J V Architects for Mr V J Pindoria		
PROPOSAL:	Single Storey Side Extension to Form Replacement Garden Store		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/26	APPLICATION NO:	P/1132/04/CFU
LOCATION:	3 Canons Drive, Edgware		
APPLICANT:	D R Joyner for Mr & Mrs Lawrence		
PROPOSAL:	Single Storey Rear Extension (Revised)		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported. (See also Minute 627: Declarations of Interest).		

LIST NO:	2/27	APPLICATION NO:	P/942/04/CFU
LOCATION:	68 Marsworth Avenue, Pinner		
APPLICANT:	Mr & Mrs Angol		
PROPOSAL:	Single Storey Rear Extension		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/28	APPLICATION NO:	P/3009/03/DFU
LOCATION:	18 Harrow View, Harrow		
APPLICANT:	Mr H Aggarwal for Dr A S Maan		
PROPOSAL:	Conversion of Dwellinghouse to Two Self-Contained Flats		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/29	APPLICATION NO:	P/627/04/CFU
LOCATION:	Burwood, 11 Church Lane, Pinner		
APPLICANT:	Thomas Smith		
PROPOSAL:	Front and Rear Dormer Windows		
DECISION:	DEFERRED at Officers' request in order to receive the comments of the CAAC.		

LIST NO: 2/30 **APPLICATION NO:** P/765/04/DFU
LOCATION: Headstone Manor Recreation Ground R/O 101 Headstone Lane, Harrow Weald
APPLICANT: Mr H Patel for West Harrow Cricket Club
PROPOSAL: Single Storey Front and Rear Extensions and Provision of New Roof
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/31 **APPLICATION NO:** P/982/04/CFU
LOCATION: Buckingham Boulangerie, 9 Buckingham Parade, Stanmore
APPLICANT: Preston Bennett Holdings Ltd for Dovelawn Management Ltd
PROPOSAL: Internal Alterations to Provide Mezzanine Floor for Class A3 (Food and Drink) Use
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported and the following replacement condition, agreed by the Committee:

Delete Condition 5 and replace with:

'The A3 use hereby permitted to the mezzanine floor area shall not be open to customers outside the following times:

07.00 hours to 23.30 hours, Monday to Saturday inclusive and
08.30 hours to 20.30 hours on Sundays

without the written permission of the local planning authority.

REASON: To safeguard the amenity of the area.'

(Note: Prior to discussing the above application, the Committee received a representation from a representative of an objector. The representative argued that the proposal was invalid as the applicants were only leasing the property, would result in a loss of A1 retail floorspace, would be detrimental to the vitality and viability of the local shopping centre, and would be contrary to the policies within the revised UDP as it would result in too great a percentage of the frontage being in non-retail use. He also argued that the shop's turnover would fall.

In response, the applicant emphasised that the application was valid and that there would be no loss of A1 floorspace, but, in fact, an increase. He pointed out that the A3 use would be ancillary to the principal retail use and that there would no change to the shop frontage. With reference to the objector's comments relating to his turnover, the applicant queried how the objector would have knowledge of his turnover).

(See also Minute 627: Declarations of Interest)

SECTION 3 – OTHER APPLICATIONS RECMOMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/69/04/CFU
LOCATION: Greenways, 633 Uxbridge Road, Hatch End
APPLICANT: Banner Homes
PROPOSAL: Redevelopment: Detached Three Storey Building to Provide 8 Flats with New Access

LIST NO: 3/06 **APPLICATION NO:** P/1046/04/CVA
LOCATION: Lawsons, 301-303 Burnt Oak Broadway, Edgware
APPLICANT: Rennie & Partners for Lawsons Timber Merchants
PROPOSAL: Variation of Condition 8 of Planning Permission EAST/710/97/FUL to Permit Opening Hours from 07.30 hrs Monday to Friday Inclusive
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative(s) reported.

LIST NO: 3/07 **APPLICATION NO:** P/1135/04/CCO
LOCATION: 184 Whitchurch Lane, Edgware
APPLICANT: Nesbitt and Mire for Michael Kauffer
PROPOSAL: Continued Use of Property as a 6 Bedroom House in Multiple Occupation Including Use of Existing Garage as Habitable Room
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported, subject to the amendment noted below, and subject to the informative(s) reported:

Amend reason to read 'The proposed form of continued use would result...' etc

SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES

LIST NO: 4/01 **APPLICATION NO:** P/1050/04/CNA
LOCATION: County End, Magpie Hall Road, Bushey Heath, Herts
APPLICANT: Hertsmere Borough Council
PROPOSAL: Consultation: First Floor Rear Extension
DECISION: RAISED NO OBJECTIONS to the development set out in the application, subject to the informative(s) reported.

LIST NO: 4/02 **APPLICATION NO:** P/796/04/CNA
LOCATION: County End, Magpie Hall Road, Bushey Heath, Herts
APPLICANT: Hertsmere Borough Council
PROPOSAL: Consultation: Application for Listed Building Consent: First Floor Rear Extension Incorporating Canopy Over Garage, Dining Room and Study.
DECISION: RAISED NO OBJECTIONS to the development set out in the application, subject to the informative(s) reported.

LICENSING
AND GENERAL
PURPOSES
COMMITTEE

REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE

MEETING HELD ON 16 JUNE 2004

Chair:	* Councillor Bluston	
Councillors:	* Mrs Bath	* Idaikkadar (3)
	* Branch	* Knowles
	* Janet Cowan	* Lavingia (2)
	* Dharmarajah	* Vina Mithani
	* Ann Groves	* John Nickolay

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

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

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Blann Councillor O'Dell	Councillor Idaikkadar Councillor Lavingia

9. Declarations of Interest:

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
Item 17	Councillors Bluston, Knowles and Vina Mithani	Personal Interest as Members of the ALMO shadow Board
Items 11 to 14 and 16 to 23	Councillors Bluston and Idaikkadar	Personal Interest as Members of the Pension Scheme and of the Pension Fund Investments Panel

10. Arrangement of Agenda:

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

<u>Item</u>	<u>Reason</u>
Item 16 - Exercise of Discretion under Regulation 38 of The Local Government Pension Scheme Regulations 1997	This item was considered to contain exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it contained information relating to a particular employee.
Item 17 - Admission of Spire Community Homes Ltd. to the London Borough of Harrow Pension Fund as a Scheduled body	This item was considered to contain exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it contained information relating to employees.

Items 18, 19, 20, 21 - Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended)

These items were considered to contain exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that they contained information relating to particular employees.

Items 22 and 23 - Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended)

These items were considered to contain exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that they contained information relating to particular employees.

11. **Minutes:**

RESOLVED: That the minutes of the (1) predecessor body (General Purposes and Licensing Committee) meeting held on 29 September 2003, having been circulated, be taken as read and signed as a correct record; and

(2) Licensing and General Purposes Committee (Special) meeting held on 17 May 2004 be deferred until printed in the next bound Council Minute Volume.

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

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

13. **Licensing Act 2003 - Information Report Update On The Licensing Position:**

An information item was presented to Members by the Chief Environmental Health Officer updating the position on the Licensing Act 2003, the timescales and the implications for the Local Authority.

It was reported that the Licensing Act created a new statutory duty for Local Authorities to license premises and persons for the sale of alcohol. Statutory guidance would form part of the new system and would govern ways in which operational, policies, trading hours etc would be administered. The officer advised that it was now anticipated the Statutory Guidance to local authorities would be approved by Parliament in the next month. When this was finalised and issued to authorities there would be a six month period to prepare, consult on and approve a licensing policy. It was expected that the authority would start to receive applications to convert existing licences in the early part of January or February 2005. The new licensing regime would then come into full operation in October or November 2005.

Members expressed concerns about the funding of the duties created by the new legislation. The officer explained that funding had been approved, and had been carried through with the timetable slippage and that much of the ongoing revenue costs would be offset from the licence application fees and charges. The fee levels for applications were to be set by Government in the licensing regulations. These Regulations had yet to be released, hence all current planning had been based on indicated fee levels. It was requested that a draft financial breakdown be supplied when more definite information was available.

RESOLVED: That the report be noted.

14. **Ann Summers Limited - Information Report:**

The Chief Environmental Health Officer advised Members that a branch of a store operated by Ann Summers Limited had recently opened in Harrow. It was understood that a critical petition was being organized by local residents, although this had not been presented to the Authority to date.

This information report had been brought in front of the Committee to inform Members of the legislation and the position regarding sex shops.

There had been no application for a sex shop licence, the company having to maintain the sales of sex articles below the levels indicated in established case law. The major proportion of the shop was given over to the sale of lingerie. Ann Summers had recently bought out the Knickerbox high street chain, the brand for which the front section of the

shop is used for displaying. The numbers of sex toys purchases are insignificant in comparison to the amount of lingerie sold. The Committee felt that members of the public associated Ann Summers with sex shops, even when legally they were not, and suggested that this distinction should clearly be made when reported by the media as this might remove some of the concerns.

RESOLVED: That the report be noted.

15.

Early Retirement Arrangements:

The Executive Director (Organisational Development) presented a report asking Members to establish an ad-hoc Sub-Committee with delegated powers to take decisions on early retirements in respect of all staff except Chief Officers and those staff not in the Pension scheme. The reason was the need for speedy decisions, in light of the Middle Management Review, which at present had to await a meeting of the Licensing and General Purposes Committee or, depending upon the urgency, were referred to Nominated Members for approval by delegated authority. Members had previously expressed some concerns with the urgency process. The proposed process would provide additional information, which would allow officers and Members to have an overview of the cases, particularly with regard to costs, savings and other benefits to the Council.

Members raised concerns about the proposal not to have Reserve Members on the Sub-Committee and suggested that Reserve Members should be added to the newly created Sub-Committee in line with those Panels and Sub-Committees under the Council structure.

It was also agreed that Members could only sit on the Sub-Committee after completion of the relevant training, in order to achieve a level of consistency.

A request was made to the Executive Director (Organisational Development) to provide a report to the Licensing and General Purposes Committee on the total costs of early retirement/redundancy cases from the start of the New Harrow Project to date.

RESOLVED: That (1) a Sub-Committee of three Members be established with delegated powers, as set out in paragraph 6.5 of the report, to take decisions on requests for early retirement;

(2) the Membership comprise of a Nominated Member from each of the three Groups, each with a Reserve Member, and the quorum of the Sub-Committee be two.

16.

Establish new Internal Dispute Resolution Procedure arrangements in line with Regulations 27 to 32 of The Local Government Pension Scheme (Amendment) Regulations 2004:

A report of the Executive Director (Organisational Development) was presented to the Committee proposing new arrangements for the Internal Dispute Resolution Procedure (IDRP) in line with Regulations 27 to 32 of The Local Government Pension Scheme.

Members were informed that the vast majority of disputes were resolved by Tier 1 of the Local Authority's 3 Tier system. The Tiers are:-

Tier 1 – Pension Fund Members are encouraged to liaise with Harrow's Pension unit.

Tier 2 – Harrow has appointed the Executive Director (Organisational Development) as the "Appointed Person" whose duty and responsibility it was to make a determination where an individual raises a formal complaint under Stage 1 of the IDRP.

Tier 3 – If the individual is still unhappy with the Appointed Person's determination; Stage 3 provides the individual with the right of appeal to The Secretary of State.

Under Tier 2 of the proposed revised IDRP, a timescale of 2 months is set for a decision to be made. It was suggested that the Specified Person was a person knowledgeable in the pension legislation area such as a Pensions Service Manager.

The Tier 3 stage is now referred back to the administering Authority (i.e. Harrow Council) for determination. Statute clearly states that the decision-making function cannot be delegated to a third party. At this stage, disputes are to be determined by the 'Director of HR and Organisational Effectiveness' in consultation with the Harrow Pension Fund Actuary service Hymans Robertson as an external adviser, whose services could be secured at an hourly fee of £200.

RESOLVED: That (1) the amendments under Regulation 27 to 32 of the Local Government Pension Scheme (Amendment) Regulations 2004, effective from 1 June 2004 be noted;

(2) the need for a robust Dispute Resolution process and the proposed new administrative arrangements be agreed;

(3) the potential funding implications be noted.

