

2004 – 2005  
November 2004 Volume 6



**CABINET  
AND  
COUNCIL  
MINUTES**



# CABINET AND COUNCIL MINUTE BOOK

## VOLUME 6: NOVEMBER 2004

### CONTENTS

#### Meeting

#### Date 2004

### COUNCIL AND COUNCIL COMMITTEES

**SCHOOL ORGANISATION COMMITTEE** 2 November

**DEVELOPMENT CONTROL COMMITTEE** 9 November

Member Development Panel 18 November

**OVERVIEW AND SCRUTINY COMMITTEE** 24 November

Call-In Scrutiny Sub-Committee 3 November  
Environment and Economy Scrutiny Sub-Committee 30 November

**LICENSING AND GENERAL PURPOSES COMMITTEE** 29 November

Chief Officer Appointments Panel 1 November  
Licensing Panel 1 November  
Pension Fund Investments Panel 15 November  
Early Retirement Sub-Committee 29 November

**AUDIT COMMITTEE** 30 November

### THE CABINET, ADVISORY PANELS AND EXECUTIVE SUB-COMMITTEES

**CABINET** 11 November

Education Admissions and Awards Advisory Panel 2 November  
Education Admissions and Awards Advisory Panel 16 November  
Education Admissions and Awards Advisory Panel 30 November  
Publications Advisory Panel 10 November  
Grants Advisory Panel 22 November  
Best Value Advisory Panel 25 November  
Wealdstone Regeneration Advisory Panel 30 November

Town Centre Project Panel 18 November



COUNCIL  
AND  
COUNCIL  
COMMITTEES



SCHOOL ORGANISATION  
COMMITTEE



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**REPORT OF SCHOOL ORGANISATION COMMITTEE**


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**MEETING HELD ON 2 NOVEMBER 2004**


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Chair:	* Councillor Gate	
Councillors:	* Miss Bednell * Branch * Ismail (3)	* Jean Lammiman * Anjana Patel * Ray
Church of England:	* Mr G Edwards	† Reverend P Reece
Roman Catholic Church:	† Mr J Coyle † Mr M Murphy	* Ms M Roe
Learning and Skills Council:	† Mr T Masters	
Schools (Parent/Secondary):	* Mrs C Millard	
Schools (Parent/Primary):	† Ms J Tushaw	
Schools (Headteachers):	† Mrs M Arnold Mr D A Jones	* Mr B A Robertson
Schools (Co-optee and Special)	* Mrs P Langdon	
HCRE:	† Mr P Pawar	
Adviser:	* Mr B Leaver	

\* Denotes Member present  
(3) Denotes category of Reserve Member  
† Denotes apologies received

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**57. Re-establishment of Committee (Council Side Membership), Re-appointment of Chair and Vice-Chair:**

**RESOLVED:** That (1) Councillor Gate, a member of the Local Education Authority Group, be appointed Chair of the Committee for the remainder of the 2004/2005 Municipal Year.

(2) Mrs C Millard, a member of the Schools Group, be appointed Vice-Chair of the Committee for the remainder of the 2004/2005 Municipal Year.

**58. 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 Stephenson	Councillor Ismail

**59. Declarations of Interest:**

Mr Brian Leaver, the Adviser to the Committee, wished it to be noted that he was the Chair of Governors for the Moriah Jewish Day School, which had a Statutory Notice to be determined by the Committee.

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

(2) the following declarations of interest be noted:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Branch	Declared a personal interest in that he is a Governor at St George's Roman Catholic Primary School.
Councillor Miss Bednell	Declared a personal interest in that she is a member of the Post 16 Steering Group.

60. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special circumstances/Grounds for Urgency</u>
9. Statutory Notice – Moriah Jewish Day School	This report was not available at the time the agenda was printed and circulated. Members were requested to consider this item in order to determine the Statutory Proposal.
10. Place Planning Issues in Harrow	This report was not available at the time the agenda was printed and circulated. Members were asked to consider the report, as this meeting was the last opportunity for the Committee to comment on the draft response to the DfES Consultation before the deadline in December 2004.

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

61. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 5 July 2004, having been circulated, be taken as read and signed as a correct record.

62. **Public Questions:**

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

63. **Petitions:**

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

64. **Deputations:**

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

65. **Statutory Notice - Moriah Jewish Day School:**

The Committee received a report requesting determination of a Statutory Notice from the Moriah Jewish Day School, which proposed to reduce the age range of the school from 3 to 12 years (Nursery to Year 7) to 3 to 11 years (Nursery to Year 6). It was noted that the school did not currently have any Year 7 pupils. Throughout the consultation period and since the publication of the proposal on 9 September 2004, there had been no objections to the proposal.

It was explained that in November 2003 the school had informed parents of Year 5 pupils that it would be embarking upon a consultation process to determine the feasibility of reducing the age range. The legal adviser informed the Committee that the Statutory Notice was a legally valid document and the process of consultation and publication had fulfilled the legal requirements.

**RESOLVED:** To approve unanimously by group vote, in accordance with paragraph 9(a) of the Constitution and terms of reference of the School Organisation Committee, the reduction in age range of the Moriah Jewish Day School with effect from September 2005.

66. **Place Planning Issues in Harrow:**

The Committee received a report of the Director of Strategy (People First) which provided an update on place planning issues in Harrow, and on a consultation being undertaken by the DfES on Proposals for Foundation Schools, Expanding Popular and Successful Schools and Adding Sixth Forms. The Committee was asked to note that the Governors of St John's First and Middle Schools were consulting on the proposal to amalgamate the schools. If the proposal were agreed, Statutory Notices would be published, after which the School Organisation Committee would be asked to determine the proposal at a meeting in January 2005. Members were informed of other proposals, including the reduction of admission numbers at Rooks Heath High School and the extension of age range of Shaftesbury High School. The latter proposal did not require a Statutory Notice due to the number of pupils affected and since the change was consistent with the 14-19 policy, previously endorsed by Cabinet.

The second part of the report dealt with the DfES consultation, and detailed the areas that would have a significant impact on Harrow Council's ability to manage school place planning and potentially implement a change in the age transfer and post 16 provision. The Committee was asked to give its comments on the consultation for inclusion in the Council's response to the DfES. It was added that the consultation papers had also been sent to the Heads and Chairs of Governing Bodies for their comments.

The Committee discussed the main areas of concern. A Member questioned the feasibility of defining a school as successful or popular and noted that these measurements could fluctuate over time. It was added that the expansion of several popular and successful schools would be likely to have an adverse affect on other schools in the locality.

Concerns were raised over the shortened notice period that the consultation proposed to introduce. The proposals were not felt to provide a sufficient timeframe in which to conduct a thorough and meaningful consultation with parents, neighbouring schools, the LEA and the School Organisation Committee. It was anticipated that this could lead to the fragmentation of the partnership between neighbouring schools. This proposal was also expected to have a negative impact on equality of opportunity, given the potential for schools to make changes that would result in some pupils not being offered appropriate places.

The legal adviser noted that the 2002 Education Act changed the process for proposals relating to admission numbers and actually diminished the School Organisation Committee's role, therefore reducing the control that the LEA had over school places in the Borough.

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

(2) the comments and concerns outlined above be included in the Council's response to the DfES consultation.

(Note: The meeting, having commenced at 7.32 pm, closed at 8.25 pm).

(Signed) COUNCILLOR B E GATE  
Chair



DEVELOPMENT  
CONTROL  
COMMITTEE



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**REPORT OF DEVELOPMENT CONTROL COMMITTEE**


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**MEETING HELD ON 9 NOVEMBER 2004**


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Chair: \* Councillor Anne Whitehead

Councillors: \* Marilyn Ashton \* Choudhury  
 \* Mrs Bath \* Janet Cowan  
 \* Billson \* Idaikkadar  
 \* Bluston \* Miles  
 \* Branch (1) \* Mrs Joyce Nickolay

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

[Note: Councillors Mrs Kinnear and Knowles also attended this meeting to speak on the items indicated at Minute 789, and Minutes 778 and 782 (Item 2/09 on the Schedule) respectively].

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

**RESOLVED:** To note the appointment of Councillor Anne Whitehead as Chair of the Development Control Committee for the remainder of the 2004/05 Municipal Year following the re-establishment by Council of the Committee at its meeting held on 21 October 2004.

**772. 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 Thornton	Councillor Branch

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

Councillor Bluston was nominated and seconded. Councillor Marilyn Ashton was nominated and seconded. Upon these nominations being put to a vote, it was

**RESOLVED:** To appoint Councillor Marilyn Ashton as Vice-Chair of the Development Control Committee for the remainder of the 2004/05 Municipal Year.

**774. Declarations of Interest:**

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

- (i) Planning Application 2/07 – Welldon Centre, Welldon Crescent, Harrow  
Councillor Bluston declared an interest in the above application which he stated was not prejudicial. Accordingly, he remained and took part in the discussion and decision-making on this item.
- (ii) Planning Application 2/21 – 31 Borrowdale Avenue, Harrow  
Councillor Marilyn Ashton declared a personal interest in the above application on the basis that a Member of the Conservative Group lived at No. 41 Borrowdale Avenue.

Councillor Marilyn Ashton stated that she had taken legal advice regarding her interest, and that, accordingly, she would remain in the room and take part in the discussion and decision-making on this item.

It was noted that the personal interest also applied to the Members of the Conservative Group on the Committee and that they would also remain in the room and take part in the discussion and decision-making on this item.

- (iii) Planning Application 3/05 – 387 Torbay Road, Harrow  
Councillor Mrs Bath declared a prejudicial interest in the above item and stated that she would leave the room and take no part in the discussion or decision-making on this item.

It was noted that the application would not be considered that evening because the application had been withdrawn by the applicant.

- (iv) Main Agenda Item 20 – East End Farm Barns  
Councillor Bluston declared a prejudicial interest in the above item and accordingly left the room and took no part in the discussion or decision-making on this item.

775. **Arrangement of Agenda:**

It was reported that the applicant for item 2/22, “Multi-Storey/Surface Level Car Parks, R/O 18-50 The Broadway, Stanmore”, had requested that the application be deferred until Cabinet had taken a decision on other matters relating to the multi-storey car park at its meeting on 11 November 2004.

A Member stated that whilst she was pleased to learn that a deferral had been requested, she was concerned that this application had been brought before the Development Control Committee prior to the other matters relating to the car park having been considered by Cabinet. She added that the report before the Development Control Committee was misleading, and that she was concerned about the proposal for a permanent surface level car park on this site.

In response, the Chair stated that matters relating to this car park would be discussed at Cabinet prior to the application being considered by the Development Control Committee.

It was also reported that the application set out at Item 3/05, “387 Torbay Road, Harrow”, had been withdrawn by the applicant.

The Chair reported that Councillor Knowles wished to submit a petition (Min 778(ii) refers) and that he would also be backbenching in respect of item 2/09.

**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 below:

<u>Item</u>	<u>Special Circumstances/Grounds for Urgency</u>
Addendum	This contains information relating to various items on the agenda and is based on information received after the agenda's dispatch. It is admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
19. Broomhill, Mount Park Road	This item is admitted to the agenda at the request of a Member of the Committee and with the agreement of the Chair and the Committee in order to allow officers to inform Members when a report on the enforcement issues would be submitted to the Committee for consideration. The report had been expected to be considered at that evening's meeting.
21. 275/275A Kings Road, South Harrow	This item is admitted to the agenda as there is an urgent need to complete the Section 106 Agreement given the time that has elapsed since the Committee first considered the application.

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

<u>Item</u>	<u>Reason</u>
20. East End Farm Barns	The report relating to this item contains exempt information under paragraph 12(b) of Part I of Schedule 12A to the Local Government Act 1972 in that the report relates to advice received in connection with the determination of a matter affecting the Authority.

(3) the applications recommended for deferral and those that had been withdrawn from the agenda by the applicant, as set out in the Addendum, be noted.

[Note: The Chair re-ordered the agenda at the meeting in order to allow early consideration of the items that the public were present for. However, business is recorded in the order of the items set out in the agenda for reasons of clarity].

776. **Minutes:**

**RESOLVED:** That it be agreed that, having been considered, the Chair be given authority to sign the minutes of the meeting held on 12 October 2004 as a correct record once they have been printed in the Council Bound Minute Volume, subject to the following amendments:

- (i) Application No. P/2138/04/CFU (Item 1/02) – 29 Peterborough Road, Harrow: Note 2.2 to be amended to read: Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted in favour of all three reasons for refusal;
- (ii) Minute 748(i) – Planning Application 2/05 – Chamelion House, 104-106 High Street, Harrow on the Hill to include the following sentence at the end of the second paragraph: Councillor Mrs Kinneer, who was not a Member of the Committee, was also advised to leave the room and, accordingly, she left the room during the discussions and decision-making on this item;
- (iii) Minute 748(vi) – Planning Application 4/01 – 38 Poles Establishing Evru Edgware to read: Councillors Marilyn Ashton, Bluston, Janet Cowan and Miles declared personal interests in the above application, on which the Council was being consulted as a neighbouring planning authority, but advised that they would be leaving the room and taking no part in the discussion or decision-making on this item.

777. **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 Commission).

778. **Petitions:**

**RESOLVED:** To note the receipt of the following petitions which were referred to the Interim Chief Planning Officer for consideration:

- (i) Petition objecting to the application for planning permission for Ground Floor, 2c Fairholme Road, Harrow (Application P/2763/04) – signed by 20 residents of Fairholme Road, presented by Councillor Bluston who also read out the terms of the petition at the meeting;
- (ii) Petition objecting to an extension of operating hours at Unit 3, Chantry Place, Shurguard UK Properties – signed by 38 residents presented by Councillor Knowles who also read out the terms of the petition at the meeting.

779. **Deputations:**

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

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

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

781. **Representations on Planning Applications:**

The Chair reported that two late requests to make representations on planning applications had been received for the following items:

Item 1/01 – Drinkwater Road, Coles Crescent, Rayners Lane Estate;

and

Item 2/09 – Hatch End High School, Harrow Weald.

The Committee noted that in respect of item 1/01, the late request had been received from an objector earlier that day and that the applicant had been advised of this late request.

The Committee noted that in respect of item 2/09, the late request had been received at the meeting from an objector and that the applicant would therefore not be aware of this late request.

The Committee accepted both the late requests to make representations.

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), representations be received in respect of items 1/01, 2/09 and 2/17 (not 2/07 as indicated in the Addendum) on the list of planning applications.

782. **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.

783. **Tree Preservation Orders:**

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

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

TPO 769 Ingle Close (No. 1) Pinner  
 TPO 770 London Road (No. 7) Harrow on the Hill  
 TPO 771 Hillview Road (No. 6) Hatch End  
 TPO 772 Tanglewood Close (No. 1) Stanmore Park  
 TPO 773 Ash Close (No. 2) Stanmore Park  
 TPO 774 Gordon Avenue (No. 21) Stanmore Park  
 TPO 775 Leavesden Road (No. 1) Stanmore Park  
 TPO 776 Wentworth Place (No. 1) Stanmore Park  
 TPO 777 Wilsmere Drive (No. 2) Harrow Weald  
 TPO 778 Jellicoe Gardens (No. 4) Stanmore Park  
 TPO 779 Elms Road (No. 14) Harrow Weald  
 TPO 780 Fircroft Gardens (No. 1) Harrow on the Hill  
 TPO 781 South Hill Avenue (No. 5) Harrow on the Hill

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

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

TPO 176 Church Lane (No. 2) Pinner  
 TPO 12 Harrow on the Hill (Comprehensive)  
 TPO 451 Bowden House, London Road (No. 2) Harrow on the Hill

TPO 122 Hillview Road (No. 1) Hatch End  
 TPO 141 Common Road (No. 1) Stanmore  
 TPO 60 102-104 Gordon Avenue, Stanmore  
 TPO 150 Gordon Avenue (No. 5) Stanmore  
 TPO 269 Gordon Avenue (No. 8) Stanmore  
 TPO 127 Wilsmere Drive (No. 1) Harrow Weald  
 TPO 168 Uxbridge Road (No. 4) Stanmore  
 TPO 257 Uxbridge Road (No. 10) Stanmore  
 TPO 478 Jellicoe Gardens (No. 2) Stanmore  
 TPO 96 Elms Road (No. 3) Harrow Weald  
 TPO 47 Gooden House, Sudbury Hill, Harrow  
 TPO 102 South Hill Avenue (No. 2) Stanmore.

[REASON: To accord with current policy].

784. **Youth Centre, Library, Car Parks, Grant Road/George Gange Way, Wealdstone: Request for Variation to the Heads of Terms of the Proposed Legal Agreement:**

The Committee received a report of the Interim Chief Planning Officer recommending revised Heads of Terms of the Legal Agreement. Members' attention was drawn to the amendment to recommendation 2.2 set out in the addendum report.

Councillor Marilyn Ashton stated that, at the July 2004 meeting of the Committee, a report on this matter had been submitted and that it had been deferred by the Committee for clarification. She added that it had been decided that the matter would be dealt with by non-urgent executive action to the three Nominated Members. She added that the proposal gave the developer the right to start work earlier than the official starting date. She also stated that this had not been approved in order to protect the amenities of the users of the Gange Road Community Centre who had yet to relocate to the Wealdstone Centre – Premier House.

**RESOLVED:** (1) That Head (i)(a) of the Legal Agreement be amended to read as follows:

(i)(a) provides a minimum of 71 units of affordable housing (for future management by an RSL);

(2) that a new Head (iv) be agreed as follows:

(iv) developer, before occupation of the development, shall enter into and comply with the terms of a legal agreement with the Council under the Highways Act 1980 to ensure that the Council is financially reimbursed for all off-site highways works which it carries out in association with the development (including supervision fees).

[REASON: To alter the Heads of Agreement].

785. **Planning Appeals Update:**

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

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

786. **Enforcement Notices Awaiting Compliance:**

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

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

787. **Telecommunications Developments:**

The following application was reported on the addendum:

Location: Land adjacent to 102 West End Lane, Pinner.

Proposal: Provision of 10m high telecommunications pole with 2 equipment cabins (P/2554/04/CDT).

**RESOLVED:** That (1) prior approval of siting and appearance be required; and

(2) approval of details of siting and appearance be REFUSED for the following reasons:

- (i) 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 streetscene in general.
- (ii) The proposal, by reason of excessive size and unsatisfactory siting, would obstruct visibility to the highway to the detriment of highway safety.

788. **Determination of Demolition Applications:**

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

789. **Any Other Business:**

The Chair stated that Councillor Mrs Kinnear wished to backbench in respect of the item on Broomhill, Mount Park Road.

- (i) Broomhill, Mount Park Road  
The Interim Chief Planning Officer's representative assured Members that the above-mentioned report would be submitted to the December 2004 meeting of the Committee. He apologised to the Committee for not having submitted the report to the meeting that evening.

Councillor Mrs Kinnear stated that she had been informed that the above-mentioned report would be submitted to the Committee that evening, and she mentioned that the matter of enforcement had been ongoing since March 2001 and required closure now.

**RESOLVED:** To note that the above-mentioned report would be submitted to the December 2004 meeting of the Committee.

- (ii) Councillor Thornton:

**RESOLVED:** That a letter of condolence be sent to Councillor Thornton following the recent death of his mother.

790. **East End Farm Barns:**

The Committee received a confidential report of the Interim Chief Planning Officer under Part II of the agenda which sought agreement to proceed with the preparation of the Urgent Works Notice.

During a discussion on the above-mentioned report, Members requested that a further report be submitted to the Committee mentioning the following:

- whether there was a quicker process which would secure the future of these listed buildings;
- the advice received from English Heritage;
- an exit strategy.

**RESOLVED:** (1) To proceed with the preparation of an Urgent Works Notice;

(2) that a further report be submitted to the Committee as requested in the preamble above.

[REASON: On request of Members of the Committee in October 2004].

(See also Minute 774(iv)).

791. **275/275A Kings Road, South Harrow:**

The Committee received a report of the Acting Head of Law and Administration which sought an extension of time to complete the Section 106 Agreement in respect of 275/275A Kings Road.

**RESOLVED:** To extend the time for completion of the Section 106 Agreement by one month.

[REASON: To enable the Section 106 Agreement to be sealed and completed].

792. **Arrangements for Member Site Visits:**  
Following discussion, it was agreed that Member site visits to 31 Borrowdale Avenue, Harrow (9.00 am) and Moon House (9.45 am) would be held on Saturday 27 November 2004. It was agreed that a mini-bus was not necessary and that the visits would take place in the order and at the times indicated above.

**RESOLVED:** That the action outlined above be agreed.

793. **Extension and Termination of the Meeting:**  
In accordance with the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution) it was

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

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

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

(4) at 11.15 pm to continue until 11.20 pm;

(5) at 11.20 pm to continue until 11.30 pm; and

(6) at 11.30 pm to continue until 11.40 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 11.40 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD  
Chair

**SECTION 1 – MAJOR APPLICATIONS**

<b>LIST NO:</b>	1/01	<b>APPLICATION NO:</b>	P/2393/04/CFU
<b>LOCATION:</b>	Drinkwater Road, Coles Crescent, Rayners Lane Estate		
<b>APPLICANT:</b>	MEPK Architects for Warden Housing Association Ltd		
<b>PROPOSAL:</b>	Two x 4 Storey Detached Blocks to Provide 36 Flats and 3 x Two Storey Terraced Dwellings With Parking		
<b>DECISION:</b>	APPROVED details of siting, access, design and external appearance, subject to the informatives reported.		
	[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector and the applicant which were noted. Following the receipt of the representations, the Committee asked a number of questions of the objector;		
	(2) the Committee wished to be recorded as having been unanimous in their decision to grant permission].		
	(See also Minute 781).		

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

<b>LIST NO:</b>	2/01	<b>APPLICATION NO:</b>	P/2144/04/CRE
<b>LOCATION:</b>	White Lodge, 6 Nugents Park, Pinner		
<b>APPLICANT:</b>	Jeffrey M Carr for Mr & Mrs M O Maiwand		
<b>PROPOSAL:</b>	Renewal of Planning Permission WEST/749/01/REN dated 6 <sup>th</sup> Nov 2001 for Two Detached Dwellinghouses with Garages and Access		
<b>DECISION:</b>	GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.		
<b>LIST NO:</b>	2/02	<b>APPLICATION NO:</b>	P/1319/04/CFU
<b>LOCATION:</b>	The Power House, 87 West Street		
<b>APPLICANT:</b>	Orchard Associates for Sidney Newton plc		
<b>PROPOSAL:</b>	Single Storey Extension and Alterations to Storage Building to Provide Gatehouse/Reception Building		
<b>DECISION:</b>	GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.		
<b>LIST NO:</b>	2/03	<b>APPLICATION NO:</b>	P/2182/04/CFU
<b>LOCATION:</b>	High Beech, 75 Dennis Lane, Stanmore		
<b>APPLICANT:</b>	Malcolm Kent for Mr L Grant		
<b>PROPOSAL:</b>	Replacement Conservatory at Rear		
<b>DECISION:</b>	GRANTED permission for the development described in the application and submitted plans, subject to the condition and informative reported.		