17. **Amend Policy Statement under Regulation 106 of The Local Government Pension Scheme Regulations 1997 (as amended) to reflect changes under Regulation 18 of The Local Government Pension Scheme (Amendment) Regulations 2004:**

The Committee was presented with a report requesting amendments to the Policy Statement on Discretions under Regulation 106 of The Local Government Pension Scheme Regulations 1997 to reflect changes under Regulation 18 of The Local Government Pension Scheme (Amendment) Regulations 2004.

The new provision allows an Authority to award a member an additional period of membership at any point during active membership of the Local Government Pension Scheme, taking into account the revised maximum additional period that can be awarded only if applicable under the set criteria for the period of membership.

The cost of applying this Regulation will be met through either increased employer's contributions to the pension fund or by way of a one-off payment from the general fund.

RESOLVED: That (1) the amendments under Regulation 18 of the Local Government Pension Scheme (Amendment) Regulations 2004, effective from 1 April 2004, be noted;

(2) the Committee, having regard to the financial implications and acknowledging the arrangements that currently exist under Discretionary Compensation Regulations, does not, at this time, apply discretion under Regulation 52 of the Local Government Pension Scheme Regulations 1997 (as amended);

(3) Harrow's Pension Manager amend Harrow's Mandatory Policy Statement and notify all active members of the change;

(4) Harrow's Pension Manager notify all associated employers and admitted bodies of the amendment and request that they review their particular policy statement.

18. **Implementation of Document Imaging / Employee Internet Self-Service, realignment of resources to respond to service drivers and impact of new legislation:**

A report of the Executive Director (Organisational Development) was presented to the Committee outlining the proposal to implement document imaging, self-service employee internet access and a realignment of resources to respond to service drivers and the impact of new legislation.

Members were informed of the increased level and complexity of enquiries received from employees to the Pensions Unit. An officer told the Committee that advanced technology which enabled clients to access their pension details and answer many of their queries would eliminate some of the pressures on staff.

RESOLVED: That (1) it be noted that investment in new technology would afford pension fund members greater and easier access to timely and accurate information, whilst assisting the Authority in meeting targets set for the Implementation of Electronic Government;

(2) the impact of demographic changes, legislation and transfer of functions on pension resources be noted;

(3) the financial comments and the additional resources detailed at Appendix A to the report be noted and agreed;

(4) the proposals that materials and work be executed as an extension to the contract entered into with Lynx Heywood be agreed as appropriate in these circumstances.

19. **Amended Policy Statement under Regulation 106 of The Local Government Pension Scheme Regulations 1997 (as amended):**

A report of the Executive Director (Organisational Development) was presented to the Committee recommending variation to the Council's Policy on Discretions in relation to the payment of a Death Grant (Regulation 38) following new guidance from the Local

Government Pension Committee.

An officer explained the administrative difficulties when a deceased employee had not completed a death grant nomination form. The death grant in these cases would be transferred to the estate; however, under the new provisions recommendations had been made to authorise payment of the Death Grant to the surviving child/children. In the event of there being no identified child/children or there being any uncertainty in releasing the monies to the child/children or nominated beneficiaries, the matter would be referred to Members for determination. The officer confirmed that Unison had made no comments on the proposals.

RESOLVED: That (1) the advice in relation to Regulation 38 of The Local Government Pension Scheme Regulations 1997 be noted;

(2) the amendments to the Policy Statement on Discretions in line with the recommendations in the report and Regulation 38 be agreed;

(3) the suggested amended procedure for determining payment of Death Grant be agreed.

20. **Exercise of Discretion under Regulation 38 of The Local Government Pension Scheme Regulations 1997:**

The Executive Director (Organisational Development) advised Members of a request to exercise their discretion to pay the Death Grant in advance of Probate/Administration where no nomination had been made.

RESOLVED: That the payment of SW's Death Grant to the deceased employee's daughter, upon sight of an appropriate trust deed, plus SW's death certificate and the daughter's birth certificate, be agreed.

21. **Admission of Spire Community Homes Limited to the London Borough of Harrow Pension Fund as a Scheduled body:**

The report of the Executive Director (Organisational Development) detailed the terms for admission to the Local Government Pension Scheme (LGPS) for transferring Harrow Council employees and for all future employees of Spire Community Homes Limited.

RESOLVED: That (1) it be noted that Spire Community Homes Limited meets the criteria for 'Scheduled Body' admission as defined under Regulation 10 of The Local Government Pension Scheme (Amendment) Regulations 2002;

(2) the Employer's Contribution Rate as set by Hymans Robertson (Harrow Fund Scheme Actuary) and the provision for adjustment in line with the outturn of the 2004 valuation or any other periodic review be noted;

(3) admission as a Scheduled Body being subject to the conditions laid down in both the Admission and Service Level Agreements be noted.

22. **Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended):**

The Executive Director (Organisational Development) reported an application by an employee under Regulation 31 requesting that the employer exercise discretion and agree early retirement.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended);

(2) having determined that the application met the criteria determined at General Purposes and Licensing Committee on 4 March 2003, discretion be exercised and the early retirement of HK under Regulation 31 be agreed.

23. **Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended):**

The Executive Director (Organisational Development) reported an application by an employee under Regulation 31 requesting that the employer exercise discretion and agree early retirement.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended);

(2) having determined that the application met the criteria determined at General Purposes and Licensing Committee on 4 March 2003, discretion be exercised and the early retirement of FM under Regulation 31 be agreed.

24. **Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended):**

The Executive Director (Organisational Development) reported an application by an employee under Regulation 31 requesting that the employer exercise discretion and agree early retirement.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended);

(2) having determined that the application met the criteria determined at General Purposes and Licensing Committee on 4 March 2003, discretion be exercised and the early retirement of CRN under Regulation 31 be agreed.

25. **Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended):**

The Executive Director (Organisational Development) reported an application by an employee under Regulation 31 requesting that the employer exercise discretion and agree early retirement.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended);

(2) having determined that the application met the criteria determined at General Purposes and Licensing Committee on 4 March 2003, discretion be exercised and the early retirement of RP under Regulation 31 be agreed.

26. **Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended):**

The Executive Director (Organisational Development) reported an application for early retirement under Regulation 26 of the Local Government Pension Scheme Regulations 1997 (as amended). The report detailed grounds for the Authority to exercise discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended).

It was confirmed that the duties of the post currently occupied by the employee would be discharged as complete on 30 June 2004.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended);

(2) having determined that the application met the criteria for early retirement, agree that discretion be exercised under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended) and that MW be awarded a credited period of 6 years 243 days.

27. **Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended):**

The Executive Director (Organisational Development) reported an application for early retirement under Regulation 26 of the Local Government Pension Scheme Regulations 1997 (as amended). The report detailed grounds for the Authority to exercise discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended).

Under the re-organisation of the senior management structure of the Council in 2002, the employee was appointed to a post on a fixed term basis, expiring on 31 December 2004.

Upon a vote the recommendation that the discretion exercised should be inclusive of a credited period of added years was not agreed.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 8 of the Local Government (Early Termination) (Discretionary

Compensation) (England and Wales) Regulations 2000 (as amended);

(2) having determined that the application met the criteria for early retirement, discretion be exercised under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended) and the early retirement of PO be agreed, with no credited period of added years.

26. **Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended):**

The Executive Director (Organisational Development) reported an application for early retirement under Regulation 26 of the Local Government Pension Scheme Regulations 1997 (as amended). The report detailed grounds for the Authority to exercise discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended).

It was confirmed that the duties of the post currently occupied by the employee would be discharged as complete on 30 June 2004.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended);

(2) having determined that the application met the criteria for early retirement, agree that discretion be exercised under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended) and that MW be awarded a credited period of 6 years 243 days.

28. **Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended):**

The Executive Director (Organisational Development) reported an application for early retirement under Regulation 26 of the Local Government Pension Scheme Regulations 1997 (as amended). The report detailed grounds for the Authority to exercise discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended).

Under the re-organisation of the senior management structure of the Council in 2002, the employee was appointed to a post on a fixed term basis, expiring on 31 December 2004.

Upon a vote the recommendation that the discretion exercised should be inclusive of a credited period of added years was not agreed.

RESOLVED: That (1) it be agreed that this was a suitable case for consideration under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended);

(2) having determined that the application met the criteria for early retirement, discretion be exercised under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended) and the early retirement of PO be agreed, with no credited period of added years.

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

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

LICENSING AND
GENERAL PURPOSES
PANELS

PERSONNEL APPEALS PANEL

29 JUNE 2004

Chair: * Councillor Arnold

Councillors: * Ann Groves * Harrison

* Denotes Member present

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

RESOLVED: That Councillor Arnold be appointed Chair of the Panel.

2. **Membership of the Appeals Panel:**

RESOLVED: That the Membership of the Panel be confirmed.

3. **Arrangement of Agenda:**

RESOLVED: That the appeal be considered with the press and public excluded on the grounds that the report contains exempt information as defined under Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it contains information relating to a particular employee.

4. **Minutes:**

RESOLVED: That the minutes of the meeting held on 5 March 2004 be taken as read and signed as a correct record.

5. **Appeal Against Dismissal:**

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

RESOLVED: That the appeal be not upheld.

(Note: The meeting having commenced at 9.35 am, closed at 5.40 pm)

(Signed) COUNCILLOR RAYMOND ARNOLD
Chair

STANDING ADVISORY
COUNCIL FOR
RELIGIOUS
EDUCATION

100. **Attendance of Reserve Members:**

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

101. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Ismail	Declared a Personal Interest in that he is a governor at Whitchurch Middle School.
Councillor Nana Asante	Declared a Personal Interest in that she is a governor at Stanburn First School.
Councillor Omar	Declared a Personal Interest in that he is a governor at Nower Hill High School.

102. **Minutes:**

RESOLVED: That the minutes of the meeting held on 11 March 2004, having been circulated, be taken as read and signed as a correct record.

103. **Early Years Resources:**

An Advisory Teacher for Foundation Stage children provided Members with an insight into the education of 3 to 5 year olds. It was explained that a government grant was available for pre-schools in the private sector, provided they followed government guidance on the syllabus for foundation stage children. The officer was employed to advise the forty LEA establishments and seventy private nurseries in the Borough that followed the syllabus. The Council was shown a number of religious toys, some of which were available at Harrow Teachers' Centre. Some items illustrated stories and festivals from different faiths, which could be used in home corners. The resources were available on loan in boxed sets to state schools from Harrow Teachers' Centre. The Council was asked to consider allowing private pre-schools access to the items and the purchase of additional religious toys from SACRE funds.

RESOLVED: That the SACRE items should be available to private nurseries and that additional resources for 3-5 year olds should be purchased from SACRE funds.

104. **Curriculum for Religious Education:**

Members heard that there was a locally agreed curriculum for religious education. A nationally agreed syllabus for religious education had not been introduced but the Qualification and Curriculum Authority (QCA) had devised a draft framework for religious education for each SACRE to consider. Each SACRE would be able to draw on the document when revising their locally agreed syllabus. It was noted that Harrow SACRE would need to revise their syllabus in 2005, although the QCA framework was not expected to be compulsory by that date. Members commented on the QCA document. There was some discussion as to the suitability of the word 'story' in the context of religious writings. It was felt that young people should be taught that children are equal irrespective of their religion. A Member felt that it was important that religious education maintained its identity.

RESOLVED: That the above be noted.

105. **Collective Worship:**

Members were asked to comment on a document called the, 'A-Z of School Collective Worship', which had been produced by SACRE and the School Development Service. It was noted that if a school did not provide adequate religious education or Daily Worship, OFSTED would not deem the SMT 'satisfactory'. It was agreed that schools demonstrating good practice would be congratulated and those who, for example, were not holding a daily act of worship or adequate religious education could be encouraged to do so.

Members heard that courses for governors and teachers on Collective Worship were poorly attended but it was added that the Chair supported schools on an individual basis on request.