**LIST NO:** 2/04                      **APPLICATION NO:** P/1478/04/CFU  
**LOCATION:** Highlands, 9 Park View Road, Pinner  
**APPLICANT:** Simpson McHugh for Mr & Mrs Das  
**PROPOSAL:** Replacement Two Storey House  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/05                      **APPLICATION NO:** P/1366/04/CCO  
**LOCATION:** St Dominics 6<sup>th</sup> Form College, Mount Park Ave, Harrow  
**APPLICANT:** Kenneth W Reed & Associates for St Dominics Sixth Form College  
**PROPOSAL:** Retention of Area of Hardstanding and Brick Piers and Gates  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the following reasons:

- (i) The wooden covering over the gates in front of the hardstanding area is visually obtrusive and does not preserve or enhance the Character of the Conservation Area and Area of Special Character. The opaque nature of the wooden covering destroys the appearance of openness and the views through from the entrance to the garden beyond.
- (ii) The hardstanding itself damages the visual amenity and character of the garden area to the detriment of the character and appearance of the Conservation Area and Area of Special Character.

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

(2) during consideration of the above application, it was agreed that the report ought to have included the following additional informative:

UDP Policies and Proposals – Refusal;

(3) the Committee agreed that a report relating to enforcement action be submitted to the December 2004 meeting of the Committee;

(4) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickolay wished to be recorded as having voted for the decision reached to refuse the application for the reasons stated above;

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

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**LIST NO:** 2/06                      **APPLICATION NO:** P/2189/04/CFU  
**LOCATION:** B.T. Radio Station, 101 Old Redding, Harrow Weald  
**APPLICANT:** Transcomm UK Ltd – Tanya Harris for Transcomm UK Ltd  
**PROPOSAL:** Provision of Additional Stick Antenna on Existing Mast  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition and informatives reported.

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**LIST NO:** 2/07                      **APPLICATION NO:** P/2557/04/CFU  
**LOCATION:** Welldon Centre, Welldon Crescent, Harrow  
**APPLICANT:** West London YMCA  
**PROPOSAL:** Temporary Use as an 8 Bed Winter Night Shelter (20:00 – 08:00 Hrs) for 3 Month Period Commencing 1<sup>st</sup> December 2004  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition and informatives reported.  
  
(See also Minute 774(i)).

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**LIST NO:** 2/08                      **APPLICATION NO:** P/2172/04/CFU  
**LOCATION:** 75 Athelstone Road, Harrow  
**APPLICANT:** Mr Bhavin Patel for Mr E F Noronha  
**PROPOSAL:** Conversion of House into Two Self-Contained Flats and Parking at Front  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to:

- (i) the conditions and informatives reported; and
- (ii) the following additional conditions:

Condition 5: The development hereby permitted shall not commence until there has been submitted to, and approved by, the local planning authority, a scheme of hard and soft landscape works for the frontage of the site which shall include a survey of all existing trees and hedgerows on the land, indicating those to be retained and those to be lost. Details of those to be retained, together with measures for their protection in the course of the development, shall also be submitted and approved, and carried out in accordance with such approval, prior to any demolition or any other site works, and retained until the development is completed. Soft landscape works shall include: planting, plans, and schedules of plants, noting species, plant sizes and proposed numbers/densities.

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

Condition 6: All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the building(s), or the completion of the development, whichever is the sooner. Any existing or new trees or shrubs which, within a period of 2 years from the completion of the development, die, are removed, or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species, unless the local authority agrees any variation in writing.

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

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

- (i) The proposal would be out of place in an area which is characterised by family homes to the detriment of the character of the surrounding area.
- (ii) The shortfall of one parking space will give rise to overspill parking to the detriment of the residential amenities of the neighbouring properties.
- (iii) The lack of scope for any landscaping caused by the use of the front garden for parking is visually unattractive to the detriment of the character and appearance in the street scene.

- (iv) The provision of amenity space is inadequate and would be out of character in a road where single dwelling family homes have the use of an entire garden area.

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

(2) the vote on the substantive motion to grant the above application was carried].

<b>LIST NO:</b>	2/09	<b>APPLICATION NO:</b>	P/2526/04/CFU
<b>LOCATION:</b>	Hatch End High School, Harrow Weald		
<b>APPLICANT:</b>	Tony Welch Associates for London Borough of Harrow		
<b>PROPOSAL:</b>	Detached Building to Provide Day Nursery for Children from 3 Months to 5 Years Old (Revised)		
<b>DECISION:</b>	<p>GRANTED permission in accordance with the development described in the application and submitted plans, subject to (i) the conditions and informatives reported; (ii) condition 3 being amended to read as follows:</p> <p>Condition 3: No development shall take place until a plan indicating the positions, design, materials and type of visually appropriate boundary treatment (in particularly along the street elevation) including gates to be erected has been submitted to, and approved in writing by, the local Planning Authority, etc.</p> <p>[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector which were noted. There was no indication that a representative of the applicant was present and wished to respond;</p> <p>(2) during the discussion on the above application, the Committee acknowledged that the premises was situated in a narrow street and that the nursery would generate traffic. The Committee agreed that the Portfolio Holder for Environment and Transport be asked to investigate the issue of traffic congestion and flow along Tillotson Road and the possibility of introducing a one-way system to alleviate the problem of rat running and/or other traffic measures to ensure the safety of both pedestrians and car users].</p> <p>(See also Minutes 775 and 781).</p>		

<b>LIST NO:</b>	2/10	<b>APPLICATION NO:</b>	P/851/04/CFU
<b>LOCATION:</b>	Sunningdale, 40 London Rd, Harrow		
<b>APPLICANT:</b>	Gillett Macleod Partnership for Matlock Homes Ltd		
<b>PROPOSAL:</b>	Demolition of Existing Building and Development of 2 x 3 Storey Detached Buildings to Provide 6 Town Houses With Access and Parking		
<b>DECISION:</b>	<p>REFUSED permission for the development described in the application and submitted plans for the following reasons:</p> <p>(i) The proposal represents an overdevelopment of the site with the houses to the back forming a backland development which will be detrimental to the character of the Conservation Area and Area of Special Character.</p> <p>(ii) The close proximity of the dwellings at the back to Block C of the Harrow Hospital site will give rise to the over-intensification of the area which will not preserve or enhance the Conservation Area, which is characterised by the trees and the openness of the garden area.</p>		

and the following informatives:

## Informatives:

- UDP Policies and Proposals – Refusals;
- The applicant is advised that the garage at the side of Sheridens is not considered to be an acceptable access to this application site.

[Notes: (1) During discussion on this application, it was moved and seconded that the application be refused.

Upon being put to a vote, this was carried;

(2) the Chair wished to be recorded as having voted against the decision reached to refuse the application for the reasons stated above;

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

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

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<b>LIST NO:</b>	2/11	<b>APPLICATION NO:</b>	P/1649/04/CFU
<b>LOCATION:</b>	166 Stanmore Hill, Stanmore		
<b>APPLICANT:</b>	Wyndham & Clarke for Mr Hoddy		
<b>PROPOSAL:</b>	Single Storey Side Extension		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.		

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<b>LIST NO:</b>	2/12	<b>APPLICATION NO:</b>	P/2013/04/CFU
<b>LOCATION:</b>	Hillcote House, Pinner Hill, Pinner		
<b>APPLICANT:</b>	Amdega for Mr & Mrs Gregory		
<b>PROPOSAL:</b>	Rear Conservatory		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to (i) the conditions and informative reported and (ii) the following additional informative:		
	Informative: The applicant is advised that any further extensions to this property are unlikely to be favourably considered.		

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<b>LIST NO:</b>	2/13	<b>APPLICATION NO:</b>	P/2406/04/CFU
<b>LOCATION:</b>	6 Broadmead Close, Pinner		
<b>APPLICANT:</b>	K Handa for Mr S Anwar		
<b>PROPOSAL:</b>	Single Storey Rear Extension		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.		

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<b>LIST NO:</b>	2/14	<b>APPLICATION NO:</b>	P/2058/04/DFU
<b>LOCATION:</b>	44 Dennis Lane, Stanmore		
<b>APPLICANT:</b>	Robin Bretherick Associates for J Hirani		
<b>PROPOSAL:</b>	Demolition of Bungalow, Erection of Detached House (Revised)		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to: <ul style="list-style-type: none"> <li>(i) the conditions and informatives reported</li> <li>(ii) Condition 4 being amended to read: "The screens adjacent to the proposed second-floor rear balcony shall be installed prior to the....."</li> </ul> <p>[Note: During discussion on this application, it was moved and seconded that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>(i) The proposal represents an over-development of the site by reason of the bulk, scale, mass and design to the detriment of the character of the area and amenities of the local residents.</li> <li>(ii) The height of the three storey element to the back of the house would be visually obtrusive and will dominate the views from the Green Belt and Area of Special Character.</li> <li>(iii) The two balconies on the second floor at the sides of the back of the property, although there are landscaping suggestions in the committee report, will have the potential to give rise to overlooking to the detriment of the residential amenity of the neighbouring properties.</li> <li>(iv) The ultra modern design of the house will be visually incongruous in the street scene to the detriment of the character of the road and visual amenity of the local residents.</li> </ul> <p>Upon being put to a vote, this was not carried].</p>		

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<b>LIST NO:</b>	2/15	<b>APPLICATION NO:</b>	P/1873/04/CFU
<b>LOCATION:</b>	Land R/O 75-79 College Road/123 College Hill Road, Harrow Weald		
<b>APPLICANT:</b>	Dennis Granston for J Gavacan		
<b>PROPOSAL:</b>	Two Pairs of Semi-Detached Houses with Parking		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.		

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<b>LIST NO:</b>	2/16	<b>APPLICATION NO:</b>	P/2369/04/CFU
<b>LOCATION:</b>	44A West Drive, Harrow		
<b>APPLICANT:</b>	Anthony J Blyth and Co for Mr & Mrs C Gold		
<b>PROPOSAL:</b>	Front Porch		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.		

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**LIST NO:** 2/17                      **APPLICATION NO:** P/1336/04/CCO

**LOCATION:** 4 Forward Drive, Harrow

**APPLICANT:** Katies Kitchen

**PROPOSAL:** Retention of Waste Re-cycling Facilities

**DECISION:** DEFERRED for discussions with the applicant and in consultation with the residents about acoustic fencing, planting, arrangement of uses, hours of use, screening of floodlighting, etc.

[Note: (1) Prior to discussing the above application, the Committee received representations from a representative of the objector and the applicant, which were noted. The representative of the objectors also tabled details of their objections. Following the receipt of the above representations, the Committee asked a number of questions of the objector and the applicant;

(2) during discussion on this application, and on the recommendation of the Interim Chief Planning Officer's representative, the Committee agreed to defer the application to allow for discussions between all parties concerned on the issues raised by the objector, the applicant and Members].

(See also Minute 781).

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**LIST NO:** 2/18                      **APPLICATION NO:** P/1730/04/CFU

**LOCATION:** RNOH Hospital, Brockley Hill, Stanmore

**APPLICANT:** Devereux Architects for Royal National Orthopaedic Hospital

**PROPOSAL:** Temporary Single Storey Office Building

**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to (i) the conditions and informative reported; (ii) the inclusion of informative 5 as set out in the addendum; (iii) Condition 3 being amended to read 3 years rather than 5 years.

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**LIST NO:** 2/19                      **APPLICATION NO:** P/1890/04/CFU

**LOCATION:** 1 and 2 Grove Cottages, Warren Lane, Stanmore

**APPLICANT:** Mr & Mrs P Mann

**PROPOSAL:** Redevelopment to Provide Replacement Detached 2 Storey Dwelling with Detached Garage

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

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**LIST NO:** 2/20                      **APPLICATION NO:** P/584/04/CFU

**LOCATION:** 15 Gordon Avenue, Stanmore

**APPLICANT:** Robin Bretherick Associates for C Collins

**PROPOSAL:** Outline: Redevelopment: Detached 3 Storey Building to Provide 8 Flats with Parking

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

(i) The proposal represents an over-development of the site to the detriment of the character of the area which is characterised by single family dwellings both opposite, to the back and to the east.

- (ii) The number of flats proposed will generate more traffic which will be detrimental to the free flow of traffic on the bend of this busy road. Vehicular access onto Gordon Avenue will be detrimental to traffic safety during peak periods.

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

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

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**LIST NO:** 2/21                      **APPLICATION NO:** P/683/04/DFU  
**LOCATION:** 31 Borrowdale Avenue, Harrow  
**APPLICANT:** M Halai for M L Vishram  
**PROPOSAL:** Single Storey Side to Front and Rear Extension and Two Rear Dormers; Garage and Store in Rear Garden and Construction of Vehicle Crossover  
**DECISION:** DEFERRED for Members' site visit.  
(See also Minutes 774(ii) and 792).

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**LIST NO:** 2/22                      **APPLICATION NO:** P/2621/04/CLA  
**LOCATION:** Multi-Storey/Surface Level Car Parks, R/O 18-50 The Broadway, Stanmore  
**APPLICANT:** Harrow Engineering Services  
**PROPOSAL:** Demolition of Multi-Storey Car Park and Replacement with Combined Surface Level Car Park with Fencing and Access  
**DECISION:** DEFERRED to await decision of Cabinet.  
(See also Minute 775).

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**LIST NO:** 2/23                      **APPLICATION NO:** P/2659/04/CFU  
**LOCATION:** 137 Harrow Weald Transmission Station, Harrow Weald Common  
**APPLICANT:** NTL  
**PROPOSAL:** Provision of DAB Antenna and Additional 0.9M Dish Antenna Mast With Equipment Cabin  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition and informatives reported.

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**LIST NO:** 2/24                      **APPLICATION NO:** P/2339/04/CDU  
**LOCATION:** 180-188 Northolt Road, South Harrow  
**APPLICANT:** Mr R Sood for Durbin plc  
**PROPOSAL:** Provision of Additional Floor of Office Accommodation  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

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<b>LIST NO:</b>	2/25	<b>APPLICATION NO:</b>	P/1422/04/CFU
<b>LOCATION:</b>	Land R/O Rising Sun P.H. 138 Greenford Road, Harrow		
<b>APPLICANT:</b>	John Taylor Architects for Regional Pub Company		
<b>PROPOSAL:</b>	Redevelopment to Provide 3 x Two Storey Terraced Properties		
<b>DECISION:</b>	REFUSED permission for the development described in the application and submitted plans for the following reasons:		
	(i) The proposal represents an overdevelopment of the site to the detriment of the amenities of the area.		
	(ii) Redevelopment to provide three houses represents an over-intensification of the site to the detriment of the amenities of the area.		
	[Notes: (1) During discussion on this application, it was moved and seconded that the application be refused. Upon being put to a vote, this was carried;		
	(2) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickolay wished to be recorded as having voted for the decision reached to refuse the application for the reasons above;		
	(3) Councillors Bluston, Choudhuy, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted against the decision reached to refuse the application for the reasons above;		
	(4) it was noted that the description on the index should be amended to read: Redevelopment to Provide 3 x Two Storey Terraced Properties].		

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<b>LIST NO:</b>	2/26	<b>APPLICATION NO:</b>	P/2143/04/CRE
<b>LOCATION:</b>	Clementine Churchill Hospital, 9 Sudbury Hill, Harrow		
<b>APPLICANT:</b>	Fuller Peiser for BMI Healthcare		
<b>PROPOSAL:</b>	Renewal of Planning Permission WEST/124/01/FUL to Permit Retention of Temporary Endoscopy Building		
<b>DECISION:</b>	To inform the applicant that:		
	(i) the proposal is acceptable subject to the variation of the legal agreement within one year (or such period as the Council may determine) of the date of the Committee decision on the application;		
	(ii) a formal decision notice granting permission in accordance with the development described in the application and submitted plans, subject to the planning conditions noted below and the informative reported, will be issued only upon completion of the variation of the legal agreement:		
	1. The building hereby permitted shall be removed from the site and the site reinstated to its former appearance within 2 years of the date of this permission.		
	REASON: To protect the character of the Metropolitan Open Lane.		
	2. Time Limit – Full Permission.		

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

<b>LIST NO:</b>	3/01	<b>APPLICATION NO:</b>	P/2221/04/CFU
<b>LOCATION:</b>	524 Kenton Lane, Harrow, Dental Surgery		
<b>APPLICANT:</b>	Dr P S Joshi		
<b>PROPOSAL:</b>	Change of Use of First Floor from Residential (Class C3) to Dental Surgery (Class D1) in Association with Existing Ground Floor Surgery		
<b>DECISION:</b>	REFUSED permission for the development described in the application and submitted plans for the reason and informative reported.		

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**LIST NO:** 3/02                      **APPLICATION NO:** P/961/04/CFU  
**LOCATION:** 38 Eastcote Lane, South Harrow  
**APPLICANT:** J N Chudasama  
**PROPOSAL:** Change of Use from A1 – A3 to be Used as Private Members Club  
**DECISION:** REFUSED permission for variation described in the application and submitted plans for the reasons and informative reported.

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**LIST NO:** 3/03                      **APPLICATION NO:** P/2392/04/CFU  
**LOCATION:** Site R/O 168-178 Kenton Road  
**APPLICANT:** Randhawa for Paragon Homes  
**PROPOSAL:** Detached 2 Storey Building to Provide 6 Office Units (Class B1) and 6 Studio Flats  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the reasons and informative reported.  
  
[Note: All Members present wished to be recorded as having been unanimous in their decision to refuse permission].

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**LIST NO:** 3/04                      **APPLICATION NO:** P/1846/04/CFU  
**LOCATION:** Harrow Hospital, Roxeth Hill  
**APPLICANT:** Gery Lytle Associates for Barratt North London  
**PROPOSAL:** Part 2/Part 3 Storey Temporary Sales Building  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the reason and informative reported.  
  
That officers be authorised to take appropriate enforcement action to secure demolition and removal of the building and that a compliance period of one month be agreed.  
  
[Notes: (1) The Director of Legal Services' representative advised the Committee that in the absence of a recommendation for enforcement action, the Committee could only authorise such action provided Members were satisfied that they had sufficient information available to take this decision. Members were satisfied that they had sufficient information before them that evening to authorise enforcement action;  
  
(2) Members were unanimous in their decision to refuse the application and to authorise enforcement action].

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**LIST NO:** 3/05                      **APPLICATION NO:** P/2167/04/CFU  
**LOCATION:** 387 Torbay Rd, Harrow  
**APPLICANT:** Harrow Churches Housing Assoc.  
**PROPOSAL:** Use as Care Home for up to 6 People with Social Support and Single Storey Rear Extension  
**DECISION:** WITHDRAWN by the applicant.  
  
(See also Minutes 774(iii) and 775).

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**SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES**

**LIST NO:** 4/01                      **APPLICATION NO:** P/2257/04/CAN  
**LOCATION:** 201 Kenton Road, Harrow  
**APPLICANT:** Brent Council  
**PROPOSAL:** Consultation: Change of Use/Class A1 to A3 (Dry Cleaners to Restaurant)  
with New Shop Front  
**DECISION:** The London Borough of Harrow RAISES NO OBJECTIONS to the  
development set out in the application.

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MEMBER  
DEVELOPMENT  
PANEL



## MEMBER DEVELOPMENT PANEL

18 NOVEMBER 2004

Chair: \* Councillor Ann Groves

Councillors: Miss Lyne \* Marie-Louise Nolan  
\* Vina Mithani (2)

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**124. **Appointment of Chair:**

**RESOLVED:** That the appointment at the Standards Committee meeting held on 29 June 2004 of Councillor Ann Groves as Chair of the Panel for the Municipal Year 2004/2005 be noted.

125. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Jean Lammiman

Councillor Vina Mithani

126. **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.

127. **Arrangement of Agenda:**

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

128. **Appointment of Vice Chair:**

**RESOLVED:** That Councillor Marie-Louise Nolan be appointed Vice Chair of the Panel for the Municipal Year 2004/2005.

129. **Minutes:**

**RESOLVED:** That the minutes of the meetings held on 15 January and 21 April 2004, having been circulated, be taken as read and signed as correct records.

130. **Public Questions:**

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

131. **Petitions:**

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

132. **Deputations:**

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

133. **Councillor Miss Lyne:**

The Chair informed the Panel that Councillor Miss Lyne had asked that the minutes of the meeting should reflect that she was unable to attend for any part of the meeting owing to another commitment at 6.30pm.

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

134. **Half Yearly Report:**

The Panel received a report of the Executive Director (Organisational Development), which provided an overview of Member Development from May – November 2004 and proposed areas on which to focus Member training for the remainder of the Municipal Year. Following its publication in April 2004, a number of revisions had affected the original Member Development programme, including several cancellations and the addition of training programmes relating to Leadership and Performance, Planning and Licensing.

**Member Development Strategy**

The officer informed the Panel of the proposal to move towards a four-year cycle for Member Development in place of the existing annual cycle. A Member suggested a model used by other Local Authorities, whereby the first two weeks following Council elections were dedicated entirely to a comprehensive induction for new Council Members. Throughout the course of the four-year cycle it was expected that the programme would not only provide comprehensive training for new Members but would also allow for statutory training in key areas. It was also suggested that candidates could be contacted through the Group Secretariats before the election in order to help plan the induction programme.

**Internal Memorandum**

A copy of an internal memorandum was distributed to Members of the Panel, highlighting the ongoing problem of co-ordinating Member Development activities. The memo provided guidance and procedures for organising Member training in order to avoid continuing clashes. It was agreed that the letter would be sent to all Directors with the understanding that if the problem persisted, a further letter from the Panel would be sent reiterating the point.

**Member Development Programme, January 2005 – April 2005**

The officer agreed to contact Members in order to establish if they would be attending the Housing Strategy Seminar on 14 December 2004, the Special Educational Needs (SEN) session on 5 January 2005 and the Code of Conduct Update on 8 February 2005. On the basis of the response, the sessions would either be confirmed or cancelled. By establishing approximate attendance numbers for each session it was hoped that officers' time, together with the associated costs of running training sessions, would be safeguarded. The Panel also agreed that officers should avoid arranging any events for Members on 19 January 2005 in order to avoid a clash with the session on Local Government Finance. It was added that the revised programme would include training on the Freedom of Information Act, Planning, Licensing and a range of programmes and seminars focusing on leadership issues. It was agreed that the revised programme would be sent to Members of the Panel for their comments, before being distributed to all Members.

**Media Training Pack**

The Panel welcomed the Media Training Pack, which had provided an effective way to train Members, particularly given the difficulty in arranging a Member session specifically dedicated to dealing with the media. Given the success of the pack it was proposed that this method of training could be used on a regular basis.

**RESOLVED:** That (1) a letter be written to Members requesting confirmation of their availability for the sessions on Housing, SEN and the Code of Conduct Update;

(2) the Internal Memorandum prepared by the Group Manager (Organisational Development) be sent to all Directors in response to problems experienced in arranging Member sessions;

(3) the evaluation and needs analysis questionnaire be undertaken in January in preparation for the 2005/06 Municipal Year; and

(4) a revised framework for Member Development be implemented, moving from an annual to a four year cycle.