RESOLVED: That (1) Members should consider OFSTED report entries on Collective Worship and religious education; and

(2) the Chair write to Norbury School to inform them that their letter to faith community leaders inviting them to take part in a faith assembly had been used as a template in the 'A-Z of School Collective Worship'.

106. **Determinations:**

The meeting heard that there were no new determinations to be discussed but it was reported that some schools were considering determinations.

RESOLVED: That the above be noted.

107. **Draft SACRE Constitution and Handbook:**

A draft constitution was circulated to Members of the Council. It was agreed that the final constitution would be presented in the form of a booklet.

RESOLVED: That (1) under 2A the list be amended to read as follows: 'representatives of the Orthodox Church, the Roman Catholic Church, other Christian Denominations, the Baha'i Faith, Buddhism, Hinduism, Jainism, Judaism, Islam, Sikhism and Zoroastrianism...';

(2) clarification regarding the quorum of the Council be sought from Committee Section;

(3) collective worship and determination be listed separately under section 7;

(4) the draft constitution, after amendment, be passed to the Borough Solicitor for comments;

(5) the draft constitution be considered at the next SACRE meeting.

108. **Harrow Inter-Faith Festival (27 June - 4 July 2004):**

Posters and leaflets were circulated for distribution. A full program would be circulated in the week commencing 21 June 2004.

RESOLVED: That the above be noted.

109. **Black History Month and Request for Items:**

The meeting heard that the Vice Chair and Adviser to the Council were involved with the organisation of the Black History Month. Members were asked to provide any primary source materials that developed the theme of migration to the UK. The Adviser to the Council was keen to collect items that reflected the contribution of black people to science and other aspects of the curriculum.

RESOLVED: That the above be noted.

110. **SACRE Budget:**

The budget was tabled at the meeting. It was agreed that the figure designated for a supply teacher would be checked.

RESOLVED: That the above be noted.

111. **News:**

RESOLVED: To note that there was no news to be reported to the Council.

112. **World Citizen Project:**

The Chair welcomed Mr Farzad Farid from the Baha'i community. It was explained that the World Citizen Project was an annual competition in which children were invited to write essays and design posters to illustrate a theme that encouraged children's interdependence on humanity. The competition did not have a religious theme but was based on virtues. Although the competition originated in the UK it now attracts participants from Italy, Holland, New Zealand, Australia, India and elsewhere. The United Nations had also endorsed the project. Members were shown photographs of some of the children's entries and the awards ceremonies. The title for the competition in Autumn 2004 had yet to be confirmed.

RESOLVED: That Members support participation of Harrow schools in the project in Autumn 2004.

113. **Correspondence:**

RESOLVED: To note that there was no correspondence to be reported to the Council.

114. **Dates of Future Meetings:**

Members noted that future SACRE meetings had been scheduled for:

- 22 September 2004
- 9 December 2004
- 10 March 2005

RESOLVED: That Committee Section be alerted that the meeting of the Council in September 2004 clashes with a meeting of the Traffic and Road Safety Advisory Panel and that a request be made that future clashes be avoided.

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

(Signed) PAT STEVENS
Chair

COUNCIL



MINUTES
of the
EXTRAORDINARY MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 24 JUNE 2004

Present: **The Worshipful the Mayor (Councillor Lurline Champagne)**
 The Deputy Mayor (Councillor Asad Omar)

Councillors:

R. Arnold
Nana Asante-Twumasi
Mrs Marilyn Ashton
Mrs Camilla Bath
Miss C A Bednell
F. Billson
Alan Blann
H. Bluston
J. Branch
K. Burchell
M. Choudhury
Mrs Janet Cowan
John Cowan
Bob Currie
Margaret Davine
M. Dharmarajah
Sanjay Dighé
A.T. Foulds

Brian Gate
Mitzi Green
Ann Groves
C. Harrison
C. Harriss
T. Idaikkadar
M. Ingram
N. Ismail
Mary John
Mrs E.M. Kinnear
M. Kinsey
D. Lavingia
A. Lent
Miss Paddy Lyne
Myra Michael
Jerry J. Miles
Vina Mithani
Chris Mote

Mrs Janet Mote
J.W. Nickolay
Mrs Joyce Nickolay
Marie-Louise Nolan
Phillip O'Dell
Anjana Patel
A. Pinkus
R. Ray
R.D. Romain
Navin Shah
Mrs Rajeshri Shah
Bill Stephenson
Keekira Thammaiah
S. Thornton
Keith Toms
A.E. Whitehead
G.G.V. Williams

A OPENING PROCEEDINGS**224. OPENING ADDRESS FROM THE MAYOR:**

The Mayor welcomed Members to the Meeting and congratulated Councillor Dharamarajah on recently becoming a grandfather.

225. TRIBUTE TO GERRY HARSANT:

Leonard Gerald Charles Harsant had died on 17 May. Major Harsant had been a Councillor of the London Borough of Harrow between 1986 and 1994 and had served as Deputy Mayor in 1991/92 and as Mayor of the Borough for 1992/3. The Mayor requested the Council to mark their respect for the memory of Gerry Harsant. The Council stood and observed a minute's silence.

B PROCEDURAL MATTERS**226. DECLARATIONS OF INTEREST:**

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

C RECOMMENDATION FROM CABINET**227. CABINET (24 JUNE 2004): RECOMMENDATION I: REPLACEMENT HARROW UNITARY DEVELOPMENT PLAN - CONSIDERATION OF REPRESENTATIONS ON THE PROPOSED MODIFICATIONS AND ADOPTION OF THE PLAN:**

Further to Item 2 on the Summons, the Council received Recommendation 1 from the Cabinet meeting of 24 June 2004 on this matter.

- (i) The Leader of the Council, Councillor Foulds deferred to the Portfolio Holder for Planning, Development, Housing and Best Value, Councillor Burchell, who formally moved this Recommendation, with Councillor N Shah seconding;
- (ii) Councillor Marilyn Ashton moved and Councillor C Mote seconded an amendment to the Recommendation in the following terms:

Paragraph (1): delete opening word "That" and substitute "To agree"
delete the final words "be agreed" and substitute "be referred back to Cabinet for further consideration"

Paragraph (2): insert the opening words "to agree"
delete the word "no"
delete the word "were" and substitute "are"

Paragraph (3): insert the opening words "to agree"
delete the word "was" and substitute "is"

Paragraph (4): to delete all words preceding "to adopt" and to substitute "to agree that the Council does not proceed".

Reason: delete the Reason for Recommendation note.

The amended Recommendation would then read in full as follows:-

- "(1) To agree the suggested Council responses to the representations made on the proposed modifications to the replacement Harrow Unitary Development Plan be referred back to Cabinet for further consideration;

- (2) to agree that further modifications to the replacement Harrow Unitary Development Plan are required;
 - (3) to agree that it is the Council's opinion that the replacement Harrow Unitary Development Plan is in general conformity with the London Plan; and
 - (4) to agree that the Council does not proceed to adopt the Replacement Harrow Unitary Development Plan".
- (iii) Upon a vote, the amendment, as set out at (ii) above, was not carried;
- (iv) The Leader of the Council, as Chair of the Cabinet, then moved, further to Council Procedure Rule 17.7, that the Recommendation be altered to adopt the change of wording to paragraph (3) in the lost amendment, which proposal received the assent of the Council;
- (v) The substantive Recommendation, subject to the alteration of paragraph (3), was, upon a vote, carried in the following form:

RESOLVED:

(1) THAT THE SUGGESTED COUNCIL RESPONSES TO THE REPRESENTATIONS MADE ON THE PROPOSED MODIFICATIONS TO THE REPLACEMENT HARROW UNITARY DEVELOPMENT PLAN BE AGREED;

(2) THAT NO FURTHER MODIFICATIONS TO THE REPLACEMENT HARROW UNITARY DEVELOPMENT PLAN ARE REQUIRED;

(3) TO AGREE THAT IT IS THE COUNCIL'S OPINION THAT THE REPLACEMENT HARROW UNITARY DEVELOPMENT PLAN IS IN GENERAL CONFORMITY WITH THE LONDON PLAN; AND

(4) THAT, SUBJECT TO THE PUBLICATION OF THE RELEVANT STATUTORY NOTICES, IT BE AGREED THAT THE COUNCIL NOW PROCEED TO ADOPT THE REPLACEMENT HARROW UNITARY DEVELOPMENT PLAN.

Reason for Decision: To expedite adoption of the replacement Harrow Unitary Development Plan after completion of all statutory procedures.

[Notes: (i) During the course of the debate on the amendment to the above Recommendation, Councillor Miss Bednell moved, under the provisions of Council Procedure Rule 17.10 (d) "that the question now be put". Upon a vote, this was carried;

(ii) Councillors Arnold, Marilyn Ashton, Mrs Bath, Miss Bednell, Billson, Janet Cowan, John Cowan, Harriss, Mary John, Mrs Kinnear, Myra Michael, Vina Mithani, C Mote, Janet Mote, John Nickolay, Mrs Joyce Nickolay, Anjana Patel, Pinkus and Romain left the Council Meeting at this time;

(iii) The meeting then moved to a vote on that amendment;

(iv) Councillor Williams wished to be recorded as having abstained from voting on the amendment set out above and on the substantive Recommendation (as altered)].

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 8.24 pm).

STANDARDS
COMMITTEE

REPORT OF STANDARDS COMMITTEE

MEETING HELD ON 29 JUNE 2004

Chair: * Councillor Janet Cowan

Councillors: * Branch * Mrs Joyce Nickolay
 * Ann Groves * Toms (2)
 * Harrison

Independent Persons: * Mrs B Shah * Reverend P Broadbent

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

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**62. **Appointment of Chair:**

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

63. **Attendance by Reserve Members:**

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

Ordinary Member
 Councillor Thammaiah

Reserve Member
 Councillor Toms

64. **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.

65. **Arrangement of Agenda:**

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

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

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

67. **Minutes:**

RESOLVED: That the minutes of the meeting held on 7 October 2003, having been circulated, be taken as read and signed as a correct record.

68. **Public Questions:**

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

69. **Petitions:**

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

70. **Deputations:**

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

71. **The Role of Standards Committees:**

The Committee received an oral presentation by the Corporate Solicitor.

The Corporate Solicitor set out the role and responsibilities of the Standards Committee, its relationship to the Standards Board for England and some current developments at the Standards Board. The role of the Monitoring Officer was also outlined.

Discussion focused on the application of the Code of Conduct when Members were dealing with requests for assistance from ward residents, particularly in relation to planning applications. A Member suggested that further training on this would be helpful. The Standards Board's draft guidance on this matter, as set out in a consultation paper recently issued by the Board, was outlined. Officers undertook to circulate the consultation paper to all Members of the Committee. Officers also undertook to provide advice to a Member outside of the meeting in response to a query relating to a resident who was taking the Council's decision on his planning application to appeal. In addition, it was highlighted that there would be a need for the Council to review its protocol for dealing with planning applications and lobbying, in parallel with the review of the Code of Conduct currently being undertaken at national level.

There was concern about the risk of malicious complaints against Members, but it was advised that this risk should not be over-estimated. Information on the number of complaints to the Standards Board relating to London Boroughs, and the percentage which were taken forward for investigation, was provided.

The role of the Committee with regard to the Council's whistle-blowing policy was also noted, and it was suggested that the policy should be brought to a future meeting of the Committee for review. Officers undertook to do this.

RESOLVED: That the presentation be noted.

72. **Local Investigation of Breaches of the Code of Conduct (Consultation on Regulations to be Issued under Section 66 Local Government Act 2000):**

The Committee received a report of the Borough Solicitor which advised of a consultation paper issued by the Government in relation to proposed Regulations under Section 66 of the Local Government Act 2000. The proposed Regulations made provision for Monitoring Officers (MOs) to investigate allegations referred to them by Ethical Standards Officers that the Code of Conduct had been breached. The report also advised of a consultation paper issued by the Standards Board for England, which set out proposed guidance for MOs in carrying out investigations.