(Note: The meeting having commenced at 6.15 pm, closed at 7.31 pm)

(Signed) COUNCILLOR ANN GROVES  
Chair

OVERVIEW AND  
SCRUTINY  
COMMITTEE



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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 24 NOVEMBER 2004**


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Chair: \* Councillor Jean Lammiman

Councillors: \* Blann \* Mary John (3)  
 \* Bluston \* Pinkus  
 \* Gate \* Seymour  
 \* Mitzi Green \* Mrs R Shah (1)  
 \* Ingram \* Versallion

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

[Note: Councillors Dighé and N Shah also attended this meeting in a participatory role].

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

 225. **Appointment of Chair:**

**RESOLVED:** To note the appointment at the Council meeting held on 21 October 2004 of Councillor Jean Lammiman as Chair of the Committee for the remainder of the 2004/05 Municipal Year.

 226. **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 Osborn Councillor Thammaiah	Councillor Mary John Councillor Mrs R Shah

 227. **Declarations of Interest:**

Councillor Seymour declared a personal interest in agenda item 13, Scrutiny Review of Housing Benefits Administration, by virtue of having a relative who was in receipt of Housing Benefit.

**RESOLVED:** To note the interest declared by Councillor Seymour in respect of agenda item 13, and that the Member participated in the discussion and decision on that item.

 228. **Arrangement of Agenda:**

**RESOLVED:** That (1) agenda item 18, Re-establishment of the Scrutiny Sub-Committees, be considered immediately after agenda item 5;

(2) 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>
16. Scrutiny Review of Budget Processes – Interim Report	Consultation on the report had only just been completed. The report needed to be submitted to this meeting in order to keep the Committee informed of the progress of the scrutiny review
18. Re-establishment of the Scrutiny Sub-Committees – Revised Lifelong Learning Scrutiny Sub-Committee Membership	The Membership of the Lifelong Learning Scrutiny Sub-Committee which had been printed in the main agenda was incorrect. The Overview and Scrutiny Committee was required to re-establish its Sub-Committees at its next available meeting.

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

<u>Agenda Item</u>	<u>Reason</u>
13. Scrutiny Review of Housing Benefits Administration – Appendix 1 to the report	The report contains confidential information under the Local Government Act 1972 (as amended), in that it contains information given to the Council by a Government Department on terms which forbid its disclosure.

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

**RESOLVED:** To appoint Councillor Gate Vice-Chair of the Committee for the remainder of the 2004/05 Municipal Year.

230. **Councillor Mitzi Green:**

On behalf of the Committee, the Chair thanked the former Vice-Chair, Councillor Mitzi Green, for her support and all the work she had done during her time as Vice-Chair.

231. **Re-establishment of the Scrutiny Sub-Committees:**

**RESOLVED:** That the Scrutiny Sub-Committees be re-established for the remainder of the 2004/05 Municipal Year with the memberships and Chairs set out in the appendix to these minutes.

232. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 19 October 2004, having been circulated, be taken as read and signed as a correct record.

233. **Public Questions:**

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

234. **Petitions:**

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

235. **Deputations:**

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

236. **Question and Answer Session with the Leader and the Chief Executive:**

The Chair welcomed the Leader of the Council and the Chief Executive to the meeting.

The Leader thanked the Committee for giving him the opportunity to attend. Members asked the Leader and the Chief Executive questions on a number of areas.

(i) **New Harrow Project (NHP)**

The Chair began by referring to the recent scrutiny review of the NHP, which had highlighted the importance of projects being subject to a fully documented project planning process. Assurance was sought that the Council's new project management processes were now being applied to all initiatives.

The Leader stated that he was confident that the project management processes were being used comprehensively, as a recent external review of project management arrangements had found that they were well established and well understood. The Chief Executive also confirmed that the processes were now used for all initiatives, but added that a weakness had been identified in that there was no means of co-ordinating projects across the Council. Ways in which this was now being addressed were outlined. It was acknowledged that the initial 'clean and green' part of the New Harrow Project had not been subject to project management principles, but it was pointed out that the introduction of those principles had, in itself, been part of the New Harrow Project. It was confirmed that subsequent projects such as the

community schools pilot had been monitored against project initiation documents.

(ii) First Contact

Members requested an update on the progress of the First Contact initiative and, in particular, the timescale for the establishment of one-stop shops. The Leader stated that the options for improving customer services, such as one-stop shops and call centres, still needed to be looked at; this work was being taken forward as part of the development of the Business Transformation Partnership. The final partner would be chosen in Spring 2005, and First Contact would be the first piece of work to be undertaken by that partnership. The Leader also highlighted the importance of cross-party Member engagement in the process; he felt that Members needed to see what the options were so that they could consider what was appropriate for Harrow.

The Chief Executive added that the First Contact Best Value review had made recommendations which fell into two categories: actions to be undertaken straight away, and those which would need to be addressed as part of the overall improvement of the Council's IT. Of the actions in the first category, there was only one which was yet to be completed - the improvement of the Civic Centre's internal signage. The Chief Executive also advised that, with regard to one-stop shops, there were still many key issues to be resolved, including their location.

The Chair referred to a Member seminar on the Business Transformation Partnership which had taken place the previous evening, and which had not been well attended. She agreed that there was a need to find a way of engaging Members in the process, and requested that the Leader take this on board. Another Member suggested that the Council's partners should also be invited to such seminars. This suggestion was endorsed by the Leader, who suggested that the Harrow Strategic Partnership could be a vehicle for this.

There was some concern that a new draft guidance document on Special Educational Needs (SEN) was entirely in English. The scrutiny review of SEN processes had specifically recommended the use of different community languages in such documents, and the Executive had undertaken to address this via the First Contact initiative. The Chief Executive advised that the Head of Communications was currently re-drafting the Council's policy on translation. She was disappointed to learn that the document was entirely in English and felt that it should at least provide directions to where the information could be obtained in different languages. She undertook to follow this up. The Leader added that this was a weakness that the Council was keen to address.

A Member stressed the urgency of implementing the First Contact initiative in light of the impending closure of a number of local Post Offices. The Leader emphasised that the Council was not responsible for the delivery of post office services, but agreed that the potential for integrating services could be explored as part of consideration of the options under First Contact. The Chair congratulated the Strengthening Communities Scrutiny Sub-Committee for the work that it had done on the Council's response to the consultation on the post office closure programme.

(iii) Corporate Priorities

Members noted that the existing NHP priorities had been in place for two years and queried whether consideration was being given to the identification of new priorities. The Leader agreed that there was a need to set new priorities. He stated that this was a multi-faceted issue which would need to take account of the priorities of local people, corporate value judgements and political aspirations, and which would need to be developed in a joined-up way. The Chair queried how Members should take this forward, and the role of the New Harrow Project Panel in this. The Chief Executive advised that the Panel had been at its most active during the 'clean and green' phase of the NHP, but that she would welcome Members' views on its future role. The Leader outlined some broad areas which Members could start by looking at, and suggested that there were a number of ways to engage Members in this, such as discussions within political groups and Member seminars. He emphasised the need for ownership of priorities across the Council. The Chair stated that she would like to discuss outside of the meeting how the Panel and scrutiny Members could work together on this.

A Member having expressed concern about the development of the Council's website, the Chief Executive acknowledged that progress with this had been sporadic. However, following Cabinet approval in July of the restructuring of the Chief Executive's Department, a new post of Web Manager had been created within the Communications unit, and this had now been filled. The Chair requested that this issue be raised at the Publications Advisory Panel.

(iv) Middle Management Review/Communications with Staff

Members were concerned as to whether the Middle Management Review was on target, and about its effect on staff morale. Whether posts were ring-fenced to existing staff was also queried. The Leader confirmed that the review was on target, with 60.7% of Group Manager posts already filled. With regard to staff morale, he had had direct contact with both the unions and staff, and had had no indication of low staff morale. The Chief Executive confirmed that posts were ring-fenced to internal staff in the first instance, and provided further information on the arrangements for this. She also advised that the number of leavers in the middle management cadre was monitored, and that only 12 out of 250 staff had resigned since April, which wastage rate was consistent with the rest of the Council. The arrangements for supporting staff going through the process were highlighted. The Chief Executive added that change of this nature could result in jobs being done less effectively, but there was evidence that staff were working very hard, and they were to be credited for this.

There was concern about those staff who had not been successful in getting a job under the Middle Management Review. The Chief Executive anticipated that at the end of the process there would be a pool of such staff, but advised that this issue was covered by the organisational change agreement agreed with UNISON, which set out the eligibility for redundancy. Whilst this was not a palatable option, she stressed the need to ensure that middle managers had the right competencies for their roles, in order to increase the capacity of the organisation. Members also expressed concern that the loss of long-serving members of staff would result in the loss of the Council's knowledge base, and queried how that would be prevented. The Chief Executive referred to work on-going to develop a modern records management system, which had resulted in greater organisational awareness of the value of records. She also emphasised that the organisation wanted to retain valued staff. The Chair expressed concern about the capture of corporate knowledge as she felt it was a clear area of risk, but was pleased to learn that steps were being taken to address the issue, and requested that the Committee be kept informed on this.

(v) Strategic Performance Report

It was noted that the Strategic Performance Report for quarter 2, included elsewhere on the agenda, highlighted three red areas: customer satisfaction; equality and diversity; and LPSA. Whether improvement in these areas was achievable in the current Municipal Year, or whether this was an objective for the longer term, was queried.

The Leader stated that he was very concerned to improve performance in these areas. He felt that performance in equality and diversity was a long-term issue which would only be significantly improved when those services were mainstreamed, while the issue of customer satisfaction would be addressed more quickly, for example with the implementation of First Contact. He outlined some of the measures being taken to increase public satisfaction. The Chief Executive added that customer satisfaction levels had fallen across London. A Member was concerned that the Council was focused too internally at the moment due to the changes which were happening. He commented that responses to the public from Council departments were highly variable, but acknowledged that First Contact would help to address this.

With regard to the LPSA targets, the Leader stated that some of the problems in this area were due to the Council having been too ambitious when setting the targets. The Chief Executive added that there were also complex issues emerging from the targets. In relation to one of the key risk areas, educational attainment of children eligible for free school meals, work undertaken by the ODPM had identified that the indicator was not measuring the same cohorts of young people due to the high turnover of pupils at Canons and Rooks Heath High Schools. The Council was having discussions with the ODPM about this. A Member noted that reducing the standards admission number at Rooks

Heath High School would facilitate the Council meeting its target, but would not necessarily help the children. He requested that the Council lobby on this issue. The Leader agreed that this was an issue which needed to be picked up; the Chair requested that he provide an update on this when he attended again in six months' time.

A Member was disappointed to note, in light of the work undertaken as part of the Gatsby Project, that another key risk area in the LPSA was the educational attainment of looked after children. The Chief Executive felt that the Gatsby Project had had a positive impact, particularly on schools' approach to the issue, but advised that there were weaknesses on the support side. She outlined measures being taken to address this.

(vi) Budget 2005/06

A Member sought the support of the Leader and the Chief Executive for the next stage of the scrutiny review of budget processes, which would involve an experimental process to re-engage and re-educate the public. The Leader confirmed that he would support this, and highlighted that the way in which the Council would carry out budget consultation this year had already been significantly changed from previous years, as it would involve a MORI poll of a statistically valid sample of the Borough's population.

In addition, Members asked a number of detailed questions on the budget for 2005-06. In response, the Leader outlined some of the key pressures for next year, including new government initiatives following a general election, legislative changes, and demographic changes. The Chief Executive also provided further information on potential pressures arising from the loss of the civil defence grant and the Hillingdon judgement on asylum seeking children. It was noted that the announcement of this year's settlement had been delayed by the Government.

(vii) Arms Length Management Organisation (ALMO)

At the request of the Chair, the Leader provided an update on the current position following the decision not to pursue the bid for an ALMO. The Cabinet had established an Advisory Panel for Housing Improvement Options to oversee an options appraisal. A Member was pleased to note that the membership of the Panel would include representatives of the ALMO Shadow Board and that the knowledge which had been accumulated would not therefore be lost; he felt that the members of the ALMO Shadow Board should be thanked for giving up their time over the last 15 months. There was some concern as to how the tenant advisors to the Panel would be selected, and the need to ensure that they were representative of all tenants was highlighted; the Leader undertook to look into this.

It was noted that the Planning, Development and Housing Portfolio Holder and the Executive Director (Urban Living) would be attending the Environment and Economy Scrutiny Sub-Committee meeting on 30 November 2004 to answer questions on this issue in depth; Members were requested to refer any questions for the Portfolio Holder and the Executive Director to the Chair of the Sub-Committee. It was agreed that this issue be followed up when the Leader and the Chief Executive attend again in six months' time.

(viii) Procurement

In response to questions from a Member, the Chief Executive outlined a number of ways in which the Procurement Unit was seeking to support the local community, and reported on work being undertaken to identify the Council's key suppliers and the volume of purchasing from smaller suppliers. In addition, she provided information on the safeguards in place in relation to the procurement of the Council's business transformation partner. The Chair commented that at the seminar the previous evening Members had been very interested in and impressed with the innovation partnering that the Council was looking for from the business transformation partners, and requested that the Committee be kept informed on this issue.

(ix) Town Centre Redevelopment

The arrangements for involving Members in the process for the redevelopment of Harrow town centre were queried. The Leader stated that, given that this

was a long-term project, there would need to be Member seminars at all the key stages. Dedicated Member workshops would also continue to be a key part of the process. In response to further questions, the Leader stated that the next stage in the process was the production of a development brief, and assured the Committee that appropriate measures were being taken to check the position of the consultants appointed by the Council.

(x) Transport Providers

It having been noted that the Council had no statutory authority over local transport providers, the way in which the Chief Executive ensured good relationships with such bodies was queried.

The Chief Executive agreed that the only way to exert influence over transport providers was through goodwill. She outlined a number of ways in which she sought to develop these relationships, including regular meetings with TfL both at borough level and as part of the West London Alliance. In response to further questions, actions taken by the West London Boroughs to lobby for their preferred route for Crossrail, and ways in which the Council sought to exert influence over the route of bus services, were also outlined.

(xi) Housing Maintenance and Repairs Programme

An update on the current state of the housing maintenance and repairs programme having been requested, it was agreed that a detailed written response would be provided to the Committee. Members were assured, however, that officers were acutely aware of the communications issues arising from this matter.

On behalf of the Committee, the Chair thanked the Leader and the Chief Executive for attending. She felt that the arrangement whereby they attended the Committee twice yearly worked well, and looked forward to welcoming them again in six months' time.

237. **Strategic Performance Report - Quarter 2 2004/05:**

The Committee considered a report of the Director of Organisational Performance, which set out the Strategic Performance Report for the second quarter of 2004/05. An amended version of the Strategic Performance Report Overview by Key Performance Area, which incorporated a legend, was also tabled.

It was noted that this was the first Strategic Performance Report to have been produced purely by the IT system, and Members felt that this was a big step forward. Members were also pleased to note the number of areas showing improvement. With regard to the format of the report, it was suggested that the inclusion of different headings on the Strategic Performance Report Overview was confusing. It was also suggested that consideration be given as to whether the values set out in the Overview should appear in that section of the report or in the Performance Report by Outcome and Measure. In addition, the need for comparative data from the previous period was highlighted. It was advised that the data for periods prior to quarter 2 had not been available in the system, but comparative data would be included in future reports.

Members otherwise commented that the document was easy to read, and requested that relevant parts of the report be referred to the corresponding Scrutiny Sub-Committees for information.

**RESOLVED:** That the performance report and the actions being taken be noted.

238. **Scrutiny Review of Housing Benefits Administration:**

The Committee considered a report of the Director of Business Services, which followed up the recommendations of the Scrutiny Review of Housing Benefits Administration. The report also advised of the re-inspection of the Housing Benefits service by the Benefit Fraud Inspectorate (BFI) and set out the confidential draft BFI report. The final BFI report was due to be published in January 2005 and would be submitted to the Committee in due course.

At the meeting, it was reported that the Housing Benefits service had also been re-assessed as part of the CPA 2004 and had been rated as 'good'; it had previously been rated as 'fair'. The service was now the best in London. The criteria for and benefits of being rated as 'good' or 'excellent' were outlined. In addition, it was noted that, not only had the timescale for processing claims reduced considerably, but this had also been achieved against the backdrop of a massive increase in claims.

Members agreed that staff were to be congratulated on the dramatic improvement in the performance of the service, which had been achieved as a result of significant risk-taking and innovation by officers.

**RESOLVED:** That the response to the recommendations of the Scrutiny Review of Housing Benefits Administration be noted.

239. **Extension of the Meeting:**

At 10.00 pm, following 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 10.30 pm.

240. **Medium Term Budget Strategy (MTBS) Reprice 2005-06:**

The Committee received a report of the Executive Director (Business Connections) which had been submitted to Cabinet in October, and which set out a repriced Medium Term Budget Strategy (MTBS) for 2005/06.

Members were pleased to note that the process for the review of the MTBS was separate to the process for identifying priorities and pressures for future years. In response to Members' questions, further information was provided on provision for employers' pension contributions and the capitalisation of revenue expenditure on ICT.

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

241. **Statement of Internal Control:**

The Committee received a report of the Director of Financial and Business Strategy, which set out the final version of the Statement of Internal Control for 2003/04 and the associated action plan.

At the meeting, the Director of Financial and Business Strategy advised that the final version of the Statement of Internal Control incorporated the amendments suggested at the last Overview and Scrutiny Committee meeting, and also some amendments suggested by the external auditors. With regard to the action plan, she highlighted that regular updates on the Council's corporate governance arrangements would be submitted to the Committee from January 2005.

**RESOLVED:** That the Statement of Internal Control and the associated action plan be noted.

242. **Scrutiny Review of Budget Processes - Interim Report:**

The Lead Member for the scrutiny review of budget processes, Councillor Ingram, introduced an interim report of the Scrutiny Review Group. He highlighted recommendation 6 of the interim report, which suggested that a pilot project be carried out in the current budget cycle to experiment with participatory principles; the Committee's support for this was sought. He also referred to the contribution made to the scrutiny review by the co-opted member of the review group, and commented that the co-option had been a very positive experience.

The Business Connections and Performance Portfolio Holder, who was in attendance, stated that he did not necessarily agree with all the recommendations of the review report, but felt that it made some interesting suggestions. He welcomed the proposal for a pilot study. He expressed concern, however, about recommendation 4, which suggested that measures be developed to assess the extent to which residents believed that the budget had been determined primarily with their wellbeing in mind, even if they disagreed with the outcome. He felt it would be difficult to make a distinction between approval of the process and approval of the outcome.

The proposal for the Review Group to carry out a pilot project was endorsed. With regard to the interim report, it was agreed that it should be put into a format consistent with other scrutiny review reports, and that the amended version be approved via the Executive Action procedure prior to referral to Cabinet.

Members also wished to place on record their thanks to Jane Walker, the co-opted member of the Review Group, for her invaluable contribution to the review.

**RESOLVED:** That (1) the proposal for the Review Group to carry out a pilot project be endorsed;

(2) the interim report be put into a format consistent with other scrutiny review reports, and the amended version be approved via the Executive Action procedure prior to referral to Cabinet.

243. **Progress Reports on Reviews - Members' Verbal Updates:**

- (i) **Scrutiny Review of the New Harrow Project**  
The Chair, who was the Lead Member for this review, gave a verbal update.

The Chair had presented the review report at the Cabinet meeting on 11 November 2004 and it had been well received. She reported that it was now planned to start scoping phase 3 of the NHP review. This phase would focus on issues such as the Middle Management Review and organisational performance.

Following on from work done on previous reviews, it was suggested that there was also a need for a separate review of consultation and communications. The first step was the establishment of a small group of Members to carry out a pre-scoping exercise. The Chair felt that this group should include two or three Members of the Overview and Scrutiny Committee, and requested that any Members interested in serving on this review put themselves forward.

**RESOLVED:** That the verbal update be noted.

244. **External Audit Review of Scrutiny:**

Further to this having been raised under any other business, the Director of Organisational Performance reminded the meeting of the process for the consultation of Scrutiny Members on the external auditors' report on the review of scrutiny, as outlined at the Committee's previous meeting on 19 October 2004. It was advised that the external auditors had not specified a date on which their report would be delivered, but it was hoped that it would be received before Christmas. However, meetings with Scrutiny Members on this would probably take place in the New Year.

**RESOLVED:** That the process for the consultation of Scrutiny Members on the external auditors' report on the review of scrutiny be noted.

245. **Ilona Maragh:**

The Chair informed Members that Ilona Maragh, the Scrutiny Review Administrator, had recently given birth to a healthy baby boy. All Members of the Committee joined in conveying their best wishes and congratulations to Ms Maragh.

246. **Appointment of Service Manager - Scrutiny:**

Further to this having been raised as an item of any other business, the Director of Organisational Performance reported that a Service Manager for Scrutiny had now been appointed, and would be in post from 17 January 2005.

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

(Note: The meeting, having commenced at 7.35 pm, closed at 10.25 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chair

APPENDIX**SCRUTINY SUB-COMMITTEES**

(Membership in order of political group nominations)

**Labour****Conservative****Liberal  
Democrats****(1) ENVIRONMENT AND THE ECONOMY SUB-COMMITTEE (7)****(4)****(3)****I.  
Members****Blann\* (CH)  
Lavingia  
Miles  
Anne Whitehead****Arnold\*  
Knowles  
Seymour****II.  
Reserve  
Members**1. Dharmarajah  
2. Ann Groves  
3. Mrs R. Shah  
4. Thammaiah1. John Nickolay  
2. Janet Mote  
3. Vina Mithani**(2) HEALTH AND SOCIAL CARE SUB-COMMITTEE (7)****(4)****(3)****I.  
Members****Bluston\* (CH)  
Ann Groves  
Lavingia  
Mrs R. Shah****Myra Michael\*  
Vina Mithani  
Joyce Nickolay****II.  
Reserve  
Members**1. Blann  
2. Mitzi Green  
3. Toms  
4. Gate1. Jean Lammiman  
2. Pinkus  
3. Mary John

Adviser (Non-Voting):-

Vacant - Director of Public Health, Harrow Primary Care Trust

**(3) LIFELONG LEARNING SUB-COMMITTEE (11)****(5) (5) (1)****I.  
Members**

<b>Nana Asante Gate Mitzi Green* (CH) Kinsey Omar</b>	<b>Mary John Jean Lammiman Janet Mote* John Nickolay Osborn</b>	<b>(Vacant)</b>
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**II.  
Reserve  
Members**

1. Blann 2. Lavingia 3. Anne Whitehead 4. Dharmarajah 5. Lent	1. Vina Mithani 2. Anjana Patel 3. Mrs Bath 4. Kara 5. -	-
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## Voting Co-opted Members:

- (1) Two representatives of Voluntary Aided Sector  
- Mrs J Rammelt/Reverend P Reece
- (2) Two representatives of Parent Governors (2 year appointments 2002/03 – 2003/04:-  
Mr H. Epie (Primary)/Mr R. Sutcliffe (Secondary)

**(4) STRENGTHENING COMMUNITIES SUB-COMMITTEE (7)****(4) (3)****I.  
Members**

<b>Dharmarajah Gate Omar Thammaiah* (CH)</b>	<b>Janet Cowan Vina Mithani Seymour*</b>
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**II.  
Reserve  
Members**

1. Lavingia 2. Toms 3. Lent 4. Ann Groves	1. Osborn 2. Kara 3. Anjana Patel
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**(5) CALL-IN SUB-COMMITTEE (5)****(3) (2)****I.  
Members**

<b>Gate Mitzi Green* (CH) Thammaiah</b>	<b>Jean Lammiman* Osborn</b>
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**II.  
Reserve  
Members**

1. Blann 2. Ann Groves 3. Mrs R. Shah	1. Seymour 2. Versallion 3. Romain
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SCRUTINY  
SUB-COMMITTEES



## CALL-IN SUB COMMITTEE

3 NOVEMBER 2004

Chair: \* Councillor Mitzi Green

Councillors: \* Blann (1) Osborn  
\* Jean Lammiman \* Thammaiah

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

[Note: Councillors Bluston and Mrs Kinnear also attended this meeting to speak on the item indicated at Minute 39 below].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**33. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Marie-Louise Nolan

Councillor Blann

34. **Declarations of Interest:**

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

35. **Arrangement of Agenda:**

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

(2) in accordance with the Local Government (Access to Information) Act 1985, this meeting be called with less than 5 clear working days' notice by virtue of the special circumstances and grounds for urgency stated below:-

Special Circumstances/Grounds for Urgency: Under Overview and Scrutiny Procedure Rule 22.6, a meeting of the Call-in Sub-Committee must be held within 7 clear working days of the receipt of a request for call-in. This meeting therefore had to be arranged at short notice and it was not possible to publish the agenda 5 clear working days prior to the meeting.

36. **Minutes:**

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

37. **Protocol for the Operation of the Call-in Sub-Committee:**

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

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

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

39. **Call-In of Environment and Transport Portfolio Holder Decision: Proposed Pelican Crossing in Station Road South of its Junction with Gayton Road, Harrow:**

Members considered a decision of the Environment and Transport Portfolio Holder dated 18 October 2004 to introduce a pelican crossing in Station Road, Harrow, and to remove the restriction preventing taxis from turning right from Gayton Road into Station Road, which decision had been referred to the Sub-Committee under the call-in procedure. The Sub-Committee received the notice invoking the call-in procedure, the record of the Portfolio Holder's decision, and the report to the Portfolio Holder on which the decision had been based. A statement from the Portfolio Holder was also tabled at the meeting.

The decision had been called in on two grounds: inadequate consultation with

stakeholders prior to the decision, and the absence of adequate evidence on which to base a decision.

A Member representing the signatories to the call-in notice was invited to put the case for the call-in of the decision. She clarified that the call-in related only to the introduction of the pelican crossing, not to the removal of the right-turn restriction for taxis. With regard to the grounds for the call-in, she stated that it appeared that consultation had only been carried out with businesses and not with residents. She also felt that there was inadequate evidence for the decision as the street audit which had identified the need for the crossing had taken place in 2001, and there did not appear to have been any more recent investigations into this issue. In addition, she felt that there was no evidence to suggest that other options to improve safety and access for pedestrians at the southerly entrance to the town centre had been explored.

Upon being invited to respond, officers advised that consultation on the crossing had been undertaken with a number of bodies, as detailed in paragraph 7 of the report to the Portfolio Holder and paragraph 5 of the Portfolio Holder's statement. The practice with regard to pelican crossings was to consult statutory consultees, such as road user groups and the emergency services, and all premises within 50m to 100m of the proposed crossing; it was those premises which would be directly affected by the effects of a crossing, namely the restriction of parking, the noise of the beeping, and the congregation of pedestrians at that location. In this case, there were no residential properties in the vicinity of the crossing and the premises consulted had therefore been businesses. That notwithstanding, officers had sent the consultation papers to the local residents' association, but had had no reply.

With regard to the evidence for the decision, the street audit which had identified the need for the crossing had been carried out in 2001, but there had also been a technical assessment to justify the proposal which was much more recent; the surveys undertaken as part of that assessment had been carried out in 2003 and 2004. Consideration had also been given to other options: it had not been considered acceptable to do nothing to improve safety or pedestrian facilities; a zebra crossing had been considered inappropriate as this could result in longer delays for traffic and vulnerable pedestrians may have had difficulty in establishing precedence over traffic; and a signalled junction had been considered unnecessarily complex.

In response to Members' questions, further details of the organisations and premises which had been consulted were provided. There was some concern that local schools had not been consulted, and also that the report to the Portfolio Holder gave the impression that consultation documents had been sent to individual residents. It was reiterated that all the premises which would be physically affected by the crossing were businesses; for this reason only the local residents' association had been consulted. It was also pointed out that if officers were required to consult users of the road on which the crossing would be located, it would be difficult to determine who should be consulted and who should not.

The Member representing the signatories to the call-in expressed concern that the crossing may cause traffic to back-up in front of properties in Grove Road. Officers considered, however, that while traffic may back-up that far occasionally, it would not happen very often as the volume of traffic on Station Road was not that great. The Member also queried why it had not been proposed to site the crossing in Gayton Road. It was advised that the location of the crossing had been dictated by sight lines - motorists would not have had sufficient forward visibility of the crossing if it had been situated elsewhere in the vicinity - and that it was also ideally situated for the route that most pedestrians wanted to take.

A Ward Member who was present commented that he would have liked to have received more detailed information about the proposal, along the lines of that produced for other traffic schemes, and also suggested that the consultation could have been wider, for example to include residents of Gayton Road. He added, however, that over the years a number of members of the public had asked for a pelican crossing to be introduced at that location.

The Sub-Committee discussed the validity of the grounds for the call-in. Members felt that there was adequate evidence for the decision, and that the proposal had been well researched. It was also noted that there had been no objections to the proposed crossing, and that anecdotal evidence suggested that it would be welcomed. However, while the reasoning behind the consultation process was recognised, it was suggested that the consultation could have been slightly wider to ensure that the views of road

users were represented. Members also felt that the consultation could have been more creative, for example to include the use of one-off surveys of pedestrians at the location of the proposed crossing, the community noticeboards, notices on lamp-posts or the local library. In addition, it was suggested that more detailed information could have been sent to Ward Members.

It was therefore agreed that the grounds for the call-in be rejected and the decision be implemented. In order to address the issues around consultation, it was also agreed that the Traffic and Road Safety Advisory Panel be requested to consider whether, for proposals subject to traffic orders in the town centre, the consultation process should be widened, different methods of consultation should be employed, and more detailed information should be provided to Ward Members.

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

(2) the Traffic and Road Safety Advisory Panel be requested to consider the changes to the consultation process recommended above for proposals subject to traffic orders in the town centre.

(Note: The meeting having commenced at 6.09 pm, closed at 7.14 pm)

(Signed) COUNCILLOR MITZI GREEN  
Chair



**ENVIRONMENT AND ECONOMY SCRUTINY SUB-COMMITTEE****30 NOVEMBER 2004**

Chair: \* Councillor Blann

Councillors:	* Arnold	* Seymour
	* Knowles	* Thammaiah (4)
	* Miles	* Anne Whitehead

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**119. **Appointment of Chair:**

**RESOLVED:** To note the appointment, at the meeting of the Overview and Scrutiny Committee on 24 November 2004, of Councillor Blann as Chair of the Sub-Committee for the remainder of the Municipal Year 2004/2005.

120. **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 Lavingia	Councillor Thammaiah

121. **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.

122. **Arrangement of Agenda:**

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

123. **Appointment of Vice Chair:**

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

124. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 27 September 2004, having been circulated, be taken as read and signed as a correct record.

125. **Public Questions:**

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

126. **Petitions:**

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

127. **Deputations:**

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

128. **Reference from the meeting of Tenants' and Leaseholders' Consultative Forum held on 13 October 2004: Matters Raised by Cottesmore Tenants' and Residents' Association:**

The Sub-Committee received a reference from the meeting of the Tenants' and Leaseholders' Consultative Forum held on 13 October 2004, which asked the Sub-Committee to consider tree management on Council estates, particularly trees placed under Tree Preservation Orders.

The Sub-Committee discussed the reference and noted that tree management was a problematic issue on several estates. It was suggested that the five-year plan, which had been put in place to deal with the trees on the Cottesmore Estate, could be made shorter to speed up the process.

However, it was recognised that the Sub-Committee lacked sufficient information on the relevant policies and on the reasons for issuing Tree Preservation Orders to reach a conclusion, and that an officer report on the issue was required.

**RESOLVED:** That (1) a report be made to the Sub-Committee regarding the management of trees under Tree Preservation Orders in the Borough, and on Cottesmore Estate in particular;

(2) the Tenants' and Leaseholders' Consultative Forum be informed of the action taken by the Sub-Committee; and

(3) the reference be noted.

129. **Arms Length Management Organisation (ALMO):**

The Planning, Development and Housing Portfolio Holder and the Executive Director, Urban Living, had been invited to the meeting to explain and answer questions on the recent Cabinet decision not to proceed with an Arms Length Management Organisation (ALMO). The Chair welcomed them both to the meeting.

The Portfolio Holder for Planning, Development and Housing explained that the Council's decision to launch the ALMO had been taken about 18 months ago as the most appropriate way to achieve the Decent Home Standard by 2010. At the time, the Office of the Deputy Prime Minister (ODPM) had offered three options: an ALMO, stock transfer to Registered Social Landlords and Housing Revenue Account PFI.

However, the decision to launch the ALMO had been revisited recently, as another option had been made available to the Council. The Government had introduced the prudential borrowing regime on 1 April 2004, which allowed the Council to fund the necessary capital investment through its own sources.

The Executive Director, Urban Living advised that the prudential borrowing scheme was more cost effective when taking into account the cost of establishing and running the ALMO, even though the latter was a subsidised borrowing scheme. Furthermore, a financial modelling of the Housing Revenue Account, which showed projected surpluses over a 30-year period, had demonstrated that the prudential borrowing regime would also be a cheaper solution in the long term.

It was advised that the prudential borrowing scheme was launched in April this year but that the guidelines had not been available until July, hence the late decision. The ODPM had recognised that the prudential borrowing scheme was the best option for Harrow.

A Member of the Sub-Committee commented that if the Council had made an increased bid to launch the ALMO, this option would have become cheaper than the prudential borrowing scheme. In response, the Executive Director, Urban Living replied that all the relevant financial information had been put to the External Auditors, who were satisfied with the Council's transactions.

A Member expressed concern regarding the short timescale for carrying out an Option Appraisal to demonstrate that the Decent Homes Standard would be met in the most cost effective way. The Director of Strategy, Urban Living stated, however, that a strategy was being prepared and that the Council would receive regular feedback from the ODPM on the progress of this strategy.

In response to a Member's query regarding a future ALMO re-bid, it was confirmed that this would still be possible at a later stage. In response to a further query regarding the future of the ALMO Shadow Board, it was confirmed that the Board had ceased its activities.

It was noted that the Sub-Committee would receive regular updates on the prudential borrowing regime.

**RESOLVED:** That the verbal report of the Portfolio Holder for Planning, Development and Housing and the Executive Director, Urban Living, be noted.

130. **Flooding - Consultation on Maps of Risk Areas:**

At the last meeting of the Sub-Committee, held on 27 September 2004, Members had asked that maps of flood risk areas be circulated. Officers had advised, however, that at present no such maps were produced, and it had therefore been agreed that the issue be discussed further at this meeting of the Sub-Committee.

Officers explained that there were several risks involved in the production of flooding risk maps, as the information could devalue properties and the Council could subsequently be challenged for producing such material. The Council did not have the resources nor the information to produce accurate maps on flooding risk areas. It was explained that the flooding risk maps which were available through the Environment Agency only referred to flooding from rivers. These maps, which could be found at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk), had been produced with resources not available to the Council and were still being challenged.

The Council could produce information on historical facts, as all reports of flooding had been stored and could be produced, but this would not be an accurate account of the risk areas in the Borough. In addition, it was noted that many incidents were never reported.

**RESOLVED:** That (1) the Environment Agency's maps on flooding risk areas in Harrow be circulated to Members;

(2) Members who wish to receive maps on known flooding risks in certain areas contact the relevant officers to obtain such information; and

(3) the above be noted.

131. **Planning and Compulsory Purchase Bill and Preparation of the Local Development Framework:**

The Sub-Committee received a report of the Director of Strategy, Urban Living, which outlined the key elements of the Local Development Framework (LDF) and a synopsis of the objectives of the Planning and Compulsory Purchase Act 2004.

The Director of Strategy, Urban Living, explained that the Planning and Compulsory Purchase Act had a number of objectives: to shorten the time taken by the Development Control Committee to examine development proposals; to simplify the planning system by reducing the amount of national planning guidance; to replace the Unitary Development Plan (UDP) with the LDF; to focus on regional specific strategies; and to stress sustainable development.

It was advised that considerable pressure would be put on the Council to implement the LDF as the Government required it to be in place by March 2007. There were several steps to complete, and extensive research and community involvement would be required prior to the introduction of the LDF.

The report of the Director of Strategy stressed the importance of recruiting competent staff for four new posts to deal with community liaison, consultation and project management as there was an inherent tension in balancing the wishes of local communities against the demands of the Mayor of London's Spatial Strategy. It was noted that the Council would be assessed on its capacity to carry out the Project Plan and the Community Involvement Strategy.

It was explained that the LDF was intended to provide a more flexible framework for planning. Like the UDP, the LDF would consist of several documents, but it would not have to be approved and revised as a whole document. The LDF would be more loosely bound together and parts could be added without a full review of the LDF.

In response to a Member's question regarding whether the implementation of the LDF would slow down the planning application process, the Portfolio Holder for Planning, Development and Housing replied that there should be no implications for the application process. However, he stated that if Members were to use Development Control Committee meetings to show their discontent with the LDF, this would hold up the application process.

It was agreed that the Director of Strategy would circulate a relevant extract from a Planning magazine on the Planning and Compulsory Purchase Act 2004 to Members of the Sub-Committee.

Members also noted the shortage of staff and the subsequent constraints on the department's capacity for producing reports.

**RESOLVED:** That (1) an update on the Planning and Compulsory Act be provided to a future meeting of the Sub-Committee, when the relevant information was available; and

(2) the report be noted.

132. **Transport Local Implementation Plan - Scoping:**

The Sub-Committee received a report of the Interim Head of Environment and Transport regarding the preparation of the Transport Local Implementation Plan (LIP). The Plan was a statutory requirement and set out transport plans for the next five years. The timescale for the preparation of the TLIP was set by the Mayor of London. The Plan was due to be finalised in March 2005 and would be consulted upon with stakeholders. There would be provision for adjustments in the process as this was a long-term plan. The Council was currently looking at how best to condense the report to present it to the stakeholders who would take part in the consultation.

The Chair expressed concern over the lack of public involvement in the LIP, as the consultation would only target stakeholders, and suggested that the Sub-Committee organise public meetings in different areas in Harrow.

A Member felt that it would be easier to get the views of hard-to-reach groups by attending meetings of community groups and local associations rather than by organising public meetings. It was also suggested that any meeting or consultation should stress that the consultation was focused on the overall strategies in transport and not on particular issues.

The Interim Head of Environment and Transport reminded the meeting of the resource implications in organising public meetings and of the short timescales for the consultation.

**RESOLVED:** That (1) the Chair liaise with the Scrutiny Unit on facilitating public involvement in the LIP; and

(2) the report be noted.

133. **Private Sector Housing Renewal Policy:**

The report of the Executive Director, Urban Living, informed the Sub-Committee of the recently adopted Private Sector Housing Renewal Policy which allowed the Council to provide financial assistance, as appropriate, for people in private homes.

The new policy set out how the Council would provide access to grants, and replaced the Housing Grants Policy. Although the new policy had been implemented, there would be a transition period as grants applications, which were received prior to 16 July 2003, would be considered under previous grant policies. Grant enquiries were dealt with in order of date; as a result, a low number of grants had been approved to date under the Private Sector Housing Renewal Grants Policy 2003.

It was noted that Home Safety Grants, which were available to vulnerable groups in collaboration with the police, had been a great success. 127 grants had been awarded at a cost of £61,662. The police had reported a 40% reduction in distraction burglaries and a 30% reduction in burglary against older people.

In response to a question from a Member regarding the size of the grants under the new scheme, officers replied that there was a cap limit of £25,000 in the new grants policy.

**RESOLVED:** That a report be made on the progress of the Private Sector Housing Renewal Policy to the Sub-Committee's meeting in September 2005.

134. **Licensing Act 2003, Licensing Policy and Consultation, Update on the Licensing Position:**

The Sub-Committee received an update report on the Licensing Act 2003 from the Chief Environmental Health Officer. The Act had created a new statutory duty for Local Authorities to license premises and persons for the sale of alcohol, and required the

Council to produce its own Licensing Policy. It was advised that Harrow's policy had gone out for consultation and that the final document had been recommended to the Council for approval by the Licensing and General Purposes Committee.

It was reported that there was enormous potential pressure on the Licensing Panel, as all current permits would have to be reconsidered during 2005 and applications with objectors would also have to be considered by the Panel.

The Sub-Committee voiced concern regarding the potential pressure on the Members of the Licensing Panel and asked that the membership of the Panel be established as soon as possible. It was suggested that an increase in allowances for Members of the Licensing Panel be considered, as the workload might increase considerably.

**RESOLVED:** That (1) the Licensing and General Purposes Committee be requested to consider establishing the membership of the Licensing Panel as soon as possible;

(2) Council be requested to consider a special responsibility allowance for Members who serve on the Licensing Panel and;

(3) the report be noted.

135. **Progress Reports on Reviews - Members' Verbal Updates:**

The Chair reported that the Sub-Committee had planned several visits as part of the in-depth review of Waste Management. The Sub-Committee had already made visits to Bexley and Daventry to gain an understanding of their practices. Visits to the composting site at Harefield, to Barnet to see the results of the Authority's decision to fine any resident who did not participate in the recycling scheme, and to the Harrow collection round, would take place in December 2004.

There would be additional meetings with the Waste Management Manager and the Portfolio Holder for Environment and Transport.

The Sub-Committee's final report on Waste Management was expected to be produced in January.

**RESOLVED:** That the verbal update be noted.

(Note: The meeting having commenced at 7.32 pm, closed at 9.50 pm)

(Signed) COUNCILLOR COUNCILLOR ALAN BLANN  
Chair



LICENSING  
AND GENERAL  
PURPOSES  
COMMITTEE



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**REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE**

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**MEETING HELD ON 29 NOVEMBER 2004**

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Chair: \* Councillor Idaikkadar

Councillors: \* Mrs Bath \* Knowles  
\* Blann \* Vina Mithani  
\* Branch \* John Nickolay  
\* Janet Cowan \* O'Dell  
\* Ann Groves \* Omar (1)

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

**PART I - RECOMMENDATIONS****RECOMMENDATION I - Licensing Policy - Licensing Act 2003**

The Licensing Act 2003 created a new statutory duty for local authorities to license premises and persons for the sale of alcohol. A report was presented to the Licensing and General Purposes Committee that covered the provisions of the legislation in detail. The licensing regulations that accompanied the Act had been issued for consultation in October with the draft fees regulations following in early November.

The four Licensing Objectives in the Licensing Act 2003 were the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

Additionally, the DCMS expected that the changes to opening hours and the availability of a wide range of customer-oriented premises with a greater flexibility in the sale of alcohol would assist tourism and the local economy. All these issues were central to Corporate Priorities and had a particular relevance to a Safer Harrow.

The report presented the Draft Licensing Policy to the Licensing and General Purposes Committee and asked Members to make any final comments prior to referring the Policy to Council for final approval. Members noted the revised Policy circulated and following consideration

**Resolved to RECOMMEND:**

That the Draft Licensing Policy detailed in Appendix 1 be approved.

(See also Minute 41).

**PART II - MINUTES**33. **Appointment of Chair:**

**RESOLVED:** That the appointment at the Council meeting on 21 October 2004 of Councillor Idaikkadar as Chair of the Licensing and General Purpose Committee for the remainder of the Municipal Year 2004/2005 be noted.

34. **Appointment of Vice Chair:**

Councillors Ann Groves and Knowles both having been nominated to this office and upon a vote having been taken, there was an equality of votes cast for each nominee. The Chair, Councillor Idaikkadar, exercised his casting vote in favour of Councillor Ann Groves.

**RESOLVED:** That Councillor Ann Groves be appointed Vice-Chair of the Licensing and General Purposes Committee for the remainder of the Municipal Year 2004/2005.

35. **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 Dharmarajah	Councillor Omar

36. **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.

37. **Arrangement of Agenda:**

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

38. **Minutes:**

**RESOLVED:** That the minutes of the Special meeting held on 17 May, the ordinary meeting held on 16 June and the Special meeting held on 5 July 2004, having been circulated, be taken as read and signed as correct records.

39. **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.

40. **Re-establishment of the Committee's Subsidiary Bodies:**

**RESOLVED:** That the Licensing and General Purposes Panels be re-established for the remainder of the Municipal Year 2004/05 with the Memberships and Chairs detailed in Appendix 2.

41. **Licensing Act 2003 - Licensing Policy And Consultation, Further Update On The Licensing Position:**

Further to Recommendation I above, the Committee considered a report of the Chief Environmental Health Officer which sought Members' views on the Draft Licensing Policy prior to it being referred to Council for final consideration.

The draft Policy contained the statutory duties that the Authority was required to comply with in relation to the sale of alcohol and the licensing of premises following the newly created Licensing Act 2003. Members were notified that although the Policy was effective from the period 7 January 2005 to 6 January 2008, it would be kept under constant review and there was scope for amending the document.

In the discussion that followed, Members sought clarification on a number of issues. Responding to a question raised on the position of licensing fees and charges, the officer informed Members that the Government had published these for consultation. Although the date for formal publication of the fees was unknown, they were expected to be published before the legislative requirement to publish the Licensing Policy by 7 January 2005.

With regard to the prevention of crime and disorder, it was advised that there were mechanisms in place to control unruly behaviour which occurred away from any licensed premises such as planning controls, exclusion zones, and partnership working with the Police, local residents, businesses and other such stakeholders.

In addition, the Committee was informed about Pubwatch, a community based crime prevention scheme organised by the licensees themselves to afford each other confidence and support, as well as some form of protection. The scheme was a message passing link between licensees, the object of which was to combat violence and other criminal conduct. It also provided better communication between licensees and police, and provided a forum for the discussion and solution of problems relating to violence on licensed premises. Members welcomed the scheme.

Arising from discussions, Members felt that with the forthcoming changes and expected increase in meetings there ought to be training sessions arranged, particularly for the Chairs. Responding, the officer confirmed that all Members who would sit on the Licensing Panel would statutorily have to be trained and training sessions were in the process of being drawn up prior to full implementation of the new regime.

Members congratulated officers on their hard work in preparing the report and also on the clear and concise way in which it was presented.

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

(Note: The meeting, having commenced at 7.30 pm, closed at 8.30 pm).