It was noted that the Association of Council Secretaries and Solicitors (ACSeS) had co-ordinated a response to both the Regulations and the guidance on behalf of MOs, and had raised a number of issues with both papers. It was also noted that there would be a need to amend the procedure for local determinations agreed by the Standards Committee on 7 October 2003, once the final Regulations and guidance were issued.

A Member was pleased to note that the new Regulations would enable investigations to be carried out locally. However, she felt that there should be no need for complaints to be reported to the Standards Board in the first instance, and that Standards Committees should instead be able to determine whether complaints needed to be investigated, either locally or by the Standards Board if necessary. She suggested that the Council respond to the draft Regulations to this effect. It was advised, however, that the consultation period for the draft Regulations had now closed.

RESOLVED: That the report be noted.

73. **Review of the Operation of the Code of Conduct:**

Members, having been reminded of the requirement within the Committee's Terms of Reference to review the operation of the Code of Conduct regularly, received a report which provided the first such review.

Members were concerned to note that there had been a number of complaints from members of the public about decision-making at the Development Control Committee. Officers advised that over the next few months there would be further training and some simple guidance notes would be issued in order to try to pre-empt these problems and enable Members to protect themselves against such complaints. A Member suggested that the Chair of the Development Control Committee should read out the procedure for representations from members of the public slowly and deliberately at the beginning of each meeting; she felt that this may also prevent some of the complaints.

The problems with maintaining the register of Members' interests were noted, and the actions to be taken to try and address these problems were supported. In addition, Members requested that the Monitoring Officer write to Members of the Standards Committee, asking them to raise within their Groups the need for all Members of

Council to ensure that their entries in the register were up-to-date; this would then be taken forward by Standards Committee Members.

RESOLVED: (1) That the recommendations set out in paragraph 6.10 of the officer report, relating to the procedure for maintaining the Register of Members' Interests, be agreed;

(2) that the Monitoring Officer write to Members of the Standards Committee, requesting that they raise within their Groups the need for all Members of Council to ensure that their entries in the Register of Members' Interests are up-to-date;

(3) to note that further support and training on the Code will be made available to Members of the Development Control Committee; and

(4) to note that further support and training on the Code will be made available to Members generally.

74. **Ethical Issues Progress Report to Standards Committee:**

Members considered a report which provided an update on a number of issues of relevance to the Committee, including the national review of the Code of Conduct, the Local Determination Regulations, the advice memoranda and guidance booklets issued by the Monitoring Officer over the past year, and responses by the Monitoring Officer and his staff to requests for advice from Members.

On behalf of the Committee, the Chair thanked officers for all the advice they had given in response to Members' requests. A Member also commended officers on the training sessions on Outside Bodies.

RESOLVED: That the report be noted.

75. **Establishment of the Standards Panels for 2004/05:**

RESOLVED: That the Standards Panels be established for the 2004/05 Municipal Year with the memberships and the Chairs as detailed in Appendix 1 to these minutes.

76. **Annual Development Programme:**

A Member drew the attention of the meeting to the final version of the Member Development Programme for 2004/05, which had been circulated to all Members of Council.

Further to Recommendation 1 of the meeting of the Member Development Panel on 21 April 2004, it was

RESOLVED: That, subject to the amendments agreed by the Member Development Panel, the provisional Member Development Programme for 2004/05 be agreed.

77. **Third Annual Assembly of Standards Committees: Birmingham, 13-14 September 2004:**

The Committee received a letter from the Chair of the Standards Board for England and a flyer, which set out details of the Third Annual Assembly of Standards Committees.

RESOLVED: That the information be noted.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.49 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 (CH) The Reverend Peter Broadbent	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 fulfill 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.

THE CABINET,
EXECUTIVE SUB-COMMITTEES,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

SPECIAL MEETING HELD ON 15 JUNE 2004

Chair: * Councillor Foulds

Councillors: * D Ashton * C Mote
 * Burchell * O'Dell
 * Margaret Davine * N Shah
 * Dighé † Stephenson
 * Miss Lyne

* Denotes Member present
 † Denotes apologies received

PART I - RECOMMENDATIONS**PART II - MINUTES**520. **Declarations of Interest:**

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

521. **Arrangement of Agenda:**

That all business be considered without the press and public present for the reason set out below:

<u>Agenda Item</u>	<u>Reason</u>
4. IT Strategic Partnership	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 about expenditure proposed to be incurred by the Authority under a particular contract.

522. **IT Strategic Partnership:**

Members considered a confidential report from the Executive Director (Business Connections) in relation to the IT Strategic Partnership.

Members received a presentation from the Council's appointed legal advisor. The Director of Business Services introduced the report and Members made a number of comments and suggestions.

An amendment in the name of Councillor Foulds was moved and it was

RESOLVED unanimously: (1) That the outline statement of requirements for the Business Transformation Partnership set out at Appendix C to the report of the Executive Director (Business Connections) be approved and that officers be authorised to develop this by discussions with potential partners throughout the procurement process;

(2) that the procurement timetable set out at Appendix B to the report of the Executive Director (Business Connections) be approved and that officers be authorised to commence the procurement process by the placing of an OJEU Notice;

(3) that Members agree to the shorter term measures contained in Section 7 to the report of the Executive Director's (Business Connections) which had not been subject to previous policy decisions, namely the development of the business analysis team and the upgrading of the finance system by improving the current system;

(4) that the Executive Director (Business Connections) (the appropriate non-statutory Chief Officer) be authorised to give a certificate under the Local Government (Contracts) Act 1997 identifying Section 2 of the Local Government Act 2000 (promotion or improvement of the economic, social and environmental well-being of the Borough) (and any other specific legislation specified by the Borough Solicitor) as the primary legislation relied upon for entering into the contract;

(5) that the Council provide the Executive Director (Business Connections) with a sealed indemnity to cover liabilities which may arise under the certificate and for which the Council has power to give an indemnity (excludes ultra virus and bad faith acts which will not arise as a purpose of the certification procedure is to secure a proper process of due diligence).

Reason for Decision: In order that the work outlined in the approved ICT Strategy can be delivered and that the Council's finance systems are robust.

(Note: The meeting, having commenced at 6.34 pm, closed at 7.47 pm).

(Signed) COUNCILLOR A T FOULDS
Chair

REPORT OF CABINET

MEETING HELD ON 24 JUNE 2004

Chair: * Councillor Foulds

Councillors: † D Ashton * C Mote
* Burchell * O'Dell
* Margaret Davine * N Shah
* Dighé * Stephenson
* Miss Lyne

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS**RECOMMENDATION I - Replacement Harrow Unitary Development Plan (HUDP) - Consideration of Representations on the Proposed Modifications and Adoption of the Plan**

Members considered the recommendation from the Unitary Development Plan Advisory Panel meeting held on 7 June 2004 in relation to the replacement Harrow Unitary Development Plan. Members also considered the reference from the meeting of the Environment and Economy Scrutiny Sub-Committee held on 11 March 2004 which requested Cabinet to consider the Sub-Committee's comments in relation to the Harrow Unitary Development Plan and prospective Local Development Framework.

Resolved to RECOMMEND:

- (1) That the suggested Council responses to the representations made on the proposed modifications to the replacement Harrow Unitary Development Plan be agreed;
- (2) that no further modifications to the replacement Harrow Unitary Development Plan were required;
- (3) that it is the Council's opinion that the replacement Harrow Unitary Development Plan was in general conformity with the London Plan; and
- (4) that, subject to the publication of the relevant statutory notices, it be agreed that the Council now proceed to adopt the replacement Harrow Unitary Development Plan.

Reason for Recommendation: To expedite adoption of the replacement Harrow Unitary Development Plan after completion of all statutory procedures.

(Note: Councillor C Mote wished to be recorded as having voted against the above recommendations).

PART II - MINUTES523. **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 – Single Status	Burchell	The Member indicated a prejudicial interest and advised that he would leave the meeting whilst this matter was considered and voted upon. (Spouse employed in a school office).
	Davine	The Member indicated a personal interest in that she was a member of Unison. The Member would remain in the room whilst the matter was considered and voted upon.
17. Key Decision – Older People's Housing Review	Miss Lyne	The Member indicated a personal interest in that she was member of the Shadow Board for the ALMO. The Member would remain in the room whilst the matter was considered and voted upon.

524. **Minutes:**

RESOLVED: (1) That the minutes of the meeting held on 20 May 2004, having been circulated, be taken as read and signed as a correct record;

(2) that the minutes of the special meeting held on 15 June 2004, having been circulated, be taken as read and signed by the Chair when they had been published in the Minute Volume.

525. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
19. Arts Culture Harrow (ACH)	The report contained exempt information under Paragraph 7 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to the financial or business affairs of a particular person.
20. Key decision – Headstone Manor/Harrow Museum and Heritage Centre	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 confidential information relating to the details of expenditure proposed to be incurred by the Authority and a particular contract for the supply of goods or services.

526. **Petitions:**

RESOLVED: To note that no petitions had been received.

527. **Public Questions:**

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

528. **Forward Plan 1 June - 30 September 2004:**

RESOLVED: To note the contents of the Forward Plan for the period 1 June – 30 September 2004.

529. **Reports from the Overview and Scrutiny Committee or Sub-Committees - Review of Domiciliary Care:**
Members noted the report, which informed Cabinet of the revised timeframes for the Health and Social Care Scrutiny Sub-Committee's review of domiciliary care.
- RESOLVED:** To note that the Health and Social Care Scrutiny Sub-Committee had extended the timeframes for the review of domiciliary care until December 2004.
- Reason for Decision:** To ensure that the review was thorough and of a high standard.
530. **Provisional Revenue Outturn 2003-2004:**
The Director of Financial and Business Strategy introduced the report and advised that the Council's Revenue Accounts for 2003-2004 had been provisionally closed, subject to Audit. The report informed Members of the provisional 2003-2004 revenue outturn and the reasons for major variations to the approved budget.
- The Director of Financial and Business Strategy drew Members' attention to the one off "windfall" savings from the NNDR rebates and the earmarked reserves in relation to Change Management.
- RESOLVED:** (1) That the provisional 2003-2004 revenue outturn, as set out in the report of the Director of Financial and Business Strategy, be received;
- (2) to note that the level of bad debt provision was being reviewed and would be reported on further (as detailed in paragraph 6.6 to the report of the Director of Financial and Business Strategy);
- (3) that the level of insurance provisions, as set out in paragraph 6.7 to the report of the Director of Financial and Business Strategy, be approved;
- (4) that the earmarked reserves, as detailed in paragraph 6.8 to the report of the Director of Financial and Business Strategy, be approved;
- (5) that the carry forward of budgets from 2003-2004 to 2004-2005, as set out in paragraph 6.9 to the report of the Director of Financial and Business Strategy, be approved.
- Reason for Decision:** Cabinet was asked to give early consideration to the provisional accounts for 2003-2004 to enhance good governance and financial stewardship.
531. **Capital Investment Outturn 2003-04:**
The Director of Financial and Business Strategy introduced the report, which outlined the Council's capital outturn for 2003-2004 and set out the forecast of Capital Expenditure for 2004-2005 and future years. She stated that it was important to note the considerable improvements made to the Capital Programme this year and advised that a Capital Forum had been established.
- In response to a Member's question, the Executive Director (Business Connections) advised that representations had been made to the Department of Health in relation to the late receipt of the Supplementary Credit Approval for HIV / Aids Supported Tenancies. The Chair indicated that he would write to the relevant Minister to reiterate the Authority's concerns.
- RESOLVED:** (1) That the level of expenditure on approved capital investment plans at the end of 2003-2004 be noted;
- (2) that the forecast level of expenditure for 2004-2005 and future years and the current resources position be noted;
- (3) that the addition of the new schemes and amendments to the capital programme for 2004-2005 and future years, as outlined in Appendix 2 to the report of the Director of Financial and Business Strategy, be approved.
- Reason for Decision:** To inform Cabinet of the expenditure on capital schemes in 2003-2004 and to update the programme for 2004-2005 and future years.
532. **Key Decision - Single Status:**
The Executive Director (Organisational Development) introduced the report which outlined the progress to date in respect of negotiations to change certain terms and conditions of employment of all Harrow employees, save for Chief Officers and teachers. She drew Members' attention to the tabled comments from Unison and a response from staff and

reported that the Agreement was the outcome of lengthy and complex negotiations with Unison.

The Portfolio Holder for Finance, Human Resources and Performance Management advised that the key objective of the Agreement was to ensure that all employees had fair and equitable terms and conditions regardless of the type of work they did. He stated that it was necessary for the consultation on this issue to continue.

Members acknowledged that staff often worked in excess of 35 hours per week and that it was necessary to seek the views of those staff that were not members of Unison. Members emphasised that they valued the work done by Council staff.

An amendment in the name of Councillor Dighé was moved, put to the vote and it was

RESOLVED (unanimously): (1) That the proposed joint Single Status agreement be approved;

(2) that, subject to consultation with the workforce and a ballot of Unison members, the proposed Joint Single Status Agreement be implemented;

(3) that the payment of a "one off" lump sum retrospective payment for 2003/2004 to former Contract Services employees in July 2004 be approved.

(4) That, as part of the continuing negotiations with Unison and consultation with staff on the remaining aspects of the agreement, the Authority looks to minimise the impact on those employees who had been most adversely affected and that those consultations and negotiations outline options for Cabinet to consider further.

Reason for Decision: To enable implementation of the change in the standard working week required by the London Agreement and introduce changes to terms and conditions of employment that would enable the Council to deliver high quality services to the community through a flexible, competent and motivated workforce.

533. **Key Decision - Best Value Performance Plan 2004/05:**
The Executive Director (Organisational Development) introduced the report, which requested Cabinet to agree final modifications to the Plan prior to publication. She drew Members' attention to the tabled amendments, which would be incorporated in the final Plan.

RESOLVED: That the modifications to the Plan, as incorporated in the draft submitted to Members, be approved for publication.

Reason for Decision: To enable a compliant Plan to be published by the statutory deadline of 30 June 2004.

534. **Key Decision - Replacement Harrow Unitary Development Plan - Recommendation from the Unitary Development Plan Advisory Panel:**
(See Recommendation I).

535. **Replacement Harrow Unitary Development Plan - Reference from the Environment and Economy Scrutiny Sub-Committee held on 11 March 2004:**
Members considered a reference from the Environment and Economy Scrutiny Sub-Committee held on 11 March 2004 in relation to the replacement Harrow Unitary Development Plan.

RESOLVED: That the report be noted.

Reason for Decision: To enable Cabinet to consider the comments of the Sub-Committee in relation to the replacement Harrow Unitary Development Plan.

536. **Key Decision - Approval of the Air Quality Action Plan 2004:**
The Chief Environmental Health Officer introduced the report and advised that, following receipt of comments from both statutory consultees and residents of the borough, a final Air Quality Action Plan had been prepared for adoption by Members. He advised that although the direct revenue cost to Harrow was relatively low, the Council was dependent on the Supplementary Credit Approval given by DEFRA. However, it was unlikely that there would be a significant shortfall. He confirmed that the timescale for achieving the targets was within the next 12 months.

In response to a Member's question, the Chief Environmental Health Officer confirmed that the areas of focus for improving air quality within the Borough outlined in paragraph 7.1 of

his report were related to the Unitary Development Plan (UDP) and that it would be difficult to achieve those targets if the UDP was not up to date.

The Portfolio Holder for Environment and Transport requested that congratulations be conveyed to the staff involved in the preparation of this complex Plan.

Members noted an amendment to the recommendation in that there were 32 policies detailed in the Plan.

RESOLVED: That the Air Quality Action Plan and the policies numbered 1-32 detailed in the Plan and summarised in Appendix 1 to the report of the Executive Director (Urban Living) report be approved.

Reason for Decision: Following an assessment of air quality, the Authority was under a statutory duty to prepare an Air Quality Action Plan for approval.

537.

Key Decision - Headstone Manor/ Harrow Museum and Heritage Centre:

The Executive Director (Urban Living) introduced the report, which outlined the current position in relation to the Headstone Manor/Harrow Museum and Heritage Centre project, and in particular, the proposed repair to the 'Ancient Parts' of Headstone Manor. He advised that the report set out the significant milestones in relation to the renovation of the Grade I listed building. Members noted that there was also a confidential report for their information appearing elsewhere on the agenda and which detailed the results of the tender exercise.

Members welcomed the report and noted that there would be a dedicated Project Manager to take the project forward.

RESOLVED: (1) That the Director of Professional Services be authorised to award the contract for 'the Repair and Restoration of the 'Ancient Parts' of Headstone Manor' in accordance with the officer recommendation outlined in the report of the Executive Director (Urban Living);

(2) that the use of the existing Capital allocation of £250,000, previously approved by Cabinet as 'match funding' to support a supplementary grant application to the Heritage Lottery Fund, as a contribution towards the cost of the repair works, be approved;

(3) that the use of an additional £321,000 from the Local Lottery Fund as a contribution towards financing the cost of these works be approved.

Reasons for Decision: (1) To meet the Council's obligations to undertake urgent and essential repairs to this historic building;

(2) in recognition of the change in circumstances with regard to the existing Heritage Lottery Fund grant and the need to progress the repair works;

(3) in accordance with previous resolutions, which identified this as being an appropriate use of this fund, and the need to progress the repair works.

538.

Key Decision -Transport Spending Plan 2005/06 - 2007/08:

The Executive Director (Urban Living) introduced the report and explained that each year Transport for London (TfL) invited London Boroughs to submit a bid for funding for traffic and transport projects for the next financial year. This report set out Harrow's bid for 2005/2006, which needed to be submitted by 16 July 2004.

In response to a Member's question in relation to Safe Routes to Schools and policy 21 detailed in the Air Quality Action Plan considered elsewhere on the agenda, the Executive Director (Urban Living) advised that the Council could choose to prioritise whichever projects it so decided. However, TfL would only fund certain projects.

The Portfolio Holder for Environment and Transport drew Members' attention to the TfL appraisal of the Harrow BSP submission and advised that the Council had, in the previous year, been awarded a record allocation.

An amendment in the name of Councillor Lyne was moved, put to the vote and it was

RESOLVED: (1) That the bid set out in appendices 3 & 4 to the report of the Executive Director (Urban Living) be agreed as the basis of Harrow's 2005/06 – 2007/08 Borough Spending Plan and for onward submission to Transport for London; and

(2) that authority be delegated to the Executive Director (Urban Living) to make minor amendments to the bid, and to make major amendments following consultation with the Portfolio Holder for Environment and Transport and nominated Members.

Reason for Decision: To enable the submission of the Borough Spending Plan – a funding-bid document – to Transport for London by the deadline of 16 July 2004.

539. **Interim report on Green Belt Management Strategy:**

The Chief Planning Officer introduced the report, which discussed the need for a long-term management strategy for Harrow's Green Belt land that focused, in particular, on the Council's extensive land holdings. He indicated that he hoped to submit a further report to Cabinet on 29 July 2004.

The Portfolio Holder for Environment and Transport indicated that he hoped that an Area Manager, as opposed to a dedicated officer manager, would be appointed to manage the Green Belt. He expressed the view that joined up team working, as demonstrated by the New Harrow Project, had been shown to be most productive.

The Portfolio Holder for Planning, Development, Housing and Best Value stated that the Council should be encouraging public access to all areas of the Green Belt owned by the Authority. He advised that it was necessary to identify all the Green Belt land owned by the Authority and that he would welcome discussions with, and suggestions, from all Members.

RESOLVED: (1) That the position in relation to the Green Belt Strategy be noted;

(2) that a further report on proposals and costs be submitted to a future meeting of Cabinet.

Reason for Decision: To initiate and give direction to the development of a management strategy for the Council's landholdings in the Green Belt.

540. **Key Decision - Older People's Housing Review:**

The Executive Director (Urban Living) outlined a proposal to undertake a Strategic Review of older people's housing. He reported that the Office of the Deputy Prime Minister required Harrow to produce a new Supporting People Strategy by March 2005 and that he would hope that the review could be started immediately. He added that any financial issues would be raised as part of the budget process for 2005/6.

Members made a number of comments including the need to consider the suitability of housing the young with the elderly, whether there was a surplus of sheltered units, specialist provision and housing for vulnerable people.

RESOLVED: (1) That the proposal to carry out an older people's housing review, as outlined in the report of the Executive Directors (Urban Living) and (People First), be approved;

(2) that the aims, objectives, scope and likely outcomes of the review be noted;

(3) that the funding of the review from a combination of Housing Revenue Account balances and General Fund Revenue balances be approved.

Reason for Decision: To enable the Council to conduct the review in line with government guidance.

541. **Arts Culture Harrow (ACH):**

Members considered a confidential report from the Director of Learning and Community Development in relation to Arts Culture Harrow.

RESOLVED: That the targets set be noted and that reports be submitted to Cabinet in July and October 2004 indicating whether the targets had been met.

Reason for Decision: If the targets were missed, then delivery of the recovery plan would be doubtful and the Council would need to revisit other long term options.

542. **Key Decision - Headstone Manor/ Harrow Museum and Heritage Centre:**

Members considered a confidential report from the Executive Director (Urban Living) in relation to Headstone Manor/Harrow Museum and Heritage Centre and which related to an item considered in Part I of the agenda.

RESOLVED: That the report be noted.

(Note: The meeting, having commenced at 6.33 pm, closed at 7.57 pm).

(Signed) COUNCILLOR A T FOULDS
Chair

CABINET
ADVISORY
PANELS

**UNITARY DEVELOPMENT PLAN ADVISORY
PANEL (SPECIAL)****7 JUNE 2004**

Chair: * Councillor Burchell

Councillors: * Marilyn Ashton * Idaikkadar
* Mrs Bath * Mrs Kinnear
* Bluston (2) * Anne Whitehead

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

[Note: Councillor David Ashton also attended this meeting to speak on the items indicated at Minute 95 below].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Replacement Harrow Unitary Development Plan (HUDP) - Consideration of representations on the Proposed Modifications and Adoption of Plan**

Your Panel received a report of the Chief Planning Officer which outlined representations received in response to the Council's publication of the post-inquiry proposed modifications to the revised deposit draft Harrow Unitary Development Plan (HUDP), and, accordingly, set out suggested responses to those representations.

The report concluded that no new issues were raised by any of the objections received and that, further to previous reports received by the Panel, negotiations had been held with the Mayor for London and the Government Office for London, and having had regard to the guidance of the Secretary of State of 19 April 2004, the Council's view was that the Replacement HUDP was in general conformity with the London Plan. Therefore, the report recommended that the Council now proceed to adopt the Replacement HUDP without further modifications.

It was noted that, arising from the discussions with the Mayor, the Council had undertaken to prioritise the review of the Council's waste and housing policies under the Local Development Framework.

Prior to discussing the report, your Panel received a deputation from a local resident. The resident expressed concern at the adoption of the Replacement HUDP insofar as it related to the BAE Systems, Limes House and Wood Farm sites.

In expanding upon her concerns, the depute advised that she objected to the designation of the BAE Systems site as suitable for housing, as she felt this use would be detrimental to the green belt and nature conservation, and indicated that, contrary to the evidence presented to the inquiry, in her view there was still a demand for the employment use of the site. She considered that the ecological survey of the site had been inadequate and its nature conservation value had therefore not been recognised. She advised that BAE had refused an entomologist - hired by local residents - access to most areas of the site. She indicated that she did not accept the Council's response to her objection, which was that existing policies already provided adequate protection for the green belt and due consideration would be given to issues such as the impact of a development on the green belt at the planning application stage.

The depute further referred to similar concerns relating to the Limes House and Wood Farm sites. She considered that the Council should have accepted the inspector's recommendation in relation to the Limes House site and argued that the Wood Farm site provided a 'green corridor' which was essential for the survival of other adjacent sites.

In concluding her deputation, the depute advised of the collection of a petition with approximately 7000 signatures which called upon the Council to protect the green belt.