(Signed) COUNCILLOR THAYA IDAIKKADAR  
Chair

APPENDIX 1**London Borough of Harrow****Licensing Policy – Licensing Act 2003****1. Introduction**

1.1 Harrow Council is the Licensing Authority under the Licensing Act 2003. It is responsible for premises licences, club premises certificates, temporary events notices and personal licences in the Borough in respect of licensable activities:

- The sale and/or supply of alcohol.
- The provision of regulated entertainment.
- Late night refreshment.

1.2 The guiding principles in the Licensing Act 2003 are the Licensing Objectives:

- The prevention of crime and disorder.
- Public safety.
- The prevention of public nuisance.
- The protection of children from harm.

1.3 These Objectives and the Statutory Guidance are the basis for this policy. In the context of licensing, our society has to strike a balance between those activities that profit one portion of that society and those that may have a detrimental effect on another. It is in this middle ground that the Council has the responsibility to determine licensing policy.

1.4 This licensing policy covers the period from 7<sup>th</sup> January 2005 until 6<sup>th</sup> January 2008 and will be kept under review and, following consultation, revised or amended.

**2. Main Principles**

2.1 Licensing in this policy is about personal licences, the control of licensed premises, qualifying clubs and temporary events within the terms of the 2003 Act. Nothing in this policy will undermine the rights of any person to apply under the Act and have the application considered on its individual merits, and/or override the right of any person to make representations or to seek a review of a licence or certificate where they are permitted to do so under the Act.

2.2 The Act provides flexibility for operators to provide licensable activities that suit the individual nature of a venue. The application form and accompanying Operating Schedule for a premises enable a business to reflect its individual needs, setting down when and how the activities will take place. While this Licensing Policy assists with the interpretation of the Objectives, applicants must carefully consider the potential impact of their licensable activities and seek advice where necessary. They should conduct a thorough risk assessment with regard to the Licensing Objectives when preparing their application. The matters put forward on an Operating Schedule normally become conditions on any licence or certificate granted, hence applicants should carefully consider what is in the application and must be willing and able to comply with the Operating Schedule. ,

2.3 Where there are no representations to an application the Licensing Authority must grant the licence or certificate with only those conditions that are consistent with the Operating Schedule and any mandatory conditions in the Act. In the case of an event organised

under a Temporary Event Notice, a counter notice can only be served following appropriate representations made by the Police.

2.4 Conditions on licences and certificates might only arise from the following sources:

- The Operating Schedule.
- The mandatory conditions within the Act.
- At a hearing by the Licensing Authority to determine unresolved representations.

Additionally, in the case of existing licences or certificates being converted during the transitional period:

- Conditions on the existing licence or certificate prior to conversion.
- Conditions 'embedded' within the legislation under which the existing licence or certificate was issued.

In the case of the conversions during the transitional period and later variations, applicants may apply to change existing (non mandatory) or embedded conditions at the same time as, for example, a change to the hours of operation. In the case of variations made at the same time as a transitional conversion, responsible authorities and interested parties would only be able to address the variations applied for and not the terms, conditions, etc, of the converted or certificate.

2.5 When determining unresolved representations the Licensing Authority will primarily focus on the impact of the activities taking place at licensed premises on persons living, working or engaged in normal activity in the area concerned. The Licensing Authority acknowledges that the licensing function is not for the routine control of nuisance or the anti-social behaviour of individuals, once they are beyond the direct control of the licensee, certificate or authorisation holder of any premises concerned. Nevertheless, it is a key aspect of such control. Licensing law will always be part of a holistic approach to the management of the evening and night-time economy in town and city centres. Circumstances may also arise where the impact of premises requires special consideration. An example is crime and disorder arising from the patrons of premises where it can be positively tied or linked by a causal connection to the premises. A further example is the cumulative impact of premises and this is considered later in the policy.

2.6 Conditions attached to premises licences and certificates will, as far as possible, reflect local crime prevention strategies. For example, the provision of CCTV cameras in appropriate circumstances. A key concept of the Act is for the tailoring of conditions to the individual style and characteristics of the premises and events concerned. Hence standardised conditions should be avoided and may be unlawful where they cannot be shown to be necessary for the promotion of the licensing objectives in any particular case.

2.7 There are a number of available mechanisms for addressing issues of unruly behaviour that can occur away from licensed premises, including:

- Planning controls.
- Positive measures to create a safe and clean environment in these areas in partnership with local businesses, transport operators and other Council departments.
- Designation of parts of the Borough as places where alcohol may not be consumed publicly.
- Regular liaison with Police on law enforcement issues regarding disorder and anti-social behaviour, including the issue of fixed penalty notices, prosecution of those selling alcohol to people who are drunk; confiscation of alcohol from adults and children in designated areas and the instant temporary closure of licensed premises or

temporary events on the grounds of disorder, or likelihood of disorder or excessive noise from the premises.

- The power of the Police, other responsible authority or a local resident or business to seek a review of the licence or certificate.

2.8 The Council is currently addressing many of these issues in partnership with the Police and other stakeholders in the Borough's crime and disorder reduction strategy.

### **3. Licensing Objective 1: Prevention of Crime and Disorder**

3.1 Licensed premises that serve alcohol and refreshments, especially those offering late night/early morning entertainment, can be a source of crime and disorder problems through the actions of their patrons and staff. Good management at premises makes an important contribution to reducing the impact on the local community. An example of good practice by management is active participation in local Pub and Drug Watch schemes.

3.2 The Council will work with the Police to encourage licensees to work in partnership with local Pub and Drug Watch schemes as a way of supporting licensees to actively prevent crime and disorder issues and to inform crime reduction strategies. Schemes will encourage the sharing of information, effective communication and will seek to address matters such as under-age sales, problems associated with drunkenness, prevention of illegal drug use, and violent and anti-social behaviour. Where there is no scheme in place applicants are strongly encouraged to visit [www.uniquepubs.com/pubwatch](http://www.uniquepubs.com/pubwatch) to obtain further information and advice on setting up a scheme.

3.3 When addressing the crime and disorder objective, applicants should initially identify any issues likely to adversely affect the objective and then the steps to deal with them. Such measures on the Operating Schedule might include the following:

- (a) What measures will be taken by the licensee to promote drugs awareness and what provision has been made for facilities to store seized drugs. In the interests of public safety, nightclub owners and dance event promoters are encouraged to follow guidance in the Safer Clubbing Guide to ensure the health and safety of anyone attending dance events.
- (b) What measures will be taken by the licensee to prevent alcohol abuse such as drinking games and continuous drink promotions, such as the adoption of advice by the British Beer and Pub Association and the Portman Group. This is to avoid potential crime and disorder incidents linked to binge drinking.
- (c) What features are currently in place or planned for physical security at the premises, for example, CCTV. Advice is available from the local Crime Prevention Officer on the layout and specification of CCTV systems.
- (d) How licensees propose to work in partnership with the Licensing Authority, Police and other traders in establishing a possible agreement on co-ordinating operating hours to prevent large numbers of people moving between premises. For example, disco nights, promotion nights and special events that could attract large numbers of people. Such co-ordination could be achieved through a local Pub Watch Scheme.
- (e) What arrangements will be put in place in respect of the adoption and use of a recognised or appropriate age-monitoring scheme.

- (f) What active management measures will be taken for the prevention of violence or public disorder. For example, where appropriate, employment of registered door staff to effectively control potential flashpoints such as the management of persons awaiting entry to premises and flashpoints within the premises itself.
- (g) What arrangements have been made for the safety of staff and other persons (including performers, contractors, agency staff and other persons in the premises for work purposes) in premises open between 11pm and 5am, or in premises where there is history of violence from customers or the public. One example of such a premises would be a shop selling alcohol for consumption off the premises (an “off-licence”).
- (h) What arrangements have been made for seating in pubs, bars, nightclubs and late night refreshment premises. Research has shown that the amount of seating can be relevant to the prevention of crime and disorder.
- 3.4 When considering controls at premises applicants are recommended to seek early advice from the Council’s licensing staff and the Police.
- 3.5 Where conditions have not been adhered to in the past, the Licensing Authority will expect applicants to have considered and taken action to rectify those issues.,
- 3.6 In the interests of the Licensing Objectives relating to Public Safety and Crime and Disorder, the Licensing Authority advise that where alcohol is consumed in designated outside areas, provision is made for the serving of drinks only in plastic glasses or plastic bottles. Applicants will be expected to assess and keep under review the safety of any glassware in use both inside and outside the premises. In premises with a history of disorder or violence, the Licensing Authority will expect the sole use of plastic glasses or plastic bottles within premises.
- 3.7 Wherever possible, applicants are expected to be aware of local groups known to incite violence or hatred, or partake in extremist activities, in order to prevent the likelihood of meetings resulting in crime or disorder. Licensees will be expected to take into consideration the potential impact on privacy or religious freedom and the ethnic and cultural composition of the local area when accommodating these meetings. The Council recognises the need to promote the elimination of unlawful discrimination and to promote equality of opportunity. Therefore, the Council recommends licensees seek guidance from the Home Office website [www.raceimpact.homeoffice.gov.uk](http://www.raceimpact.homeoffice.gov.uk)
- 3.8 When determining unresolved representations to an application and where necessary in individual circumstances to comply with the Licensing Objectives, the Licensing Authority may consider attaching specific conditions related to the licensed activities and conditions as outlined in Annex C – Conditions relating to the prevention of crime and disorder.
- 4. Licensing Objective 2: Public Safety**
- 4.1 Members of the public visiting licensed premises expect that their physical safety and health will be protected. Licensees must be able to demonstrate that they have considered and put into effect measures to protect the safety of the members of the public. Applicants are advised to seek early advice from the Council’s Licensing Officers, Environmental Health Officers and the London Fire and Emergency Planning Authority (Fire Authority) before preparing their plans, Operating Schedules, establishing new premises, commencing refurbishment work, etc.
- 4.2 A wide range of premises fall within the scope of the Act, including cinemas, halls, theatres, nightclubs, public houses, cafés, restaurants and fast food outlets/takeaways. In addition open-air events such as concerts, or other events in parks, marquees and stadia, may also fall under licensing requirements. Each type of premises presents a mixture of risks, some

common to the bulk of premises while others are unique to specific activities. It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks. When addressing the public safety objective, applicants should initially identify any issues likely to adversely affect the objective and then the steps to deal with them. Such measures on the Operating Schedule might include those in Annex D – Conditions relating to Public Safety (including fire safety) and Annex E – Theatres and Cinemas (Promotion of Public Safety).

- 4.3 When determining unresolved representations to an application and where necessary in individual circumstances to comply with the Licensing Objectives, the Licensing Authority will consider attaching conditions to licences and certificates to promote safety, and these may include conditions drawn from Annex D or Annex E.
- 4.4 The principal purpose of a safe capacity limit is to ensure the safety of all persons on the premises at the time and to ensure a safe means of escape in the event of fire. Capacity limits can also assist in preventing crime or disorder, as overcrowded premises can increase the risks of disorder as crowds become frustrated and hostile. Following relevant representations the Licensing Authority will consider the need for occupancy limits for an individual premises in consultation with the Fire Authority, Health and Safety Officers, and Building Control Officers, as appropriate, where there is a concern for public safety. Premises that have safe capacity limits imposed under fire safety legislation will not have a safe capacity limit imposed for the same activities under the premises licence, or club registration certificate, unless recommended by the Fire Authority.
- 4.5 Subject to the existence of controls under other legislation and the need to determine representations, the Council as Licensing Authority will wish to:
- Ensure that all licensed premises or temporary events have adequate and effective means of escape in case of fire and that all fire safety measures have been implemented.
  - Ensure, as appropriate, licensed premises or temporary events are provided with fire alarms, emergency lighting and fire fighting equipment suitable to the assessed risks and adequately maintained.
  - Ensure that the number of people present can safely be evacuated in the case of emergency.
  - Ensure adequate staff training to deal with emergencies and that the Operating Schedule expressly states what training is to be undertaken, its frequency and what records are kept to demonstrate this has taken place.
  - Ensure that safety measures are clearly stated in the Operating Schedule. Applicants might usefully make reference to relevant risk assessments.
- 4.6 Nightclub type premises can be a focus for the trade in and consumption of illegal drugs. The Council as licensing authority will continue to encourage measures such as “Safer Clubbing” (available at [www.drugs.gov.uk](http://www.drugs.gov.uk)) and existing work through the Drug Action Team and the Crime and Disorder Reduction Partnership, as a strategic approach to addressing drug problems.
- 4.7 The Licensing Authority will issue general guidance on the maintenance of the licensing objectives, and on general public safety, to persons organising events under a temporary event notice. General guidance will also include reference to relevant offences.

**5. Licensing Objective 3: The Prevention of Public Nuisance**

- 5.1 The Licensing Authority is committed to preventing public nuisance in the Borough by working in close partnership with Police and licensees, as well as coordinating action across the Council's services. The changes being made through the New Harrow Project will give an additional focus to resolving local problems at a local level. The term public nuisance is not limited to existing legal definitions of the term and the Licensing Authority intends to interpret the term in its widest sense, including issues affecting the amenity of the area such as noise, light, odour, litter and anti-social behaviour.
- 5.2 In the Operating Schedule, applicants should indicate how they intend to carry out the licensable activities in a way that will not cause public nuisance. Where premises are located near to noise-sensitive areas, for example, nursing homes, hospitals or places of worship, the Operating Schedule should specify the steps to be taken to ensure there is no loss of amenity to persons in these premises when licensable activities are taking place.
- 5.3 When addressing the public nuisance objective, applicants should initially identify any issues likely to adversely affect the objective and then the steps needed to deal with them. Such measures on the Operating Schedule might include the following:
- (a) Measures taken or proposed that will reduce noise and vibration escaping from the premises. This would include music and human voices whether or not amplified. Additionally measures to control noise from vehicles and plant, such as ventilation and refrigeration equipment.
  - (b) Measures taken or proposed that will minimise disturbance by persons arriving or departing from the premises, also the delivery of goods and services to the premises.
  - (c) Measures taken to control light to ensure that it does not stray outside the boundary of the premises such as to give rise to problems in the locality.
  - (d) For late night premises, provision for access to taxis and private vehicle hire services. For example, lists of taxi companies displayed by a public telephone.
  - (e) Measures taken to encourage patrons to arrive and disperse quickly and quietly from the immediate vicinity of the premises.
  - (f) Measures taken to ensure the removal of persons ejected from the premises and their dispersal from the immediate vicinity.
- 5.4 In appropriate circumstances to control access to and egress from the premises during events and prevent public nuisance, the Licensing Authority will consider attaching a condition to licences requiring the use of Door Supervisors, Stewards, Security or other staff. Such staff may need to be licensed by the Security Industry Authority.
- 5.5 At large events or events likely to create a particular noise or disturbance, following relevant representations, the Licensing Authority may request or require an organiser to conduct regular monitoring to determine the degree of disturbance to any nearby residential premises. Where such a condition is applied, the applicant will maintain a log of such monitoring indicating the time, any incidents and what remedial action was taken.
- 5.6 Applicants seeking licences for the sale or supply of alcohol should consider the measures to be taken to prevent individuals from consuming excess alcohol and to manage individuals who have consumed excess alcohol. The Licensing Authority wishes to promote the training of staff in alcohol abuse awareness as part of responsible trading within the Licensed trade..

- 5.7 When determining unresolved representations to an application and where necessary in individual circumstances to comply with the Licensing Objective, the Licensing Authority may consider attaching specific conditions related to the licensed activities and conditions as outlined in Annex F – Conditions relating to the prevention of public nuisance. The authority expects stricter conditions to be applied to control noise nuisance in areas that have denser residential accommodation.

**6. Licensing Objective 4: The Protection of Children from Harm**

- 6.1 A wide range of premises fall within the scope of the Act and children can be expected to visit many of these for food or entertainment. The Act introduces some limits on access by persons under the age of 16 years to premises licensed for the sale of alcohol, but this aside, children should have access to licensed premises. It is recognised in certain situations that limitations may have to be considered where it appears necessary to protect children from harm.
- 6.2 When addressing the protection of children, applicants should initially identify any issues likely to adversely affect the objective and then the steps needed to deal with them. Such steps as are required to deal with these identified concerns should be included on the Operating Schedule. Applicants should consider the arrangements in place to prevent the sale of any alcohol to children, such as an age-monitoring scheme. The Licensing Authority promote the following as part of a proof of age scheme:
- (a) Passport;
  - (b) Photo Card driving licence issued in the European Union;
  - (c) Proof of Age Standards Scheme Card (PASS);
  - (d) Citizen Card supported by the Home Office;
  - (e) Official ID card issued by HM Forces or by a European Union country bearing a photo and date of birth of holder
- 6.3 The Act details a number of offences intended to protect children in licensed premises and the Licensing Authority will work closely with the police and through Trading Standards Officers, to ensure the appropriate enforcement of the law, especially relating to the sale and supply of alcohol to children. The Licensing Authority will consult with the Local Safeguarding Children Board on any application where there are concerns over access for children. Licensees are encouraged to inform the appropriate agencies when it comes to their knowledge that children have tried to purchase alcohol illegally.
- 6.4 Licensees retain the right to permit or not to permit children into their premises at any time; Where appropriate, applicants should state in the Operating Schedule
- (a) Whether or not they will admit children to the licensed premises.
  - (b) Whether or not children will be admitted to all parts of the premises.
  - (c) Where children are to be admitted, the steps that will be taken to protect children from harm, e.g. designated areas for children and families, age (below 18) and hour limitations, or full exclusion of people under 18 in accordance with this objective.
- 6.5 The Licensing Authority considers that certain premises are likely to give rise to particular concern in respect of children. Where the discretion of the Authority is engaged through representations the circumstances of the case and the need for conditions limiting the access of children will be considered. The following are examples of premises that will raise concern:
- Where adult entertainment or services of a sexual nature is commonly provided at the premises.
  - Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or the premises has a reputation for underage drinking.

- Premises with a known association with drug taking or dealing.
  - Premises where there is a strong element of gambling.
  - Premises with a known association with or likely to give rise to heavy or binge drinking.
  - 'Off-sales' premises that allow children under the age of 12 entry, after 11pm, without an accompanying adult.
- 6.6 When determining representations the Licensing Authority will consider measures including any of the following options when dealing with a licence or certificate application where limiting the access of children is considered necessary to prevent harm to children:
- Limitations on the hours when children may be present.
  - Limitations on ages below 18 years.
  - Limitations or exclusion when certain activities are taking place.
  - Requirements for an accompanying adult.
  - Full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 6.7 Protection of Children from Harm includes the protection of children from moral, psychological and physical harm. In relation to the exhibition of films, programmes or videos, this includes the protection of children from exposure to strong language, horror, violence and sexual content. In appropriate cases, the Licensing Authority will expect the licensee to provide evidence of how they intend to prevent these occurrences. It is expected that licensees of cinemas and places where films are shown will include in their operating schedules arrangements for restricting children from viewing age-restricted films, classified according to the recommendations of the British Board of Film Classification (BBFC) or the requirements of the Licensing Authority.
- 6.8 In relation to cinemas and places where films are shown applicants, when considering the need for control measures, should consider how entry to the premises will be controlled as part of an age-monitoring strategy.
- 6.9 With regard to film classifications and the Protection of Children from Harm Licensing Objective, the Licensing Authority reserves the right to classify, or reclassify any film. Any classification by the Authority will be notified to relevant premises in the Borough and a notice placed on the Council's website.
- 6.10 The Licensing Authority will impose a mandatory condition requiring licensees of cinemas and places where films are shown to restrict children from viewing age-restricted films classified according to the recommendations of the BBFC or the requirements of the Licensing Authority.
- 6.11 Many children go to see and/or take part in entertainment arranged especially for them, for example children's film shows and dance or drama productions. Additional arrangements are required to safeguard them while at licensed premises. In appropriate cases, the Licensing Authority will expect the licensee to provide evidence of how they intend to provide for the supervision and welfare of children as customers and as performers. In appropriate circumstances, where children are supervised, the Licensing Authority will expect the Operating Schedule to demonstrate that these supervisors have been appropriately cleared of relevant offences through the Criminal Records Bureau.
- 6.12 Where events are taking place that are solely provided for children, for example, an under 18's disco, no alcohol will be served near the event in question.

- 6.13 Subject to the existence of controls under other legislation and the need to determine relevant representations, where a regulated entertainment is specially presented for children the Council as Licensing Authority will consider the following in order to control access and egress and to ensure the safety of children:
- An adult member of staff to be stationed in the vicinity of each of the exits from any level, subject to a minimum of one member of staff per 50 children or part thereof.
  - No child unless accompanied by an adult to be permitted in the front row of any balcony.
  - No standing to be permitted in any raised seating (balcony, raked seating, etc) during the performance.
- 6.14 Where appropriate, and particularly with regard to large public events, an applicant should consider robust procedures for lost and found children.
- 6.15 The Licensing Authority would encourage licensees to demonstrate in their Operating Schedule that they implement guidance from the Portman Group Code of Practice on the naming, packaging and promotion of alcoholic drinks to prevent children from being enticed into purchasing inappropriate products.
- 6.16 When determining unresolved representations to an application and where necessary in individual circumstances to comply with the Licensing Objective, the Licensing Authority may consider attaching specific conditions related to the licensed activities and conditions as outlined in Annex G – Conditions relating to the protection of children from harm.
- 6.17 Applicants for premises licences and certificates are to copy details of their applications to the Local Safeguarding Children Board, People First xxxx, PO Box XX, Civic Centre, Station Road, Harrow, Middlesex, HA1 XXX.
- 7. Licensed Hours**
- 7.1 A primary aim of the Licensing Act is to move away from fixed permitted hours for the sale of alcohol. But allied to these freedoms for the licensed trade are the responsibilities established by the Licensing Objectives.
- 7.2 If its discretion is triggered, the Licensing Authority will consider conditions to licences and certificates to prevent public nuisance, crime or disorder, and these may include conditions drawn from the annexes to this Policy. Stricter conditions to control noise will be expected in areas that have denser residential accommodation, but this should not limit opening hours without regard to the individual merits of any particular application.
- 7.3 In the light of relevant representations, the Licensing Authority will deal with the issue of licensing hours having due regard to the individual merits of each application. Consideration will be given to conditions in respect of issues such as noise control measures, door staff, use of external or noise sensitive areas, CCTV, travel planning, etc, where premises affect, or are likely to affect residential areas.
- 7.4 As a general guide to applicants where indicated by their individual assessments, the Licensing Authority would expect pub and nightclub type premises (characterised by the predominant consumption of alcohol, 'vertical drinking', etc) applying for the 'on' sale of alcohol beyond 11pm, to consider stricter conditions. Other types of premises seeking to apply for licences or certificates after midnight, either to sell alcohol for consumption on the premises, or for entertainments, are also expected to consider stricter conditions. These latter premises include restaurants and cafés.

7.5 Where the only licensable activity is the sale of alcohol for consumption off the premises the Licensing Authority will generally consider licensing premises at any times they are open for shopping. Typically these premises are shops, stores and supermarkets. However, it may be considered that there are very good reasons for restricting hours, or imposing stricter conditions where, for example, the Police make representations in respect of shops known to be the focus for disorder, or disturbance.