Following the receipt of the deputation, the Chief Planning Officer spoke to the officer report. He emphasised that, if further modifications to the Replacement HUDP were agreed at this late stage, it would be necessary to place the Plan back on deposit for the required period, and, depending on the extent of the modifications, it might prove necessary to re-open the public inquiry into the Plan. This, it was noted, would cause significant further delays to adoption.

It was also explained that, if resources continued to be diverted to deal with matters relating to the Replacement HUDP, it would not prove possible to progress the preparation of the draft Local Development Framework (LDF), as required under the Planning and Compulsory Purchase Act, and would place the Authority at risk of not meeting the related government deadlines.

Members were further reminded that the Authority would also have to continue to rely on the previously adopted UDP (1994), which was now out of date, at appeals, and, in considering planning applications, the London Plan and other government guidance would take precedence in the absence of an adopted UDP.

Officers also advised of a minor amendment to the fourth officer recommendation; it was proposed that the words 'subject to publication of the relevant statutory notices' be inserted for the purposes of clarification of the adoption process.

Following the presentation, Members sought clarification on a number of issues and turned to discussion of the report. The following points, inter alia, were raised and discussed:

- Review of the green belt policy
A Member inquired whether concerns raised by the deputees in relation to safeguarding the green belt might be addressed by prioritising the review of the green belt policy following the adoption of the HUDP. In response, the Chair advised that a report on the green belt strategy was scheduled to be submitted to the July meeting of Cabinet and could be admitted to the agenda for the Panel's July meeting to allow its comments to inform Cabinet's decision. It was agreed that the Panel would welcome the opportunity to comment on the strategy.
- Objections to the Proposed Modifications
A Member advised that, whilst she recognised that delaying adoption of the Plan further would cause serious difficulties, she shared many of the concerns expressed by local residents and associations in relation to the proposed modifications to the HUDP, including those raised by the House Builders' Federation and the Pinner Association. In particular she highlighted her concern in relation to the Council's affordable housing policy; she considered that affordable housing should include low cost market housing and not just shared ownership housing.
- Policies relating to Telecommunications Masts
A Member requested that as part of the work to progress the development of the LDS, officers urgently review the Council's policy in relation to Telecommunications Masts to ensure that it was sufficiently robust and included within it reference to the ICNRIP guidelines.
- Ecological Surveys
In response to a query raised by a Member, the Chief Planning Officer assured the Panel that ecological surveys were required to be carried out as a matter of course when applications were submitted in respect of sites situated in the green belt, and the Council as Local Planning Authority was stringent in enforcing this requirement. In response to a further query, it was confirmed that the surveys, although independent, were commissioned by the applicant and emphasised that it was not possible to exclude the applicant from the process without the Authority assuming responsibility for the cost.
- Ecological Surveys of the Borough by the GLA
In response to a question from a Member, officers confirmed that the GLA body which was the successor of the London Ecology Unit had recently re-surveyed sites of ecological significance in the Borough, and were due to put their findings out to public consultation shortly. It was requested that a copy of their findings be submitted to Panel once available. This was agreed.
- Protection for Locally Listed Buildings
A Member reminded the Panel that, following the recent destruction of part of the Railway Hotel in Hatch End, the Council at its meeting on 29 April had passed a Motion which stated that the Planning Department would be encouraged and supported to liaise with other Boroughs in promoting changes in legislation to strengthen the rules relating to consent required for the demolition of Locally Listed Buildings. The Member queried whether local policies could also be reviewed to strengthen the Council's position. In response, the Chair advised that the Authority did not have the means to afford further protection to Locally Listed Buildings but reiterated the Council's commitment to lobbying central government

in relation to this issue.

Following the discussion it was

Resolved to RECOMMEND: (To Cabinet) That

- (1) the suggested Council responses to the representations made on the Proposed Modifications to the Replacement HUDP be agreed;
- (2) it be agreed that no further modifications to the Replacement HUDP are required;
- (3) it be agreed that it is the Council's opinion that the Replacement HUDP is in general conformity with the London Plan; and
- (4) subject to the publication of the relevant statutory notices, it be agreed that the Council now proceeds to adopt the Replacement HUDP.

[REASON: To expedite adoption of the Replacement HUDP after completion of all statutory procedures].

[Note: Councillors Marilyn Ashton, Mrs Bath and Mrs Kinnear wished to be recorded as having voted against resolutions (1), (2) and (4) listed above].

RECOMMENDATION 2 - Land at Honeypot Lane, Stanmore: Draft Development Brief

The Panel received a report of the Chief Planning Officer (CPO) and the draft Development Brief for the above site appended thereto. It was noted that part of the site had been identified in the revised deposit Unitary Development Plan as Proposal Site 33. The Brief set out a series of planning and development parameters to guide the comprehensive development of the site for a mix of uses, including residential and employment generation. Approval of the draft for the purposes of public consultation was sought.

During the ensuing discussion, a Member suggested that, given the sensitivity of this site, the Panel refer the matter to Cabinet for a decision rather than to the relevant Portfolio Holder. In response, officers explained that the results of the consultation would be referred to a future meeting of the Panel and the adoption of the Brief as Supplementary Planning Guidance would then be the subject of a recommendation to Cabinet. The Chair advised that he did not consider that it was necessary to refer the matter to Cabinet at this stage and pointed out that, moreover, applications in respect of this site were expected to be submitted shortly and it was therefore important that the approval of the Development Brief be progressed as soon as possible to allow it to guide development of the site and that any unnecessary delay be avoided.

During further discussion, Members sought clarification on a number of issues from officers. A Member queried what percentages of housing use and of employment use the Council would wish to see on the site. In response, the Chief Planning Officer explained that the Brief was not prescriptive about the percentage of each use as officers wished to retain flexibility to allow for a variety of packages with a corresponding variety of benefits. The CPO agreed, however, that a scheme for the site should make an employment contribution to the Borough and that a scheme which proposed solely housing use would not be acceptable. A Member suggested that the Brief be amended to make this explicitly clear. It was agreed that the following be inserted as a fourth bullet point under Section 2: Purpose of the Brief: 'As a strategic employment site a scheme for this site should make a significant employment contribution to the Borough'.

Several Members also commented that the Brief would benefit from the inclusion of a glossary to explain the meaning of some terms – for example 'intermediate housing' - to make the brief more accessible to ordinary members of the public.

Finally, a Member pointed out that the use of this site would impact on several nearby Wards, not just Canons Ward, and therefore requested that future reports relating to this matter also be distributed to Belmont and Queensbury Ward Members.

Resolved to RECOMMEND: (To the Portfolio Holder)

That the draft Development Brief for land at Honeypot Lane, Stanmore be approved, as set out in the officer report, for the purposes of public consultation.

[REASON: As set out in the officer report].

PART II - MINUTES

93. **Appointment of Chair:**

RESOLVED: That the appointment of Councillor Burchell as the Chair of the Unitary Development Plan Advisory Panel for the 2004/2005 Municipal Year, as agreed at the Cabinet Meeting of 20 May 2004, be noted.

94. **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 N Shah	Councillor Bluston

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

RESOLVED: That in accordance with Advisory Panel Procedure Rule 4.1 Councillor David Ashton, who is not a Member of the Panel, be allowed to speak on agenda items 11 and 12, which related to Honeypot Lane and the Royal National Orthopaedic Hospital respectively.

96. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of personal or prejudicial interests made by Members present arising from the business transacted at this meeting.

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

Councillor Anne Whitehead was nominated and duly seconded for the position of Vice-Chair. It was noted that this was the only valid nomination received, and following a vote, it was

RESOLVED: To appoint Councillor Anne Whitehead as Vice-Chair of the Unitary Development Plan Advisory Panel for the 2004/2005 Municipal Year.

98. **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>
Item 11 – Honeypot Lane, Stanmore: Draft Development Brief	This report is admitted to the agenda as planning and development guidance for this site is required to enable the Council to respond effectively to anticipated proposals for the development of the site.
Item 12 – Royal National Orthopaedic Hospital Masterplan	This report is admitted to the agenda to enable urgent work on the development of the Masterplan and subsequent planning applications to continue.

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

99. **Minutes:**

RESOLVED: That the approval of the minutes of the meeting held on 18 March 2004 be deferred until the next ordinary meeting of this Panel.

100. **Public Questions:**

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

101. **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).

102. **Late Deputation Request:**

The Panel considered whether to hear a deputation request which had not been received within the deadline set out under Advisory Panel Procedure Rule 14 (Part 4E of the Constitution). In accordance with the provisions of that rule, it was agreed that this requirement be waived on the grounds of urgency and it was:

RESOLVED: That the following request be heard:

Deputation re the Replacement Harrow Unitary Development Plan – Consideration of Representations on the Proposed Modifications and Adoption of Plan: From Mrs Lis, a local resident.

(See also Recommendation 1).

103. **Replacement Harrow Unitary Development Plan (HUDP) - Consideration of representations on the Proposed Modifications and Adoption of Plan:**

Further to Recommendation 1, above, it was

RESOLVED: That (1) a report regarding the green belt strategy be submitted to the Panel's next meeting for comment; and

(2) the results of the GLA's ecological surveys of the Borough be submitted to the Panel when available.

[REASON: To ensure that open spaces/sites of significant ecological value in the Borough are afforded adequate protection].

104. **Land at Honeypot Lane, Stanmore: Draft Development Brief:**

Recommendation 2, above, refers.

105. **Royal National Orthopaedic Hospital Masterplan:**

The Panel received a report of the Chief Planning Officer and a copy of the Royal National Orthopaedic Hospital Masterplan and Statement, which was circulated separately. It was explained that planning applications in relation to this site were expected to be submitted in the near future and the Masterplan was intended to set those applications within an overall context. Members were invited to comment on the Masterplan to assist in its development and to inform any future planning applications. It was noted that public consultation on the document was also ongoing.

During the debate which followed, a Member queried the status of the Masterplan and stressed her concern that those Members who were also Members of the Development Control Committee should not prejudice their eventual consideration of the applications relating to this site. In response, the Chief Planning Officer emphasised that the Panel's comments and the Masterplan would not be binding on Members of the Development Control Committee and assured Members that it would not prejudice the Committee's consideration of future applications.

Several Members registered their concern that the site would be developed in a piecemeal fashion and that the development of the more profitable elements of the site would be progressed at a faster rate and at the expense of the development of the new medical facilities and the enhancement of the landscaping and open spaces. The Chief Planning Officer agreed that this was a valid concern and advised that this could be addressed by the use of conditions at the planning application stage.

Several Members also voiced concern that the development, together with other significant developments in neighbouring Barnet, would give rise to increased traffic on Wood Lane and Warren Lane, which, they explained were currently relatively quiet, tree lined, unlit and attractive roads. They emphasised that they would wish the atmosphere and character of these roads to be retained. A backbenching Member who had been given permission by the Panel to speak in relation to this item suggested that, whilst he recognised it would be a costly exercise, the possibility of constructing a new road around the edges of the site to relieve the pressure of traffic on roads such as Wood Lane and Warren Lane be investigated. The Chair advised that he would be hesitant to support the construction of a new road in the green belt and also expressed

doubt as to the viability of the suggestion. It was noted that other possibilities to reduce congestion were also being explored, such as the re-routing of buses to ensure that a service stopped directly outside the hospital.

Other concerns expressed included that some of the key worker housing on the site be restricted in perpetuity to those who also worked on site and that the density of the schemes proposed be appropriate to a site located in such a sensitive location.

RESOLVED: That the Panel's comments on the Royal National Orthopaedic Hospital Masterplan and Statement be noted, as set out above.

[REASON: To inform further development of the Masterplan and subsequent planning applications].

106. **Item Placed on the Agenda Further to a Request made by a Member - Section 106 Agreements:**

Councillor Mrs Kinnear had requested that an item regarding Section 106 Agreements be admitted to the agenda under the provisions of Panel Procedure Rule 6(ii) (Part 4E of the Constitution) to allow urgent discussion of this issue.

Following discussion it was

RESOLVED: That an item regarding Section 106 Agreements be placed on the agenda of the next meeting of the Panel to allow discussion at that meeting.