7.6 Licensed premises, especially those operating late at night and in the early hours of the morning, can have a significant impact on people living, working or sleeping in the vicinity of the premises. The concerns include noise nuisance, light pollution, the potential for disorder and noxious smells. Due regard will be taken of the impact these may have and the Licensing Authority will expect Operating Schedules to satisfactorily address these issues. Applicants are advised to seek advice from the Council's Planning, Environmental Health and Pollution Control Officers before preparing plans, Operating Schedules, making alterations to premises, etc.

## **8. Applications**

8.1 The Act imposes duties on applicants to provide the Licensing Authority with information in the form of an application, with specified supporting documents and a fee, in order to process an application. To assist the Licensing Authority applicants should check that the application pack is fully completed before sending it to the Licensing Authority and other statutory consultees. The Operating Schedule is essential so that the Licensing Authority and other interested parties can form a proper view as to what measures may be necessary to meet the four Licensing Objectives.

8.2 Applicants for the initial grant or variation of a licence or certificate are to describe in detail how they propose to meet the requirements of the four Licensing Objectives and relevant aspects of this Licensing Policy in the Operating Schedule which accompanies the application. Operating Schedules should be precise and clear about the measures proposed to promote each of the licensing objectives and in particular those relating to the protection of children from harm.

8.3 The Licensing Authority has produced annexes to this Policy describing conditions that may be applied in appropriate circumstances. If representations are raised with the Licensing Authority that the Licensing Objectives cannot be met unless additional specific conditions are attached, then the Licensing Authority may consider attaching additional conditions. In any event where measures to promote the Licensing Objectives are included in the Operating Schedule, conditions consistent with the Schedule will be attached to the licence or certificate, subject to the need for the Licensing Authority to amend, reword or revise the measure.

8.4 Applications that are incomplete will be returned to the applicant with an explanation for the return. Reasons may include incomplete or missing forms, the absence of the fee (including the failure of a means of payment such as a refused cheque); absence of required plans, certificates, photographs, advertisements, licences (or authorised copies), etc.

8.5 Planning legislation exists as a control over the use of property; it is independent of licensing legislation and has different objectives. The Licensing Authority considers as a matter of routine, that the planning position for a premise is resolved before an application for a licence or certificate is made.

8.6 It is strongly recommended that applicants ensure that:

- The proposed licensable activity does not contravene planning legislation; and
- The hours sought are within the limits authorised by any planning permission.

- 8.7 In circumstances where an applicant seeks to apply without resolving the necessary planning requirements, it will be for the applicant to detail the special circumstances that justify a departure from the policy.
- 8.8 Potential applicants are requested to seek early advice from the Licensing Authority and other authorities such as the Police and Fire Authority, concerning the licensing requirements for premises, or for activities they are planning. Large or unusual events often need particular consideration, the Licensing Authority will expect authorities to be consulted at the earliest planning stage for such an event, and not less than six months prior to the performance. This will minimise uncertainty and provide time to finalise the Operating Schedule with the organisers well before a formal application is submitted.
- 8.9 Where a licence or certificate is in force but an event outside of the normal Operating Schedule is proposed, the licensee is encouraged to notify the Licensing Authority at least 3 months prior to the event in order that the Authority is able to complete any consultation required and offer any appropriate advice.
- 8.10 In the case of Temporary Event Notices, the Licensing Authority should be consulted at the earliest practical stage, and it is recommended that Notice be given at least 4 weeks before the event. For routine events the Notice should be made not more than 10 weeks prior to the event.

## **9. Representations**

- 9.1 The Licensing Act places duties on persons and organisations to make “relevant representations” and often in a relatively short timescale. In this context a “relevant representation” has to positively link the issues to the premises (or person) in question and the issues must relate to the Licensing Objectives. The intention of Parliament is to apply a lighter bureaucratic touch to applications for licences and their variation. However, in the case of poorly performing premises, one of the sanctions is a new power of review.
- 9.2 The Licensing Authority cannot accept representations that it considers frivolous or vexatious. Additionally, in the case of a review of a licence or certificate, repetitive representations are also invalid.
- 9.3 Council officers will determine whether a representation is irrelevant, frivolous, vexatious, or repetitive in accordance with the Licensing Act and Guidance. This is subject to the power to refer a decision to the appropriate meeting of Elected Members where the particular circumstances require such an approach.
- 9.4 Where the Licensing Authority determines that a representation is invalid it will notify the person of the decision and the reason.
- 9.5 The ability to make representations to applications under the Act is more restricted than previous legislation. Hence representations may only be made by ‘interested parties’ and ‘responsible authorities’ as defined in the Act. Interested parties include persons and businesses in the vicinity of a premise, or the bodies representing them. Responsible authorities are usually public bodies including the Police, Fire Authority, Planning, Environmental Health, and health and safety authorities.
- 9.6 In determining whether ‘interested parties’ are in the vicinity of an applicant’s premises the Licensing Authority will primarily focus on the direct impact of the activities taking place on the premises on members of public living, working or in the area concerned. It is recognised that where there is a cumulative impact or effect of a premises on an area, other considerations may be relevant to the consideration of the vicinity of a premises.

**10. Cumulative Impact or Effect**

- 10.1 In its licensing role, the Council is not empowered to determine the need or commercial demand for another pub, restaurant or hotel. These are issues for relevant planning controls and the market to determine. Nevertheless, the cumulative impact of licensed premises in a locality, where there is an impact on the promotion of the Licensing Objectives, is a licensing matter.
- 10.2 In circumstances where areas appear to be under stress and giving rise in the locality to concerns over nuisance, crime or disorder, the Licensing Authority will consider the adoption of a special policy to refuse new licences.
- 10.3 In applying this policy the Licensing Authority will consider any application made. It will be for the applicant to detail the special circumstances that justify departure from the policy.
- 10.4 The Licensing Authority will take the following steps when considering whether to adopt a special policy:
- The initial identification of concern about crime, disorder, or public nuisance.
  - Where it can be demonstrated that nuisance, crime or disorder is arising as a result of customers of licensed premises, identifying the area from which problems are arising and the boundaries of that area.
  - Consultation with all defined parties.
  - Adopting a policy about future licence or club premises certificate applications from that area.
  - Publication of the special policy.
- 10.5 To apply the special policy, the Licensing Authority will consider representations based on the impact on the licensing objectives of the relevant application. While any applicant is to address the issues relevant to the special policy in the application and operating schedule, the onus is on the objectors to provide evidence to back up any assertion that the nature of the application would produce the cumulative impact claimed. Account is to be taken of the differing impacts of premises with different styles and characteristics. It is recognised that there is a diverse range of premises that sell alcohol, serve food and provide entertainment. These cover a wide range of contrasting styles and characteristics, hence the Licensing Authority will have regard to those differences and the differing impacts on the local community. It therefore also recognises that, within this policy, it may be able to approve licences or certificates that are unlikely to add significantly to the impact, and will consider the circumstances of each individual application.
- 10.6 The Licensing Authority will not use such policies solely:
- As the grounds for removing a licence or certificate when representations are received about problems with existing licensed premises.
  - To refuse modifications to a licence or certificate, except where the modifications are directly relevant to the policy, for example where the application is for a significant increase in the capacity limits of the premises.
- 10.7 The Licensing Authority will review any special policies regularly to see whether they have had the effect intended, and whether they are still needed. The success and application of such policies have to be considered alongside the effect of other of the policies, and in particular, those Licensing Objectives relating to Public Nuisance and to Crime and Disorder.

## **11. Integrating Strategies and Avoiding Duplication**

- 11.1 There are many stakeholders in the leisure industry, covering a wide range of disciplines. Many are involved, directly or indirectly, in the promotion of the licensing objectives, particularly those relating to the prevention of crime, disorder and public nuisance. Their strategies deal in part with the licensing function, and the Council will set up multi-disciplinary working groups to ensure proper integration of local crime prevention, planning, transport, tourism and cultural strategies. Such groups may also usefully identify and make recommendations for changes to licensing policy.
- 11.2 Arrangements will be made, where appropriate, for the Licensing Committee to receive reports on the following matters to ensure these are reflected in their decisions:
- The needs of the local tourist economy and cultural strategy for the Borough.
  - The employment situation in the Borough and where appropriate the need for investment and employment.
- 11.3 It is recognised that there should be a clear separation of the planning and licensing regimes. Licensing applications should not be a re-run of the planning application. The Council recognises the need to avoid as far as possible duplication with this and other regulatory regimes.
- 11.4 The Council will ensure that regular reports are sent from the Licensing Committee to the Planning Committee advising them of the situation regarding licensed premises in the Borough, including the general impact of alcohol-related crime and disorder to assist them in their decision-making.
- 11.5 However, other legislation does not cover the particular circumstances of various licensable activities and the Licensing Authority will consider attaching conditions to premises licences and club premises certificates where these are necessary for the promotion of the licensing objectives and are not already provided for in other legislation.
- 11.6 The promotion of equality of access, while not one of the Licensing Objectives, is a matter in which the Licensing Authority encourages all licensees to comply with relevant legislation such as the Disability Discrimination Act 1995 and race relations legislation. Further advice on meeting the needs of persons with disabilities can be found on the website of the Disability Rights Commission at [www.drc-gb.org](http://www.drc-gb.org)

## **12. Enforcement, Protocols with Enforcement Agencies**

- 12.1 Once licensed, it is essential premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the Licensing Act. The Licensing Authority will make arrangements to monitor premises and take appropriate, proportionate enforcement action.
- 12.2 The Council will work closely with the Police to establish protocols to ensure an efficient deployment of Police and Council Officers engaged in enforcing licensing law and inspecting licensed premises, in order to ensure that resources are targeted at problem and higher-risk premises. Similar working arrangements are envisaged with the Fire Authority and other similar enforcement agencies in areas of mutual interest.

## **13. Cultural Strategies**

- 13.1 In its role of implementing local authority cultural strategies, the Council recognises the need to encourage and promote live music, dance and theatre for the wider cultural benefit of the community, particularly for children. When considering applications for such events and any conditions on licences or certificates, the Council will carefully balance the cultural

needs with the necessity of promoting the licensing objectives and the protection of the vulnerable.

- 13.2 Consideration will be given to the particular characteristics of any event, including the type, scale and duration of the proposed entertainment, especially where only limited disturbance may be caused.
- 13.3 The authority will monitor the impact of licensing on the provision of regulated entertainment, and particularly live music and dancing. Where there are indications that events are being deterred through requirements within the discretion of the Licensing Authority, this policy will be revisited to determine how the situation might be reversed.

#### **14. Complaints against Licensed Premises**

- 14.1 Complaints relating to licensable activities carried out at licensed premises will be referred to the Council's Licensing Section. Subject to the nature of complaint, complainants may be encouraged to raise the complaint directly with the licensee or business concerned.
- 14.2 Where practicable the Licensing Authority will seek to facilitate mediation between applicants, relevant statutory agencies and occupiers of nearby premises, local residents groups, community or interested groups where significant issues have arisen relating to an application. The Licensing Authority, where possible, will facilitate mediation through:
- Identification of potential issues for other relevant statutory agencies particularly regarding the safety and amenity of local residents.
  - Negotiation of potential conditions to reflect the resolutions achieved through mediation methods.

Where mediation is not practicable or fails, the Licensing Authority will arrange for a hearing to review the licence or certificate, or to determine the application.

- 14.3 If mediation methods are used it will not override the right of any interested party to ask that the Licensing Authority consider their valid representations, or for any licence or certificate holder to decline to participate in a mediation meeting.
- 14.4 The Licensing Authority will disregard any representations that are irrelevant, frivolous and/or vexatious.
- 14.5 A senior Police Officer may, under section 161 of the Licensing Act 2003 close premises in the interest of Public Safety for up to 24 hours on the grounds of likely or imminent disorder on or in the vicinity of the premises. Premises may also be closed if a public nuisance is being caused by noise from the premises.
- 14.6 Additionally, a review of the licence or certificate will take place within 28 days of any action by the Police to close down the premises for up to 24 hours, or longer if so granted by the Magistrates Court on grounds of disorder or public nuisance - Annex L of the Statutory Guidance and Section 167 of Licensing Act 2003.

#### **15. Administration, Exercise and Delegation of Functions**

- 15.1 The Council is involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them. Appreciating the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process, the Committee delegates certain decisions and functions and has a Sub-Committee to deal with aspects of its responsibilities.

- 15.2 The following Table at Annex A sets out the delegation of decisions and functions to Licensing and General Purposes Committee, the Sub-Committee and to Officers. All matters dealt with by Officers will be reported for information and comment only to the next Committee meeting.
- 15.3 Delegations are without prejudice to Officers referring an application to a Sub-Committee or Committee; or a Sub-Committee to a Committee, if considered appropriate in the circumstances of any particular case.

## Annex A

## TABLE OF DELEGATIONS OF LICENSING FUNCTIONS

<b>MATTER TO BE DEALT WITH</b>	<b>FULL COMMITTEE</b>	<b>SUB-COMMITTEE</b>	<b>OFFICERS</b>
Application for personal licence		If a police objection	If no objection is made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises Certificate		If a relevant representation is made	If no relevant representation is made
Application for provisional statement		If a relevant representation is made	If no relevant representation is made
Application to vary premises licence/club registration Certificate		If a relevant representation is made	If no relevant representation is made
Application to vary designated personal licence holder		If a police representation	All other cases
Request to be removed as designated personal licence holder			All cases
Application for transfer of premises licence		If a police objection	All other cases
Application for Interim Authorities		If a police objection	All other cases
Application to review premises licence/club premises Registration		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application.			All cases
Determination of a police representation to a temporary event notice		All cases	

## Annex B

### **Proposals for Conditions that support the issue of licences or certificates by the Authority.**

These proposals are principally drawn from the annexes to the Statutory Guidance to Authorities. Additional information may be provided in the annexes and in individual cases the guidance may have to be considered alongside these conditions. The way conditions should be applied to licences or certificates is described within the body of the main Policy.

Annex C – Conditions relating to the prevention of crime and disorder.

Annex D – Conditions relating to Public Safety (including fire safety).

Annex E – Theatres and Cinemas (Promotion of Public Safety).

Annex F – Conditions relating to the prevention of public nuisance.

Annex G – Conditions relating to the protection of children from harm.

### **Proposed Conditions**

#### **General**

The Licensing Authority recognises that it is important to balance any conditions attached to a licence or certificate so as not to be disproportionate or overly burdensome but to achieve the licensing objectives. Therefore, where conditions are necessary they will be tailored to the individual style and characteristics of the particular premises or event concerned. Where relevant representations have been made, the Licensing Authority will consider attaching conditions necessary for the promotion of the licensing objectives, including those drawn from the relevant Model Pools of Conditions set out in the guidance issued by the Secretary of State under Section 182 Licensing Act 2003.

The following conditions should not be regarded as standard conditions to be automatically imposed in all cases. They are designed to provide a range of possible options for controls at specific premises or related to specific activities. Any individual preparing an operating schedule is at liberty to volunteer any measure, such as those described below, as a means of promoting the licensing objectives. When incorporated into the licence or certificate as a condition, they become enforceable under the law and the breach of a condition could give rise to prosecution.

Once licensed it is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the 2003 Act. The Licensing Authority will make arrangements to monitor premises and make appropriate enforcement action to ensure this.

The Licensing Authority will work closely with the Metropolitan Police to establish protocols to ensure an efficient deployment of Police and Council officers engaged in enforcing licensing law and inspecting licensed premises, in order to ensure that high-risk activities receive the highest priority.

**Annex C****The prevention of Crime and Disorder**

When addressing the crime and disorder objective, applicants should initially identify any issues likely to adversely affect the objective and then the steps to deal with them. Such measures on the Operating Schedule might include the following::

- (i) Details of registered Door Supervisors and other appropriately trained staff to be provided, including the number, their location whilst working at the premises, and the times they will be on duty. All Door Supervisors are to be licensed by the Security Industry Authority.
- (ii) The fitting of CCTV equipment, its location and specification.
- (iii) Where applicable to the use of the premises such measures as an 'over 21' policy, or provision of adequate search facilities, or 'no entry or re-entry' after a certain hour. .
- (iv) Measures proposed to prevent possession, supply, or consumption of illegal drugs and possession of weapons, for example by adequate search arrangements and/or spot checks by door supervisors.
- (v) Measures to be implemented to promote sensible drinking and prevent binge drinking.
- (vi) Details of the management of any promotional events such as "happy hour" or special offers, which may include their duration, times, location within premises and whether any additional measures such as increased security is to be utilised during these events to minimise crime and disorder.
- (vii) The location of lighting inside/outside the premises.
- (viii) Measures aimed at discouraging anti-social behaviour.
- (ix) Whether or not the premises will be serving alcohol in glass or plastic containers. If serving alcohol in glass containers, identify what measures will be implemented to ensure patrons cannot take glass container outside the premises.
- (x) Whether the premises belongs to a local Pub or Club Watch scheme.
- (xi) Measures to discourage crime, for example the fitting of alarms, the positioning of cigarette or other vending machines in full view of staff, and the fitting of gaming machines with an approved security device/metal boot or emptied at night.

The Police Crime Prevention Advisor is able to visit premises and advise if requested. Applicants assessing the risks associated with this objective can obtain detailed guidance from the Police. The Licensing Authority recommends that crime prevention advice is obtained and implemented.

**Possible conditions relating to the prevention of crime and disorder****1. Text/Radio pagers**

- 1.1 Text/radio pagers shall be provided linked to the Metropolitan Police and to such other licensed premises as may be required by the Licensing Authority.
- 1.2 The text/pager equipment shall be maintained and kept in working order at all times and shall be operated appropriately in accordance with the manufacturer's instructions.
- 1.3 The pager link shall be activated and made available to and monitored by the designated premises supervisor or a responsible member of staff at all times when the premises are open to the public.
- 1.4 All instances of crime and disorder shall be reported via the text/radio pager link by the designated premises supervisor or a responsible member of staff to an agreed police contact point.

## **2. Door supervisors**

- 2.1 An accurate and up-to-date log book shall be maintained in a format prescribed by the Licensing Authority, providing details of door supervisors employed in respect of the premises, which shall comprise two distinct parts:
- (i) A part recording the name, address, telephone number and registration number of each door supervisor employed in respect of the premises (whether employed directly or through an agency) and the name, address and telephone number of the agency providing the supervisor where the supervisor is not employed directly.
  - (ii) A part recording the name and registration number of each door supervisor, dates and times of commencement and finishing of work, signature of the door supervisor in respect of both, and details of any incident in which the door supervisor is involved, including the calling of the police and any police action taken.
- 2.2 All door supervisors, at all times when they are on duty, shall wear an identity badge, conspicuously displayed, and carry proof of registration.
- 2.3 There shall be a minimum of ..... door supervisors on duty at the premises at all times during opening hours.
- 2.4 There shall be a minimum of one door supervisor for every 100 persons or part thereof at functions attended by adults.
- 2.5 Where the audience includes minors there shall be either:
- (i) a minimum of two door supervisors for every 100 persons or part thereof; or
  - (ii) at least one door supervisor per exit, whichever is the greater.
- 2.6 At least one female door supervisor shall be employed and available where appropriate.

## **3. Bottle bans, plastic containers and toughened glass**

- 3.1 No glass bottles containing beverages of any kind, whether open or sealed, shall be given to customers for consumption on the premises, whether at the bar or by staff service away from the bar.
- 3.2 Bottles containing wine may be sold for consumption with a table meal by customers who are seated in an area set aside from the main bar area for the consumption of food.
- 3.3 No customers carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public.
- 3.4 Drinking vessels shall only be made from shatterproof material eg plastic or toughened glass.

## **4. CCTV**

- 4.1 CCTV cameras shall be installed at the following locations: xxxxxxxxxxxx.
- 4.2 Equipment shall be installed, operated and maintained in good working order and in accordance with the recommendations of the Police or Crime Prevention Officer.

**5. Open containers not to be taken from the premises**

- 5.1 Customers shall be prevented from taking alcoholic or other drinks from the premises in open containers.

**6. Restriction on drinking areas**

- 6.1 Alcoholic drinks may only be consumed in the following location(s): ..... at the following times .....

**7. Proof of age**

- 7.1 A valid proof of age card or other age identification shall be required to be produced by any person appearing to those selling or supplying alcohol to be under 18 (or 16 in the case of the consumption of beer, wine and cider in the company of an adult during a table meal) and who is attempting to buy alcohol.

**8. Crime prevention notices**

- 8.1 Notices shall be prominently displayed and prevented from damage and deterioration advising customers as follows: .....

**9. Drinks Promotions**

- 9.1 Licencees are to encouraged comply with the British Beer and Pub Association's 'Guidelines on On-Trade Promotions' to reduce the potential for crime and disorder.

**10. Signage**

- 10.1 Signs shall be prominently displayed and prevented from damage or deterioration:
- (a) advising normal hours of permitted licensable activities; and/or
- (b) prohibiting access to children from the following locations .... at the following times .....

**11. High Volume Vertical Drinking**

- 11.1 A ratio of ..... tables and ..... chairs per ..... customers shall be maintained.

**12. Striptease, Table Dancing, Pole Dancing and entertainments of the like kind**

- 12.1 The Licensing Authority has had standard conditions for premises that provide striptease and similar entertainments. These encompass all four of the licensing objectives contained in the Licensing Act 2003. The Licensing Authority wishes to ensure that public order is preserved, that the commission of other offences is deterred, and to ensure that such entertainments are merely part of a dance to music. In addition, the Licensing Authority wishes to ensure that publicity for such entertainments do not cause offence to other members of the community. The Licensing Authority, subject to representations in any particular case, may seek conditions which control the following:

- Advertising.
- Adoption of relevant Police guidelines relating to Codes of Conduct for the premises and performers.
- No touching and a "three feet rule".

- No physical participation by the audience.
- CCTV, which should be agreed with the Police, kept for at least 28 days and made available to both the Police and authorised officers from the Council.
- Time restrictions when close to schools, playgroups or other educational establishments, such as museums and places of worship.
- Appropriate levels of stewarding and registered door supervisors, as agreed with the Police.

**Annex D****The maintenance of Public Safety**

When addressing the public safety objective, applicants should initially identify any issues likely to adversely affect the objective and then the steps to deal with them. Such measures on the Operating Schedule might include the following:

- (i) The maximum capacity figure for the premises and a statement demonstrating the premises' ability to accommodate the predicted number of patrons safely.
- (ii) Safe use of special effects/equipments (lasers, smoke machines, strobe lights etc) which may affect public safety.
- (iii) Measures to be implemented to promote sensible drinking and prevent binge drinking, for instance by the display of health warnings, legal warnings and the like.
- (iv) Measures proposed to prevent possession, supply or consumption of illegal drugs and possession of weapons, for instance by adequate search arrangements and/or spot checks by door supervisors.
- (v) The availability of drinking water.
- (vi) The location of any toughened glass to be installed at the premises.
- (vii) The availability of up to date public transport and car parking information at the premises.
- (viii) The details of any proof of age scheme to be implemented.
- (ix) A detailed plan that identifies all existing and proposed fire safety features, including smoke detectors, sprinkler systems, and the like. All fire safety measures are to comply with relevant standards.

**Possible conditions relating to public safety (including fire safety)****13. Disabled People**

- 13.1 Adequate arrangements shall exist to enable the safe evacuation of disabled people in the event of an emergency; and disabled people on the premises shall be made aware of those arrangements.

**14. Capacity**

- 14.1 The number of persons admitted to the premises on any one occasion shall not exceed the maximum capacity of xx (such number to be inclusive of staff and performers working at the premises) and overcrowding in any part of the premises so as to interfere with the safety or comfort of the public shall not be permitted.
- 14.2 The maximum occupancy of the building at any one time shall be restricted in respect of the ground floor to xx persons and in respect of the first floor to xx persons (such numbers to be inclusive of staff and performers working at the premises) and overcrowding in any part of the premises so as to interfere with the safety or comfort of the public shall not be permitted.
- 14.3 A suitable method of determining the number of persons on the premises at any one time shall be employed to ensure that the maximum permitted number is not exceeded.
- 14.4 The licence holder, a club official, manager or designated premises supervisor should be aware of the number of people on the premises and shall inform any authorised person on request.

14.5 A notice, in a format prescribed by the Licensing Authority, shall be displayed in a prominent position at the entrance to the premises so as to be visible and easily understood, indicating the maximum number of persons permitted on the premises at any one time. Where there are specified numbers for particular parts of the premises, notices in a format prescribed by the Licensing Authority shall be displayed at the entrance to those parts, indicating the maximum number of persons that may be present there at any one time.

**15. First Aid**

15.1 An adequate and appropriate supply of first aid equipment and materials shall be available on the premises at all times.

15.2 At least one suitably trained first-aider who shall be responsible for first aid shall be on duty when the public are present. If more than one suitably trained first-aider is present on the premises, each person's responsibilities shall be clearly identified.

15.3 A suitable rest room shall be available free of charge at all times which contains the following:

- (a) a quiet and cool atmosphere;
- (b) adequate seating;
- (c) continuous free access to cold drinking water; and
- (d) an adequate and appropriate supply of suitable first aid materials.

**16. Lighting and Electrical Installations**

**16.1 Fixed Installations**

- (a) All electrical wiring, fittings and appliances shall be constructed and maintained in a safe and satisfactory condition to the satisfaction of the Licensing Authority.
- (b) In the absence of adequate daylight, the lighting in any area accessible to the public shall be fully in operation when they are present.
- (c) Where electric lighting is supplied for stairs, ramps or passages outside the premises and is operated by a switch adjacent to an exit door, it need not be continuously supplied but it must be constantly available for use.
- (d) A system of emergency lighting, independent of the normal lighting of the premises, shall be provided and shall illuminate all escape routes. The system shall operate automatically on failure of the normal lighting or be on at all times, and shall be maintained in efficient working order and tested at specified intervals to the satisfaction of the Licensing Authority and the fire authority, with details of tests recorded in the Fire log-book.
- (e) Emergency lighting batteries shall be fully charged before the admission of the public.
- (f) In the event of the failure of normal lighting, where the emergency lighting battery has a capacity of one hour, arrangements shall be in place to ensure that the public, members or guests leave the premises within 20 minutes unless within that time normal lighting has been restored and the battery is being re-charged; if the emergency lighting battery has a capacity of three hours, the appropriate period by the end of which the public should have left the premises is one hour.

- (g) Each enclosed area within the premises shall be sufficiently illuminated to a minimum level so that other parts of the area are always clearly visible.
- (h) Corridors, passageways and stairways shall be evenly illuminated to a level not less than that required by the current British Standard Code of Practice.
- (i) If the premises has a single phase electricity supply the premises shall have installed Residual Current Device protection to all final sub-circuits on the socket outlet ring mains with a maximum operating time of 40 milli-seconds at a current of 150 milliampere, designed to operate if the earth-leakage current exceeds 30 milliampere. A test button shall also be incorporated.
- (j) Where practicable, stage lighting shall be supplied from a separate sub-circuit from that supplying the main hall lighting. Any lighting and electrical apparatus on the stage likely to become heated shall be provided with suitable protection to prevent contact by scenery or any other combustible material.
- (k) At least three electric handlamps shall be available at the premises at all times for use by appointed staff and the handlamps shall be properly maintained at all times and ready for use in an emergency.

#### 16.2 Temporary electrical installations

- (a) Temporary electrical wiring and distribution systems shall not be provided [without notification to the Licensing Authority at least ten days before commencement of the work] and/or [without prior inspection by a suitable qualified electrician].
- (b) Temporary electrical wiring and distribution systems shall comply with the recommendations of BS 7671 or where applicable, BS 7909.
- (c) Temporary electrical installations shall only be installed by a competent person; or
- (d) Where they have not been installed by a competent person, temporary electrical wiring and distribution systems shall be inspected and certified by a competent person before they are put to use.
- (e) All temporary electric cable which is not a fixture at the premises shall be heavily and adequately insulated and protected and any metal clad switchgear, spot lamp frames, etc. shall be effectively earthed and each circuit adequately fused.
- (f) Temporary electrical installations shall be disconnected from the permanent installation immediately after each occasion on which they are used and all temporary electrical installations shall be removed entirely as soon as the need for them has ceased.

#### 17. Indoor sports entertainments

- 17.1 An appropriately qualified medical practitioner shall be present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.
- 17.2 Where there is a ring, it shall be constructed and supported by a competent person and inspected and certificated by a competent authority and any material used to form the skirt around the ring must be flame-retardant.
- 17.3 At any wrestling or other entertainments of a similar nature, members of the public shall not occupy any seat within 2.5 metres of the ring.

17.4 At water sports entertainments, staff adequately trained in rescue and life safety procedures shall be stationed and remain within the vicinity of the water at all material times.

**18. Special effects**

18.1 No laser beams (pyrotechnics or real flame), strobe lights, explosives, flammable or smoke-producing agents, toxic or hazardous substances and any similar entertainment involving special effects or special risks shall be used on the premises except following prior notification to the Licensing Authority at least ten days in advance.

18.2 Any special effects or mechanical installation should be arranged and stored so as to minimise any risk to the safety of the audience, the performers and staff.

18.3 Signs shall be prominently displayed at the entrance to the premises where appropriate to advise members of the public that special effects will be used during the performance and what those special effects will be.

**19. Certificates**

19.1 Copies of the following certificates shall be produced to the Licensing Authority or the fire authority upon request:

- (a) Certificate of Electrical Safety.
- (b) Certificate of Safety for Emergency Lighting.
- (c) Certificate of Structural Soundness.

**20. Combating the supply of drugs**

20.1 An outer body search shall be carried out where there is reasonable suspicion that an individual is in possession of an illegal drug or an offensive weapon; or

20.2 An outer body search of the public shall be a condition of entry.

20.3 Notices shall be displayed advising the public that an outer body search is a condition of entry and that the Police will be informed if anyone is found in possession of illegal drugs or offensive weapons.

20.4 Security arrangements shall be sufficient to discourage the sale, supply and consumption of drugs on or in the immediate vicinity of the premises [e.g. require that security staff check the toilet area regularly].

20.5 The Police shall be informed if anyone is found in possession of illegal drugs or an offensive weapon or is known to have been involved in the sale or supply of illegal drugs.

20.6 Persons who are known to have been convicted of drug and drug-related offences which are not spent shall be excluded from the premises.

20.7 The Police shall be consulted regarding the steps which could be taken to assist with the surveillance of offenders and in respect of other crime prevention measures.

20.8 The advice of the Police shall be sought on procedures for keeping records of incidents (eg violence, disorder and other criminal activity, drug and weapons seizures) and making such records available for inspection.

- 20.9 The Police shall be consulted in the development of any policies concerning:
- (a) The storage, disposal and transfer of confiscated drugs and weapons into lawful custody; and
  - (b) Procedures relating to the treatment of individuals who commit criminal offences.
- 20.10 The Licensee shall liaise with the police and local drug agencies to develop a written Drugs Prevention Strategy for the premises.

**21. Ceilings**

- 21.1 All ceilings in those parts of the premises to which the audience are admitted should be inspected by a suitably qualified person who will decide when a further inspection would be necessary and a certificate concerning the condition of the ceilings forwarded to the Licensing Authority following each inspection.

## Annex E

**Theatres and Cinemas (Promotion of Public Safety)****Possible conditions relating to public safety in Theatres and Cinemas****22. Access to Cinemas, Theatres, Auditoriums, and similar premises**

- (a) Licensees are required to restrict children from viewing age-restricted films, according to the recommendations of the British Board of Film Classification or, where relevant, any age restriction determined by the Licensing Authority. The Licensee should state in the Operating Schedule what measures are to be put in place to control such access.
- (b) Subject to the existence of controls under other legislation and the need to determine relevant representations, where a regulated entertainment is specially presented for children the Council as Licensing Authority will consider the following to control access and egress and to ensure the safety of children:
- (i) An adult member of staff to be stationed in the vicinity of each of the exits from any level, subject to there being a minimum of one member of staff per 50 children, or part thereof.
  - (ii) No child, unless accompanied by an adult, to be permitted in the front two rows of any balcony.
  - (iii) No standing to be permitted in any part of the auditorium during the performance.

*Note –Following relevant representations the Licensing Authority will consider attaching conditions to licenses and permissions to prevent harm to children.*

**22.1 Attendants**

- (a) The number of attendants on each floor or tier in a closely seated auditorium shall be as set out on the table below:

<b>Number of members of the audience present on a floor</b>	<b>Minimum number of attendants required to be present on that floor</b>
1-100	One
101-250	Two
251-500	Three
501-750	Four
751-1000	Five
And one additional attendant for each additional 250 persons (or part thereof)	

- (b) Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from that floor, tier or auditorium where they are on duty.
- (c) Any attendant shall be readily identifiable to the public.

**22.2 Standing and sitting in gangways etc**

- (a) Sitting on floors shall not be permitted except where authorised in the premises licence or club premises certificate.
- (b) Waiting or standing shall not be permitted except in areas designated in the premises licence or club premises certificate.

(c) In no circumstances shall anyone be permitted to -

- (i) sit in any gangway;
- (ii) stand or sit in front of any exit; or
- (iii) stand or sit on any staircase including any landings.

### 22.3 Drinks

(a) Except as authorised by the premises licence or club premises certificate, no drinks shall be sold to or be consumed by a closely-seated audience except in plastic and paper containers.

### 22.4 Balcony Fronts

(a) Clothing or other objects shall not be placed over balcony rails or upon balcony fronts.

### 22.5 Seating

(a) The premises shall not be used for a closely-seated audience except in accordance with plans previously submitted to and approved by the Licensing Authority, a copy of which shall be kept available at the premises and shall be shown to any authorised person upon request.

(b) Where any part of the premises is used for a closely-seated audience exceeding 250 people there shall be an unobstructed seatway or space of at least 305 mm (12 ins) measured between perpendiculars between the back of one seat and the foremost portion of the seat arm or frame immediately behind.

(c) Where the potential audience exceeds 250 all seats in the auditorium should, except in boxes accommodating not more than 8 persons, be either securely fixed to the floor or battened together in lengths of not fewer than four or more than twelve.

(d) If tiered seating is provided, the back of the highest level and the ends of the rows shall be provided with an effective safety barrier to the satisfaction of the licensing authority.

(e) No article shall be attached to the back of any seat which would reduce the clear width of seatways or cause a tripping hazard or obstruction.

(f) A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to any authorised person on request.

## 23. Premises used for film exhibitions

### 23.1 Attendants – premises without a staff alerting system

(a) Where the premises are not equipped with a staff alerting system the number of attendants present should be as set out in the table below:

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty
1-250	Two
And one additional attendant for each additional 250 members of the audience present (or part thereof)	
Where there are more than 150 members of an audience in any auditorium or on any floor or tier	At least one attendant shall be present in any auditorium or on any floor or tier

### 23.2 Attendants – premises with a staff alerting system

(a) Where premises are equipped with a staff alerting system, the number of attendants present should be as set out in the table below:

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	Minimum number of other staff on the premises who are available to assist in the event of an emergency
1-500	Two	One
501-1000	Three	Two
101-1500	Four	Four
1501 or more	Five plus one for every 500 (or part thereof) persons over 2000 on the premises	Five plus one for every 500 (or part thereof) persons over 2000 on the premises

(b) Staff shall not be considered as being available to assist in the event of an emergency if they are:

- (i) the holder of the premises licence or the manager on duty at the premises; or
- (ii) a member of staff whose normal duties or responsibilities are likely to significantly affect or delay his or her response in an emergency situation; or
- (iii) a member of staff whose usual location when on duty is more than 60 metres from the location to which he or she is required to go on being alerted to an emergency situation.

(c) Attendants shall as far as is reasonably practicable be evenly distributed throughout all parts of the premises to which the public have access and keep under observation all parts of the premises to which the audience have access.

(d) The staff alerting system shall be maintained in working order.

### 23.3 Minimum lighting

(a) The level of lighting in the auditorium should be as great as possible consistent with the effective presentation of the film.

*Note – the level of illumination maintained in the auditorium during the showing of films would normally be regarded as satisfactory if it complies with the standards specified in BS CP 1007: (Maintained Lighting for Cinemas).*

## Annex F

**The prevention of public nuisance**

When addressing the public nuisance objective, applicants should initially identify any issues likely to adversely affect the objective and then the steps to deal with them. Such measures on the Operating Schedule might include the following:

- (i) Measures to demonstrate that, between 11.00 pm – 7.00 am: no noise is audible a metre from the façade of the nearest noise sensitive premises, or no noise is audible within the nearest noise sensitive premises. Depending on the individual circumstances, the Licensing Authority look for the provision of an acoustic report.
- (ii) Details of the location and types of noise attenuation measures used to minimise noise and vibration escaping the premises and car parking areas. Such measures may include soundproofing, acoustic lobbies and sound limitation devices.
- (iii) Demonstrate measures to avoid vehicular queuing on the carriageway, and disturbances from patrons queuing on the footpath.
- (iv) Arrangements for and the timing of deliveries to the premises.
- (v) The location of gardens and other open-air areas and the hours of use of such areas.
- (vi) The hours of use of refuse and recycling facilities. The storage capacity, site and screening of such facilities.
- (vii) Identify whether the activity will generate additional litter (including fly posters and/or illegal placards) in the vicinity of the premises, and measures to deal with them.

**Possible conditions relating to the prevention of public nuisance****24. Hours**

24.1 The permitted opening hours shall be .....; or

24.2 The premises shall be closed to the public between .....hours and .....hours.

24.3 Amplified music or other entertainment noise from within the premises shall not be audible at any residential premises between the hours of .....and ..... [Regulated entertainment] or [consumption of alcohol] shall not be permitted in the following areas .....between the times of .....hours and .....hours.

**25. Noise and Vibration**

25.1 A scheme for the soundproofing of the building shall be submitted to the Licensing Authority. The use of the premises shall not commence until all soundproofing works have been carried out to the satisfaction of the Licensing Authority. The soundproofing works shall be maintained thereafter to the satisfaction of the Licensing Authority.

25.2 Noise or vibration shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.

25.3 Doors and windows shall be kept shut during operating hours.

25.4 Amplified sound equipment shall be governed by a sound limiting device set at a level approved by the Licensing Authority.

25.5 Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

- 25.6 All reasonable steps shall be taken to ensure that people entering or leaving the premises conduct themselves in an orderly manner and do not in any way cause annoyance to residents and people passing by the premises.
- 25.7 The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall be prohibited; or
- 25.8 The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall be prohibited except following prior notification to the Licensing Authority at least ten days in advance.
- 25.9 The placing of bottles into receptacles outside the premises shall only take place between the hours of 8.00 a.m. and 7.00 p.m.

**26. Noxious smells**

- 26.1 The premises shall be properly vented and noxious smells shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.

**27. Light pollution**

- 27.1 Flashing or particularly bright lights on or outside the premises such as would cause a nuisance to nearby properties shall not be permitted.

**28. Litter**

- 28.1 Litter bins and / or cigarette butt bins shall be provided in the vicinity of the premises. The number and locations of such bins shall be determined by the Licensing Authority.

## Annex G

**The protection of children from harm**

When addressing the protection of children from harm objective, applicants should initially identify any issues likely to adversely affect the objective and then the steps to deal with them. Such measures on the Operating Schedule might include the following potential situations for children to:

- (i) Purchase, acquire or consume alcohol in circumstances that are illegal.
- (ii) Be exposed to drugs, drug taking or drug dealing.
- (iii) Be exposed to gambling.
- (iv) Be exposed to activities of an adult or sexual nature including the exhibition of film, or transmission of programmes or videos that include strong language and/or sexual content
- (v) Be exposed to incidents of violence or disorder.
- (vi) Be exposed to environmental pollution such as cigarette smoke or excessive noise. In view of concerns about passive smoking, the Licensing Authority may expect, where necessary, a 'no smoking' area be set aside for use by children.
- (vii) Be exposed to hazards.
- (viii) Purchase cigarettes from vending machines. The Licensing Authority expects these machines to be in sight and under the supervision of bar staff.

*Note – This is not intended to be an exhaustive list.*

**Potential conditions relating to the protection of children from harm****29. Access for children to licensed premises****29.1 Age Restrictions – specific**

- (a) Children under 18 are not permitted on the premises; or
- (b) Children under 18 are not permitted on the premises between ..... hours and .....hours; or
- (c) Children under 18 are not permitted on the premises (in the following areas) (between .....hours and .....hours) (during the following licensable activities:.....); and/or
- (d) Children under xx are not permitted on the premises.

**29.2 Age Restrictions - Cinemas**

(a) Films shall be classified in the following way:

- U - Universal – suitable for audiences aged four years and over
- PG - Parental Guidance - some scenes may be unsuitable for young children
- 12A - passed only for viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult
- 15 - passed only for viewing by persons aged 15 years and over
- 18 - passed only for viewing by persons aged 18 years and over

(b) Immediately before each exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited on screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film.

- (c) Where a programme includes a film recommended by the Licensing Authority as falling into the 12A, 15 or 18 category no person appearing to be under the age of 12 and unaccompanied, or under 15 or 18 as appropriate, shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms –

PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.

This condition does not apply to members of staff under the relevant age while on-duty provided that the prior written consent of the person's parent or legal guardian has first been obtained.

### **29.3 Age Restrictions – Theatres**

- (a) Admission of children under 18 shall not be permitted to entertainment incorporating adult entertainment.
- (b) Where performances are presented especially for unaccompanied children attendants shall be stationed in the area(s) occupied by the children, in the vicinity of each exit; on each level occupied by children the minimum number of attendants on duty shall be one attendant per 50 children or part thereof.

### **29.4 Children in performances**

- (a) Backstage facilities shall be of a sufficient size to accommodate safely the number of children taking part in any performance.
- (b) All chaperones and production crew on the show shall receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.
- (c) Special effects, which may trigger adverse reactions especially with regard to children such as smoke, dry ice, rapid pulsating or flashing lights, shall not be used without consent of the Licensing Authority.
- (d) Children performing shall be kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises.

APPENDIX 2**LICENSING AND GENERAL PURPOSES PANELS**

(Membership in order of political group nominations)

**Labour****Conservative****Liberal  
Democrats****(1) CHIEF OFFICER APPOINTMENTS PANEL (5)**

	(3) [(2) Voluntary]	(2)	(1) [From Labour Group allocation]
<b><u>I.</u></b>	1. <b><u>Leader of Group</u></b>	1. <b><u>Leader of Group</u></b>	1. <b><u>Leader of Group</u></b>
<b><u>Members</u></b>	Councillor N. Shah (CH)	Councillor C Mote	Councillor Miss Lyne
	2. <b><u>Deputy Leader of the Group</u></b>	2. <b><u>Deputy Leader of the Group</u></b>	
	Councillor Dighé	Councillor D Ashton	

**(2) EARLY RETIREMENT SUB-COMMITTEE (3) (Non-proportional)**

	(2)	(1)	
<b><u>I.</u></b>	Bluston (CH)	Knowles	Branch
<b><u>Members</u></b>			
<b><u>II.</u></b>	1.	1.	1.
<b><u>Reserve</u></b>	2.	2.	2.
<b><u>Members</u></b>	3.	3.	

**(3) EDUCATION AWARDS APPEALS PANEL (3)**

	(2)	(1)
<b><u>I.</u></b>	Ray Toms* (CH)	Janet Cowan
<b><u>Members</u></b>		
<b><u>II.</u></b>	1. Ann Groves	1. Mrs Bath
<b><u>Reserve</u></b>	2. Thammaiah	2. Jean Lammiman
<b><u>Members</u></b>	3. Anne Whitehead	3. Vina Mithani

**(4) LICENSING PANEL (3) (Voluntarily non-proportional)**

(1) (1) (1)

**I.**  
**Members****O' Dell****Knowles (CH)****Branch****II.**  
**Reserve**  
**Members**1. Bluston  
2. Burchell  
3. Gate1. Arnold  
2. John Nickolay  
3. Mrs Joyce Nickolay1. Thornton  
2. Miss Lyne**(5) NATIONAL NON-DOMESTIC RATE: DISCRETIONARY RATE RELIEF APPEAL PANEL****(3) (Pool of Members)**

(To be selected from the following nominees)

Blann  
Burchell  
Currie  
Ann Groves  
Ismail  
Lavingia  
Toms  
Anne WhiteheadHarriss  
Mary John  
Myra Michael  
John Nickolay  
Mrs Joyce Nickolay  
VersallionBranch  
Miss Lyne**(6) PENSION FUND INVESTMENTS PANEL (4)**

(2) (2)

**I.**  
**Members****Bluston\* (CH)**  
**Idaikkadar****D Ashton \***  
**Romain****II.**  
**Reserve**  
**Members**1. Dighé  
2. Burchell  
3. Ingram1. Pinkus  
2. Myra Michael  
3. Harriss

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

**(7) PERSONNEL APPEALS PANEL (3) (Pool of Members)**

(To be selected from the following nominees)

Blann  
Bluston  
Currie  
Margaret Davine  
Mitzi Green  
Ann Groves  
Harrison  
Lavingia  
Ray  
Stephenson  
TomsArnold  
Mrs Bath  
Jean Lammiman \*Branch  
Miss Lyne

**(8) SOCIAL SERVICES APPEALS PANEL (3) or ((2)) (Pool of Members)**

**(2)**

Blann  
Mitzi Green  
Omar  
Mrs R Shah  
Toms

**((1))**

Myra Michael  
Vina Mithani  
Silver

**((1))**

Branch  
Miss Lyne

(CH)  
(VC)  
\*

= Chair

= Vice-Chair

Denotes Group Members for consultation on Delegated Action and/or administrative matters.



LICENSING AND  
GENERAL PURPOSES  
PANELS



## CHIEF OFFICER APPOINTMENTS PANEL

1 NOVEMBER 2004

Chair: \* Councillor N Shah (see Minute 43 below)

Councillors: \* Margaret Davine (2) \* Miss Lyne  
\* Jean Lammiman (3) \* Mrs Joyce Nickolay (1)

\* Denotes Member present  
(1), (2) and (3) Denote Nominee substitutes (see Minute 45 below).