107. **Any Other Business:**

The Chief Planning Officer distributed a letter from the Office of the Deputy Prime Minister regarding the Planning and Compulsory Purchase Act to the Members present for their information.

RESOLVED: That the letter be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 9.58 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
8 JUNE 2004

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 June 2004 there were 10 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>
H103	9	Bentley Wood
H105	9	Harrow
H106	9	Whitmore
H107	9	Hatch End
H108	8	Hatch End
H109	9	Canons
H110	9	Park
H111	9	Nower Hill
H112	9	Harrow
H113	9	Bentley Wood

PART II - MINUTES
237. Attendance by Reserve Members:

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

238. 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.

239. 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 to 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.

240. Minutes:

RESOLVED: That the signing of the minutes of the meetings held on 27 April, 11 May and 25 May 2004 be deferred until printed in the next Council Bound Minute Volume.

241. **Public Questions:**

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

242. **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).

243. **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).

244. **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

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
22 JUNE 2004

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 22 June 2004 there were 4 children for whom the admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school where no place existed in the relevant year group.

Resolved to RECOMMEND:

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

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H114	9	Whitmore
H115	9	Rooks Heath
P5	5	Pinner Wood
H116	9	Canons

PART II - MINUTES
245. Attendance by Reserve Members:

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

246. 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.

247. 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 to 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.

248. Minutes:

RESOLVED: That the signing of the minutes of the meetings held on 27 April, 11 May, 25 May and 8 June 2004 be deferred until printed in the Council Bound Minute Volume.

249. Public Questions:

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

250. **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).

251. **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).

252. **Admissions to County Schools:**

See Recommendation 1.

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

(Signed) COUNCILLOR KEITH TOMS
Chair

PUBLICATIONS ADVISORY PANEL (SPECIAL)

17 JUNE 2004

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Jean Lammiman
* Harrison * Stephenson
* Knowles

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**145. **Attendance by Reserve Members:**

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

146. **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.

147. **Arrangement of Agenda:**

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

148. **Minutes:**

RESOLVED: That the signing of the minutes of the meeting held on 24 May 2004 be deferred until the next Ordinary meeting of the Panel.

149. **Public Questions:**

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

150. **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).

151. **Deputations:**

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

152. **Summer Edition of Harrow People:**

The Panel, having received a draft copy of the Summer Edition of Harrow People by email, received an updated draft version and a number of supplemental texts at this meeting. The Communication and Publication Manager advised the Panel that the present edition had not been proofread and that the layout was not finalised.

The Panel gave consideration to each page of the magazine. A number of drafting proposals and issues of clarification were discussed, as follows:

The Chair reminded the meeting that she had asked officers to include coverage of the 'Healthy Hearts for Harrow' campaign and the 'Safer Neighbourhood Scheme' in the magazine. However, the Chair noted that these issues had not been included and she asked for these items to be featured.

Front Cover: Members asked that the Harrow logo feature on the cover of the magazine.

Page 5

Leader's Column: It was suggested that mention be made of the granting of the Freedom of the Borough to Sir Roger Bannister and that the exact definitions of the ratings the Council had received be used.

Page 6

Golden couples celebrate in Harrow: The Panel suggested that the article be more focused on the couples who had attended the celebration at the Civic Centre.

Page 8

Global teachers meet in Harrow: The Communication and Publication Manager advised that a suitable photo for the article had not yet been found. The officer informed the Panel that the magazine co-operated with Harrow Observer to obtain high quality photos when they had taken pictures at an event. She explained that on this occasion Harrow Observer could not meet the magazine's deadlines and photos would be sought elsewhere. The Chair informed the meeting that the school concerned had a selection of photographs available.

Scrutiny update: The Chair asked that a magnifying glass feature beside the article as a symbol of scrutiny.

Page 15

Youth team help kick crime into touch: Members suggested that further information regarding the association behind the youth football team be included in this article if possible.

Local hero: Members suggested that if possible, the article set out more background information on Charles Garforth and that his connection to Harrow be detailed. A Member of the Panel suggested that Charles Garforth's relatives be invited to attend the inauguration of the new War Memorial. The Chair suggested that a recommendation be made to Cabinet when more information regarding Charles Garforth became available.

Page 16

Heathfield School receives Artsmark Award: The Panel noted that various schools had in the past received the Artsmark Award and stated that particular schools should not be singled out.

Page 18

Storytime for children with hearing impairments: A Member asked that a textphone number be included.

Home grants help improve properties: It was suggested that a clarification be made in order to explain that the available grants were subject to specific conditions.

Consultation review: Members of the Panel suggested including that the consultation review was conducted by the Overview and Scrutiny Committee.

Page 19

The Communication and Publication Manager informed the Panel that there would be an article on the Arts Festival on this page and that pictures of the event would be displayed on other pages of the magazine.

Page 33

The Panel complimented the officer on the initiative to feature an article on recycling.

Page 36

In brief: It was noted that the information regarding the football team was a duplication of the information on page 15.

Beat anti-social behaviour: Members asked that the name of the person who had received an Anti-Social Behaviour Order be removed.

Page 38

What's on: Members of the Panel suggested that the Harrow Show be included in the calendar of events.

Page 41

Councillor surgeries: A Member noted that there was now only one Conservative Party office in Harrow.

Page 42

Career choices: Members suggested that workers opting for different schemes such as flexitime and job-sharing could be featured in this section.

News to Come

Members identified additional items which could be featured in this issue or in future issues:-

- A feature on the Director of Children's Services
- The CAMHS launch
- Information about benefit schemes
- Bentley Day Care Centre's visit to Douai
- A feature on the newly elected Greater London Assembly Member for Brent and Harrow
- The European and Greater London Assembly members

RESOLVED: That (1) officers provide the Panel with a report on Charles Garforth;

(2) the draft copy of the magazine, as amended, be noted.

153.

Dates of Next Meetings:

The Communication and Publication Manager stated that there was currently no fixed printing scheme for Harrow People as the Communication Unit was exploring future possibilities for the magazine and that the printing deadlines would be presented in due course in order that meetings could be re-scheduled if necessary.

It was noted that the next meeting of the Publications Advisory Panel, which was due to be held on 2 September, could be subject to change pending the printing schedules of the Council's publications.

(Note: The meeting having commenced at 7.30 pm, closed at 9.39 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

EXECUTIVE
SUB-COMMITTEES

TOWN CENTRE PROJECT PANEL

14 JUNE 2004

Chair: * Councillor Burchell

Councillors: * D Ashton * O'Dell
 * Miss Lyne * N Shah
 * C Mote

* Denotes Member present

[Note: Councillor Stephenson also attended this meeting to speak on the items indicated at Minutes 9 and 12 below].

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

RESOLVED: To note the appointment at the Cabinet meeting held on 20 May 2004 of Councillor Keith Burchell as Chair of the Executive Sub-Committee for the Municipal Year 2004/05.

2. **Attendance by Reserve Members:**

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

3. **Declarations of Interest:**

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

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

Councillor O'Dell was nominated and seconded. No other nominations were received and Councillor O'Dell was elected unopposed.

RESOLVED: To appoint Councillor O'Dell as Vice-Chair of the Town Centre Project Panel for the 2004/05 Municipal Year.

5. **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>
14. Harrow-on-the-Hill Station Masterplan	The reports contain exempt information under Paragraphs 7 and 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that they contained information relating to the financial or business affairs of any particular person and any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property.
15. Harrow Town Centre Public Realm Strategy	

6. **Petitions/Public Questions:**

RESOLVED: (1) To note that there were no petitions submitted to this meeting;

(2) to note that there were no public questions to be received under the provisions of Executive Procedure Rule 15.

7. **Terms of Reference of the Panel and Delegated Powers:**

RESOLVED: To note the Terms of Reference of the Panel, including its Delegated Powers.

8. **Revised Town Centre Development Strategy:**

The inaugural meeting of the Town Centre Project Panel received a report from the Chief Executive on this matter. Plans illustrating the development opportunities and various environmental improvements were also tabled at the meeting for information.

The Chief Planning Officer informed the Panel that the draft Town Centre Development Strategy had been the subject of consultations with the key stakeholders since it was approved in July 2003, culminating in the revised Strategy now before Members. He pointed out the key changes made following these early consultations. He sought approval for the revised Strategy to be the subject of a further period of consultations in order to allow it to be formally adopted as Supplementary Planning Guidance (SPG). The Chief Planning Officer explained why the Strategy ought to be adopted as SPG. He mentioned that there would be a further opportunity to amend the revised Strategy following the 'formal' consultation stage and prior to it being adopted as SPG.

The Chief Planning Officer reported that, during the 'formal' consultation stage, appropriate publicity would be undertaken in order to ensure that the wider public had the opportunity to comment. He added that the Council also intended to consult on the Harrow-on-the-Hill Masterplan and the Public Realm Strategy, both of which were on the agenda for consideration in the private session of the meeting that evening.

In noting that consultations would also be required on the Harrow-on-the-Hill Masterplan and the Public Realm Strategy, Members agreed to take a decision once they had considered these matters in the private session of the meeting.

(Note: For the decision relating to this item, see Minute 9).

9. **Harrow-on-the-Hill Station Masterplan:**

The Panel received presentations on the Harrow-on-the-Hill Station Masterplan in both the public and private sessions of the meeting from Donaldson and Alsop Architects, consultants appointed by the Council to oversee its preparation.

The Panel also considered a confidential report of the Chief Executive in this matter together with confidential background information to facilitate discussions on the Masterplan. During the presentation(s), the Panel noted the following key points:

- that the Masterplan had recognised the overriding aim of the Town Centre Strategy which was to transform Harrow Town Centre into a thriving, distinctive and adaptable Centre which would meet the long-term needs of the community through the key objectives which are:
 - to promote diverse activity in the Centre that meets the needs of a modern economy and contributes to the overall aim of making Harrow special and distinctive.
 - to ensure effective transport and pedestrian access to and within the Centre
 - to make the Centre look and feel attractive and safe.
 - to celebrate the history, diversity and greenery of Harrow in the Centre
 - to make the Centre feel more alive with people;
- that Harrow had been identified as a Metropolitan Centre in the Mayor's 2004 London Plan and recognised as a place for sustainable growth;
- that there was a need to lift aspirations and improve the quality of the Town Centre which was not living up to its potential;
- that an objective of the Masterplan and the proposed Public Realm Strategy was to link the Centre to the high quality of public space available to the south;
- that transport facilities, in particular Harrow-on-the-Hill and the Harrow Bus Stations, were at full capacity and that future regeneration would be dependent upon having a public transport system and interchange which would meet the needs of the 21st Century;
- that the Town Centre would need to cater for a wide range of users throughout the day and evening in a comfortable, secure and welcoming environment;

- that a gateway free of clutter linking the greener areas of the South to the North would help enrich the Town Centre;
- that discussions with the key stakeholders on the various options for the improvement of the Town Centre had been beneficial; including their changing aspirations for the site;
- that the vision for the station site was to create;
 - an exemplar 21st Century Mobility Hub
 - a new North/South connection
 - a signature development which will put Harrow on the map, and fulfil its Metropolitan Centre status
 - a mix of uses, and improve access and capacity to encourage sustainable travel in order to inspire the vision of increasing the use of public transport as the preferred mode of transport instead of the private car.

During discussions on the presentation the following points emerged:

- that emphasis ought to be on improving access and capacity and to encourage sustainable travel;
- that the fear of crime was an issue and that any design should incorporate measures which will deter crime in order to give confidence to the community and that the Police ought to be involved from the outset.

In response to the suggestions made by Members, the Consultants, together with the Chief Planning Officer:

- acknowledged the need to involve the Police in the consultation process;
- stated that the fear of crime was a driving force in the plans for the Town Centre and that meeting secured by design objectives would be a key requirement of the Masterplan;
- stated that advice would be sought from the Harrow Police Crime Prevention Design Adviser in any detailed proposals for the site;

Additionally, the Panel noted that realising the vision for the station site involved the development of four options and that, following a feasibility analysis, two options had emerged for detailed consideration.

The importance of minimal disruptions to passengers using Harrow-on-the-Hill Station together with the financial costs and environmental constraints had been factors in discounting two of the four options.

Both the preferred options were presented in detail to the Panel and the importance of close working with the key stakeholders in order to achieve the 'Vision for Harrow' was highlighted by the consultants.

Members agreed that there was a need to develop the Supplementary Planning Guidance further for the reasons explained and discussions took place on the importance of the levels of consultations that would be necessary, including the need for a Consultation Strategy to be developed. There was also a need to consult the Government Office for London (GOL) and the Mayor for London.

The Consultants also highlighted the need to agree a Partnership Framework and Strategic programme for the progression of this Masterplan. They identified the following main recommendations:

- to agree the Harrow-on-the Hill Station Masterplan;
- to prepare the Supplementary Planning Guidance for consultation;
- to agree the Strategic Partnership
- to commence negotiations with key stakeholders.

During further discussions, the Panel Members pointed out that it was crucial

- to ensure that there was adequate car parking in the Town Centre and noted that a Parking Strategy was being developed and would be presented to the Panel in September 2004;
- to meet all criteria of disability access requirements.

Members commented further on the two preferred options and agreed the need to ensure that flexibility was built into the Masterplan whilst, at the same time ensuring that none of the principles were lost, in order to ensure that it was delivered. Members noted the possible variations of the preferred options and talked about the cost implications of any delays.

In advising Members, the Chief Planning Officer spoke about the need to move forward and agree the principles, objectives and concepts.

A Member highlighted the need to seek interest from potential developers and to test the markets in order to assess viability and to see if the Council's vision can be delivered.

The Chief Executive suggested an early walk-about of the site so as to avoid any unnecessary delay on the project, followed by a meeting of the Panel on 22 July 2004 when the Panel would be recommended to agree on how best to engage/consult with the people of Harrow.

RESOLVED: (1) To defer decisions on the Revised Town Centre Development Strategy and the Harrow-on-the-Hill Station Masterplan in order to allow a comprehensive consultation strategy to be developed for consideration at the Panel's next meeting scheduled to be held on 22 July 2004;

Reason for Decision: To ensure effective consultation and to ensure that all the stakeholders are consulted prior to allowing the Harrow Town Centre Development Strategy and the Harrow-on-the Hill Station Masterplan to proceed towards adoption as SPG(s).

(2) to issue a joint statement to be agreed by all three political groups on the Council's vision for Harrow Town Centre.

Reason for Decision: To gauge the views of residents and potential developers in order to help identify some risks of this huge and important project. To guide the future development of Harrow Town Centre with the aim of transforming it into the premier centre in north-west London.

10. **Harrow Town Centre Public Realm Strategy:**

Members deferred consideration of the consultant's presentation but noted that the presentational slides would be circulated prior to the site visit on 25 June 2004.

RESOLVED: To defer consideration of the confidential report to the next meeting of the Panel scheduled to be held on 22 July 2004.

11. **Future Meetings of the Panel:**

Members commented on the need for this Panel to meet in private with 'public' reports being presented to meetings of Cabinet.

Members agreed that it was important to visit the area in question and to familiarise themselves with the various sites. Following discussions on the date both during the public and private sessions of the Panel meeting, and in acknowledging the need to visit the site earlier so as to give an early impetus to the Project, the Panel

RESOLVED: (1) To visit the site on 25 June 2004 at 5.00 pm and that Members of the Panel be notified of the arrangements;

(2) that the next meeting of the Panel be held on 22 July 2004 at 6.30 pm.

12. **Any Other Urgent Business:**

Arts and Leisure Facilities

The Chief Planning Officer agreed to report on a brief for a feasibility study for cultural and arts facilities to the next meeting of the Panel.

(Note: The meeting having commenced at 6.30 pm, closed at 8.55 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair

CONSULTATIVE
FORUMS

COMMUNITY CONSULTATIVE FORUM

30 JUNE 2004

Chair: * Councillor Nana Asante

Councillors: * Arnold * Lavingia
* Janet Cowan * Omar
* Currie Anjana Patel

* Denotes Member present

[NB Attendance at this meeting by representatives of community organisations and representatives of the Local Authority is recorded at Appendix 1].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**85. **Appointment of Chair:**

RESOLVED: To note the appointment under the provisions of Advisory Panel and Consultative Forum Procedure Rule 2 of Councillor Nana Asante as Chair of the Forum for the 2004/2005 Municipal Year, as agreed at the meeting of Cabinet held on 20 May 2004.

86. **Attendance by Reserve Members:**

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

87. **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. ALMO Update	Councillor Currie	Declared a personal interest in that he is a Member of the Shadow Board of the ALMO
12. Update Report on the Planning of Black History Month 2004	Councillor Nana Asante	Declared a personal interest in that she is a Member of the community group.

88. **Arrangement of Agenda:**

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

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

Further to the agenda item in this matter and the nomination now made it was

RESOLVED: That Councillor Currie be appointed Vice-Chair of the Forum for the Municipal Year 2004/2005.

90. **Minutes:**

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

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

RESOLVED: To note that there were no Petitions, Deputations or Public Questions received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13, 14, 15 respectively (Part 4E of the Constitution).

92. **ALMO Update:**

The Forum received a report of the Executive Director (Urban Living) on the progress of the ALMO.

A Member was disappointed that the report presented was not as requested by the Forum and that an officer was not at the meeting to present the report and answer questions, as had been requested at a previous meeting. The Chair agreed with the comments made and that a report answering the question 'What is an ALMO?' should

be prepared.

RESOLVED: That (1) an officer from the Housing department attend the next meeting of the Forum;

(2) a relevant report be produced.

(See also Minute 87).

93. **Results of Mapping of Health Access for Afghan, Iranian and Somali Refugees and Asylum Seekers:**

The Forum received a presentation from Ibrahim Farah, Refugee Access and Development Worker of Harrow Council for Racial Equality.

Mr Farah explained the difficulties faced by the refugee community regarding healthcare. With limited funds research was carried out within the refugee and asylum seeker community with the aim of addressing those difficulties within the healthcare system. As there was limited funding the research was largely based on the Afghan, Iranian and Somali communities.

The aims and objectives were as follows:-

- To highlight gaps in the service provision & barriers to accessing healthcare.
- To identify the routes refugees and asylum seekers take into healthcare.
- To identify where best to target resources.
- To make a series of recommendations to service providers.

A list of 70 questions were asked at focus groups held within each community. Some of the key findings were as follows:-

- 6 months plus waiting list for Afghan and Somali heads of families;
- lengthy waiting times for disabled refugees for GP registration;
- one GP refusing registration;
- lack of explanation and understanding of the NHS system;
- very negative response to the language barrier;
- positive feedback regarding childbirth and childcare facilities;
- the lack of confidentiality particularly in Reception areas;
- no home support for the elderly apart from their families.

In response to one of the findings, Masood Farooqi, General Practitioner and a member of the Islamic and Cultural Society of Harrow expressed surprise at the lack of co-operation from GP surgeries. He urged everyone to contact the Primary Care Trust (PCT) should they experience any difficulties with their surgery, as the PCT had invested money into making such facilities more accessible to the refugee community. He also explained that the length of time on a waiting list in most cases was due to the fact that the person's status was not clear and needed to be investigated.

The Chair of the Forum thanked Mr Farah for his presentation at the meeting.

RESOLVED: That the information be noted.

94. **Update Report on the Planning of Black History Month 2004:**

The Manager of the Strategic Partnership Section delivered a verbal presentation on the progress made on the planning for Black History Month 2004.

The officer explained that Harrow Council had been working together with community organisations to develop plans for this year's Black History Month (BHM). To oversee this a steering group and two sub-groups had been established. The sub-groups' aims were to gather funds for events/publicity, as defined by their terms of reference. The distinction between the groups was that the BHM Forum was comprised of groups who did not wish to take a proactive interest in planning any of the events, while the sub-groups and steering group consisted of proactive members who were also eligible for funding. To secure funding organised events had to relate to this year's theme which was the history of migration and involved work with schools.

The Chair stated that the aim was to encourage people to explore their ancestry and explain how they had eventually settled in Harrow. The idea was about how people moved around the world and it was hoped the associated events would strengthen community cohesion. It was confirmed that over 1,200 community groups had been invited to participate.

RESOLVED: That the information be noted.

(See also Minute 87).

95. **Community Strategy for Harrow and Partnership Planning for the Future:**
The Forum considered a tabled report of the Executive Director (Organisational Development) regarding the future planning of Harrow's Community Strategy.

An officer drew the Forum's attention to the new Board Members of the Harrow Strategic Partnership (HSP) who were from the voluntary and community sector, and she urged Forum Members to contact the Board Members should they have any issues to raise. The Board Members were under an obligation to raise issues and take action where necessary to ensure that the HSP was being informed of issues relevant to the community and voluntary sector. The Members were:-

- Kris Fryer – Director, Citizens' Advice Bureau
- Mike Coker – Director, Community Link UP
- Janet Smith – Director, Mind in Harrow
- Asoke Dutta – Harrow Association of Voluntary Service (HAVS)

The officer explained that the HSP objectives were to create initiatives which would bring the community together. The aim this year was to focus on those areas in Harrow which were identified as requiring particular attention. The Forum was informed that the Council was continuing to explore ways in which to integrate community cohesion principles into its working practices, and that each Directorate would be encouraged to address those principles in their service plans. Members were also informed that the Harrow Strategic Partnership had decided to establish a Community Cohesion Reference Group to ensure that local partners embraced the commitment.

RESOLVED: That the information be noted.

96. **Development of a Consultation Strategy and Involvement Strategy:**
The Manager of the Strategic Partnership Section gave a verbal presentation on the progress made on the Consultation and Involvement Strategy.

The officer informed Members that consultation was an on-going exercise amongst public sector bodies like the Council and Primary Care Trust (PCT). The Strategy was being developed in order to make consultation involvement more meaningful and with a view to implementing the recommendations. The information was being collated from previously gathered consultations, and the draft outcome would be presented to a future meeting of the Forum for comments.

The Chair reminded everyone that the Council was undertaking a review of grants to voluntary organisations, and urged stakeholders to participate in the workshops and respond to the questionnaires.

Representatives raised several queries regarding grants in relation to the hiring of community premises. This issue was referred to the "Open Forum" item.

RESOLVED: That the information be noted.

97. **Open Forum:**
The Chair called for suggestions of topics for discussion at future meetings. Members suggested a report and officer attendance in order to answer questions regarding the following issues:-

- Affordable premises for community groups.
- Lettings in relation to the hiring of community premises and costs relating to the hire of school facilities for community-led schools etc.
- Harrow Leisure Centre, Byron Hall - the poor condition of the premises, lack of tables and chairs for functions, health and safety issues, difficulties in contacting the Manager.

RESOLVED: That (1) the situation regarding lettings be clarified;

(2) an officer from the Housing Department be invited to a forthcoming meeting;

(3) an officer from Urban Living who is responsible for overseeing issues relating to Harrow Leisure Centre be invited to a forthcoming meeting;

(4) the above be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 8.55 pm)

(Signed) COUNCILLOR NANA ASANTE
Chair

APPENDIX 1

Community Consultative Forum – 30 June 2004**(1) Representatives of Community Organisations who Attended**

V Bavishi	Harrow Mencap
S Chettoraj	Harrow Council for Racial Equality
A da Costa	Harrow Refugee Forum/ACCA
I Farah	Harrow Council for Racial Equality
SMA Farooqi	Islamic and Cultural Society of Harrow
L Gosasia	Hindu Council (Harrow)
V Lodhia	Sarvedesic Satya Samaj
O Mustaphe	Event Coordinator
P Nauroozi	HLCA
N Sonuke	IJADA
P Turner	Harrow African-Caribbean Association

(2) Interested People who Attended

F Rogers	Harrow Observer
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(3) Apologies Received from Community Organisations

J Mayo	Harrow Association of Voluntary Service
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(4) Officers who Attended

Vijay Malik, Equal Opportunities Development Manager
Bindu Arjoon, Strategic Partnership Section Manager