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

43. **Chair of the Panel/Chair for the Meeting:**  
The appointed Chair for the Municipal Year 2004/05, Councillor Foulds, having appointed a nominee substitute to attend this meeting in his place, it was necessary to agree a Chair for the meeting.
- Councillor N Shah having been duly nominated and seconded, it was
- RESOLVED:** That Councillor N Shah be appointed Chair of the Panel for the purposes of this meeting.
44. **Arrangement of Agenda:**
- RESOLVED:** That the item appearing in Part II of the agenda (Minute 48 refers) be considered with the press and public excluded on the grounds that it contained confidential information which was exempt under the provisions of paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972, in that it related to applicants to become an office holder with the Authority.
45. **Membership:**
- RESOLVED:** That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-
- | <u>Original Member</u> | <u>Nominee Member Attending</u> |
|------------------------|---------------------------------|
| Councillor D Ashton    | Councillor Mrs Joyce Nickolay   |
| Councillor Foulds      | Councillor Margaret Davine      |
| Councillor C Mote      | Councillor Jean Lammiman        |
46. **Declarations of Interest:**
- RESOLVED:** That it be noted that there were no declarations of interest by Members in relation to the business on the agenda for this Panel meeting.
47. **Minutes:**
- RESOLVED:** That (1) the minutes of the Chief Officer Appointments Panel meeting held on 20 August and 15 September 2004, having been circulated, be signed as correct records;
- (2) the minutes of the meetings held on 1 October and 27 October 2004 be deferred until they are printed into the relevant Minute Volume.
48. **Appointment of Director of Community Care Services:**  
The Panel having interviewed three external short-listed candidates for the post of Director of Community Care, it was
- RESOLVED:** That Ms Penny Furness-Smith, Director of Integrated Services, Southend Borough Council/Southend Primary Care Trust, be appointed to the post of Director of Community Care, London Borough of Harrow, with effect from a date to be determined and in accordance with the terms and conditions of service governing Chief Officer posts.
- (Note: The meeting having commenced at 12.00 noon, closed at 4.45 p.m.).

(Signed) COUNCILLOR NAVIN SHAH  
Chair



## LICENSING PANEL

1 NOVEMBER 2004

Chair: \* Councillor O'Dell

Councillors: \* Branch \* Knowles

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**12. **Attendance by Reserve Members:**

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

13. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Nature of Interest</u>
8 – Application For an Annual Variation To A Public Entertainments Licence – VUE (Previously Warner Village) Cinema, St Georges Centre, Harrow.	Councillor Knowles declared a non-prejudicial interest arising from the fact that he has previously visited the Vue Cinema.

14. **Arrangement of Agenda:**

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

15. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 26 May 2004, having been circulated, be taken as read and signed as a correct record.

16. **Public Questions:**

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

17. **Petitions:**

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

18. **Deputations:**

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

19. **Application For an Annual Variation To A Public Entertainments Licence - Vue (Previously Warner Village) Cinema, St Georges Centre, Harrow:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application for an annual variation to a public entertainments licence for Vue (previously Warner Village) Cinema.

Vue Cinema was located in the St. Georges Centre and had a capacity for up to 1,887 persons.

Mr Dosanjh, Operations Director and Mr Dave, General Manager of Vue Cinema stated on behalf of the applicant that there were several advantages to be gained from granting the variation to the current licence. In relation to the needs of customers, Members were informed that firstly, there was a demand from students and shift-workers for late screenings of films and secondly, an extension would mean the ability to show a film at the same time as it was premiered in the United States. Benefits to the company included brand consistency and the ability to plan ahead. In relation to the latter, it was stated that this was important as 'Movie Houses' often only notified cinemas 20-25 days before releasing a film.

The Panel was informed that adverse effects of the variation to the licence would be minimal. Screenings of films were already staggered in order to avoid large numbers of patrons arriving at/leaving the venue at the same time. In addition, the late licence would only be used for screening high profile films, therefore it was unlikely that there would frequently be large numbers of people in the building and the surrounding area in the early hours of the morning.

In the discussion that followed, Members sought clarification on a number of issues. Responding to a query regarding the company's policy on patrons leaving the venue, it was advised that the cinema displayed notices asking patrons to 'Drive Carefully' at the end of each screening and staff members endeavoured to escort patrons off the premises.

There were two objectors to the application present at the meeting. The first objector, Mrs McNair, a resident of Headstone Road, Harrow, raised concerns about the potential noise pollution created by late night screenings. She had been unaware, however, that the late licence would only be used to screen a limited number of films throughout the year. Her fears were largely abated once she was reassured that the cinema would not be open in the early hours of the morning throughout the week.

Sergeant Davis, who represented the Metropolitan Police, had also objected to the licence application. He informed the Panel that if the variation to the current licence was granted, certain conditions regarding security arrangements should be included. In response, a Member suggested that a restriction on the number of occasions on which the late licence could be used be a condition of the licence.

**RESOLVED:** That the variation to the public entertainments licence for Vue Cinema, St. Georges Centre, Harrow, be granted with the following conditions attached:-

**AMENDED CONDITIONS:**

- 1) The maximum number of occasions on which the licence can be extended to 3am will not exceed 40 occasions per year.
- 2) 14 days prior written notice will be issued by the applicants to the Police, Licensing Authority and Fire Services for each requested occasion, details of which should include the names of the films to be shown and the auditoria to be used.
- 3) The applicants will adhere to the advice given by the Police regarding the number of security staff, taking into account crime and disorder and public safety matters.
- 4) All members of staff, excluding those involved in the retail section(s), are to be equipped with radios/communication devices at all times during the operating period of the licence.

[Note: The Chair asked Mr Dosanjh and Mr Dave, on behalf of the applicant, if they consented to the conditions listed above. Responding, they confirmed that they agreed to the conditions.]

(Note: The meeting having commenced at 6.02 pm, closed at 7.50 pm)

(Signed) COUNCILLOR PHILLIP O'DELL  
Chair

## PENSION FUND INVESTMENTS PANEL

15 NOVEMBER 2004

Chair: \* Councillor Bluston

Councillors: \* D Ashton  
\* Idaikkadar

\* Romain

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**16. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.17. **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.18. **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>Agenda Item</u>	<u>Reason</u>
9. UBS Custodians	) The reports relating to these items contain exempt information under paragraph 7 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that they refer to the financial or business affairs of a particular person ie Company other than the Council.
10. PFI Related Investment Opportunities	
11. Performance of Fund Managers – Quarter Ending 30 September 2004	
12. Actuarial Valuation at 31 March 2004	
13. Funding Strategy Statement	

19. **Minutes:****RESOLVED:** That the minutes of the meeting held on 22 July 2004, having been circulated, be taken as read and signed as a correct record.20. **Public Questions:****RESOLVED:** To note that no public questions were received at this meeting under the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution).21. **Petitions:****RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Committee Procedure Rule 15 (Part 4B of the Constitution).22. **Deputations:****RESOLVED:** To note that no deputations were received at this meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).23. **Any Other Business:**(i) **Pension Investment Workshop**

The Chair wished to thank Members who had attended the Workshop. He felt that the evening had been a great success although attendance had been sparse, and informed Members that another Workshop would be arranged some time in the Spring.

**RESOLVED:** That officers circulate any handouts distributed at the Pension Investment Workshop to Members who did not attend.

(ii) **John Fenwick**

The Chair also announced that John Fenwick was leaving the Authority and that this would be his last meeting. Members wished to formally bid John Fenwick good luck and thanked him for his tremendous and invaluable contributions.

24. **UBS Custodians:**

The Panel considered a confidential report of the Director of Financial and Business Strategy asking Members to approve the transfer of the custodial arrangements for the assets managed by UBS to JP Morgan Chase Bank with effect from 1 April 2005. Members felt that as there had only relatively recently been a steep increase in fees, these should not be raised again without further justification.

**RESOLVED:** That the transfer of the custodial arrangements from UBS to JP Morgan Chase Bank with effect from 1 April 2005 be agreed following negotiations with UBS regarding their fees.

25. **PFI Related Investment Opportunities:**

The Panel considered a confidential report of the Director of Financial and Business Strategy asking Members to consider taking no further action on a proposed PFI Investment Opportunity.

**RESOLVED:** That it be agreed that no further action be taken on the specific proposed PFI Investment Opportunity, but that officers be asked to report to a future meeting the views of the investment adviser on other investment opportunities that they should consider.

26. **Performance of Fund Managers - Quarter Ending 30 September 2004:**

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

**RESOLVED:** That (1) the performance of the three fund managers for the quarter ending 30 September 2004 and for the year to date against their bespoke benchmarks be noted; and

(2) officers provide a report to the next meeting on the active risk of the fund.

27. **Actuarial Valuation at 31 March 2004:**

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

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

28. **Funding Strategy Statement:**

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

**RESOLVED:** That the draft Funding Strategy Statement for the London Borough of Harrow Pension Fund be approved for consultation.

(Note: The meeting having commenced at 7.35 pm, closed at 9.30 pm)

(Signed) COUNCILLOR HOWARD BLUSTON  
Chair

**EARLY RETIREMENT SUB-COMMITTEE**

**29 NOVEMBER 2004**

Chair: \* Councillor Bluston

Councillors: \* Branch \* Knowles

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

17. **Attendance by Reserve Members:**

**RESOLVED:** To note that there are no Reserve Members currently appointed for the Sub-Committee.

18. **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.

19. **Arrangement of Agenda:**

**RESOLVED:** That (1) further to the provisions of the Local Government (Access to Information) Act 1985 all items be considered with the press and public present with the exception of the following items for the reasons set out below:

<u>Agenda Items</u>	<u>Reason</u>
9. Exercise Discretion under Regulation 15 of the Local Government Pension Scheme (LGPS) 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 (Access to Information) Act 1972 in that they related to particular employees.
10. Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended)	
11. Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended)	
12. Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended)	
13. Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) Regulations 2000	

(2) agenda Item 13 be withdrawn from the meeting.

20. **Minutes:**

**RESOLVED:** That the minutes of the meetings held on 3 August and 2 September 2004, having been circulated, be taken as read and signed as correct records.

21. **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.

22. **Exercise Discretion under Regulation 15 of the Local Government Pension Scheme (LGPS) Regulations 1997 (as amended):**  
A report of the Executive Director (Business Connections) was presented to the Sub-Committee reporting an application under Regulation 15 of the Local Government Pension Scheme (LGPS) Regulations 1997 (as amended).
- In addition, a further report was presented asking Members to consider early retirement under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended).
- RESOLVED:** That (1) it be agreed that this was a suitable case for consideration under Regulation 15 of the Local Government Pension Scheme Regulations 1997 (as amended);
- (2) having determined that the application met the criteria in (1) above, discretion be exercised and it be agreed that JF's standard pension contribution be met in full for the period 20 October 2003 to 31 December 2004;
- (3) it be agreed that this was a suitable case under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended) and the early retirement of JF be agreed.
23. **Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended):**  
A report of the Executive Director (Business Connections) advised of an application by an employee under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended).
- 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 set at the Licensing and General Purposes Committee on 4 March 2004, discretion be exercised and the early retirement of DC under Regulation 31 be agreed.
24. **Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended):**  
The Sub-Committee received a report from the Executive Director (People First) which set out an application by an employee under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended), 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); and
- (2) having determined that the application met the criteria determined at the Licensing and General Purposes Committee on 4 March 2004, discretion be exercised and the early retirement for JP under Regulation 31 be agreed.
25. **Exercise Discretion under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended):**  
The Executive Director (Urban Living) reported on an application by an employee under Regulation 31 of the Local Government Pension Scheme Regulations 1997 (as amended), 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); and
- (2) having determined that the application met the criteria determined at the Licensing and General Purposes Committee on 4 March 2004, discretion be exercised and the early retirement of RG under Regulation 31 be agreed.

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

**RESOLVED:** To note that this item had been withdrawn from the agenda.

(See also Minute 19).

(Note: The meeting having commenced at 6.00 pm, closed at 6.45 pm)

(Signed) COUNCILLOR HOWARD BLUSTON  
Chair



AUDIT  
COMMITTEE



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**REPORT OF AUDIT COMMITTEE**


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**MEETING HELD ON 30 NOVEMBER 2004**


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Chair: \* Councillor John Cowan

Councillors: \* Branch \* Ingram  
\* Idaikkadar \* Romain

\* Denotes Member present

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

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

12. **Appointment of Chair:**

**RESOLVED:** To note the appointment at the meeting of Council on 21 October 2004 of Councillor John Cowan as Chair of the Committee for the remainder of the Municipal Year 2004/2005.

13. **Attendance by Reserve Members:**

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

14. **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.

15. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
11(a).Statement of Accounts 2003/2004	This report was not available at the time the agenda was printed and circulated. Members are requested to consider this item as final approval of the accounts and audit certification by 30 November is a statutory requirement.
12. External Audit Report on the Accounts (SAS610)	This report was not available at the time the agenda was printed and circulated. Members are requested to consider this item as a matter of urgency.

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

16. **Appointment of Vice Chair:**

**RESOLVED:** That Councillor Mark Ingram be appointed as Vice Chair of the Committee for the remainder of the Municipal Year 2004/2005.

17. **Terms of Reference:**

The Chair noted that he wished to see more robust terms of reference for the Committee.

**RESOLVED:** To note the terms of reference of the Committee and the request from the Overview and Scrutiny Committee.

18. **Minutes:**

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

19. **Public Questions:**

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

20. **Petitions:**

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

21. **Deputations:**

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

22. **Statement of Accounts 2003/2004:**

Members considered a report of the Director of Financial and Business Strategy, which detailed the audited Statement of Accounts for the financial year 2003/2004. The Chair hoped that the internal and external auditors, together with Members of the Committee, would ensure that, in future, more time was allowed for Members to consider the report before the meeting. However, it was noted that the Statement of Accounts was largely the same document as the Committee had approved at its meeting in July 2004. It was added that the statutory deadline for approving the 2004/2005 draft accounts had been brought forward to 31 July 2005.

**RESOLVED:** That (1) the audited Statement of Accounts for the financial year 2003/2004 be approved; and

(2) the minute of the Overview and Scrutiny Committee meeting held on 19 October 2004 be noted.

23. **External Audit Report on the Accounts (SAS610):**

The Committee received a report from the external auditors, which summarised the main areas that had arisen from the audit of the Statement of Accounts. The report detailed the adjustments not recorded in the accounts, together with the omission of disclosure items. The Director of Financial and Business Strategy informed the Committee that, of approximately two hundred disclosure points identified by the external auditors, the vast majority had been acted upon.

Members were referred to page 7 of the second supplemental agenda, which outlined the resolution of audit issues identified before and during the audit process. The Director of Financial and Business Strategy confirmed that invoices to Harrow PCT had been raised and it was expected that the full amount would be recovered.

The Committee discussed the issue of 'Commuted Car Park Gifts' and the Council's obligations under previous agreements. Although the Council had located a number of these agreements, the external auditors recommended that every effort should be made to locate all such agreements in order to establish the nature of its obligations. On the basis of those agreements already submitted, the external auditors were satisfied that no additional liabilities needed to be included in the accounts. Officers confirmed that the Council's agreements would be reviewed again in order to clarify its position. The Portfolio Holder for Business Connections and Performance emphasised that legal documents such as these should be made easily accessible, particularly given the imminent introduction of the Freedom of Information legislation.

The Director of Financial and Business Strategy advised the Committee that the most significant issue arising from the accounts was the Council's bad debt provision. The Committee was further advised that, following other substantive pieces of work such as the revision of the Financial Regulations, work was being undertaken to rectify the problems identified.

Members of the Committee referred to the issue of 'Disclosure Items', and asked officers to clarify why all of the omissions had not been rectified. It was explained that the majority of omissions had been addressed in the time available. Any remaining omissions would be incorporated in next year's accounts. It was agreed that the Committee would receive an update on the outstanding items when considering the draft accounts next year.

The Committee was referred to section 6 of the report, which set out the Council's system weaknesses. Members were informed that the external auditors had reviewed the work undertaken by internal audit. A sizeable proportion of the recommendations

identified by internal audit in relation to core financial systems were repeated from the previous year. Attention was also drawn to Appendix 4, which summarised weaknesses in general computer controls. An officer added that finalising the IT security policy would provide an opportunity for the Council to strengthen its IT systems. The Committee agreed that the IT Manager should attend a future meeting of the Committee to provide information on the progress achieved in this area.

**RESOLVED:** That (1) the IT Manager be asked to attend a future meeting of the Committee to provide information relating to the Council's IT Security Policy; and

(2) the external auditors' report be noted.

24. **Internal Audit Mid-Year Report 2004-2005:**

The Committee received a report of the Director of Financial and Business Strategy, which summarised progress against the 2004/05 audit plan. It was reported that good progress had been made in a number of areas, including work on IT systems and anti-fraud work. It was expected that progress in the second half of the financial year would prove more challenging owing to staffing issues, sickness absence and maternity leave.

A Member praised the work of internal audit, which it was felt provided an effective service. It was added that one of the functions of the Committee was to support the internal audit process and follow up on their recommendations.

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

(Note: The meeting, having commenced at 7.30 pm, closed at 8.45 pm).

(Signed) COUNCILLOR JOHN COWAN  
Chair



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



CABINET



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**REPORT OF CABINET**


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**MEETING HELD ON 11 NOVEMBER 2004**


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Chair: \* Councillor N Shah

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

\* Denotes Member present

[Note: Councillor Jean Lammiman also attended this meeting to speak on the item indicated at Minute 642 below].

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

632. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
10. Key Decision – Management of the Council's Housing Stock	Councillor Miss Lyne	The Member indicated a personal interest arising from her membership of the ALMO Shadow Board. The Member indicated that she would act in the Council's best interests and that she did not regard her interest as prejudicial. The Member would remain in the room and participate in the discussion and would vote on the item.

633. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 14 October 2004, having been circulated, be taken as read and signed as a correct record.

634. **Arrangement of Agenda:**

The Chair indicated that item 10, Management of the Council's Housing Stock, would be considered following the procedural items.

Cabinet agreed to waive Executive Procedure Rule 15.2 in relation to the time limit for public questions.

**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>
12. Harrow Town Centre – Strategy and Masterplan: Complementary Traffic Management and Street scene Improvements for College Road and Clarendon Road – Appendix C	The appendix contained exempt information under Paragraphs 7 and 9 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 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.
17. Whitchurch Pavilion, Whitchurch	The report contained exempt information

## Playing Fields

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 terms proposed or to be proposed in a contract for the acquisition or disposal of property or supply of goods and services.

18. Multi-Storey Car Park, The Broadway, Stanmore

The report contained exempt information under Paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to the terms proposed to the Authority in the course of negotiations for the disposal of land.

19. Greenford Road Properties

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 about the amount of expenditure proposed to be incurred by the Authority under a particular contract.

635.

**Petitions:**

Gareth Thomas MP submitted a petition containing 2,500 signatures, the terms of which were as follows:-

“We the undersigned urge Harrow Council to do all in their power to facilitate development of the former Safeways supermarket site in North Harrow. We are concerned that the future of this key site in North Harrow is still unresolved and believe the absence of a major supermarket in North Harrow is having an adverse impact on the businesses, forcing too many local people to travel to other shopping areas (causing particular difficulties for elderly and disabled people).”

**RESOLVED:** That the petition be received and noted.

636.

**Public Questions:**

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

1.

**Questioner:** Mr Berjis Daver

**Asked of:** Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

**Question:** “The Council recently passed a motion in support of the current proposal for London to host the Olympics in 2012. Does this mean that this council is officially supporting the plan to charge UP TO £95 PER ANNUM extra tax only to Council Tax payers’ for between the next 10-20 years to help pay for the Games? If so who did you consult and how is it fair to levy extra tax so selectively on less than half the adult population of the Borough when your motion said that the Council foresaw major benefits for all”?

2.

**Questioner:** Mr John Mitchell

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

**Question:** “Harrow Council is offering mothers a one off grant of £60 to help towards the cost of buying reusable cotton nappies. The use of disposable nappies is claimed to cost Harrow Council over

£100,000 per year using landfill sites because an average weekly use for one baby fills up half a wheelie bin.

What is the current take-up of this grant and what is the projected saving for the council taxpayer in this financial year”

3.

**Questioner:** Mr Stanley Sheinwald

**Asked of:** Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

**Question:** “Residents have been hit with Council Tax increases some 60% greater than the average since your administration took over in Harrow. The rate of increase has accelerated with a 26% uplift in the last two years alone but you are still intending to charge even more next year projecting 3% before inflation.

How do you explain the inability of your administration to produce a zero increase as achieved by Wandsworth and Westminster this year in spite of the extra millions you have extracted from Harrow council tax payers over several years.”

4.

**Questioner:** Mr David Page

**Asked of:** Councillor Sanjay Dighé (Portfolio Holder for Business Connections and Performance)

**Question:** "How much of the projected saving from Procurement and Efficiency of £6,085,000 budgeted for 2004-05 has been achieved in the first six months of this period, split by cost centre?"

5.

**Questioner:** Mr Michael Horam

**Asked of:** Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

**Question:** “The Council is looking to invest in excess of one hundred million pounds over a number of years on Information Technology and Housing maintenance. Please confirm the sum of money involved in total, what terms it is being borrowed on and the nature of the contracts which have been or are planned to be awarded.”

6.

**Questioner:** Mr Pravin Seedher

**Asked of:** Councillor Navin Shah (The Leader of the Council and Chair of Cabinet)

**Question:** “Please describe the Budget monitoring process in place in the financial year 2003/04 in the Housing Dept, covering Communication of Budgets, Capture of Actuals, Exception reporting, including how often variances and exceptions were checked (daily or weekly or monthly or yearly), by whom they were checked, the role performed by the executive (\*) in monitoring variances during the financial year and what information (about variances) was passed to the executive (\*) during the financial year?

(\*) From previous questions I have established that executive responsibility is exercised by the Chief Executive, Senior Directors and the Cabinet.”

7.

**Questioner:** Mr John Harvey**Asked of:** Councillor Keith Burchell (Portfolio Holder for Planning, Development and Housing)**Question:** "As the council has recently experienced a major overspend on its housing maintenance expenditure and has admitted that its original bid for ALMO grant was significantly understated, how can the council and tenants/leaseholders of Harrow now have any confidence that the information on which the decision not to go ahead with the ALMO is reliable and realistic?"

8.

**Questioner:** Mr R W Price**Asked of:** Councillor Keith Burchell (Portfolio Holder for Planning, Development and Housing)**Question:** "As a Leaseholder of the London Borough of Harrow, I would like to know whether or not the Council are going to ballot the tenants and Leaseholders on this matter. The decision of the tenants and leaseholders was taken into account when the decision to go for the ALMO was taken, and they should be given the opportunity to voice their opinions. Any ballot paper put out should give a clear explanation of what an ALMO is, following the flawed information given in the press that the ALMO was in fact an RSL."

An oral answer was provided to questions 1-4 and 6-8 and, under the provisions of Executive Procedure Rule 15.4, Messrs Mitchell, Sheinwald, Seedher, Harvey and Price each asked a supplementary question which were additionally answered.

Councillor N Shah offered his apologies to Mr Horam as he did not have an oral answer prepared but indicated that he would provide him with a written response to his question and would be willing to discuss the issues with him.

In relation to question 2, Councillor O'Dell indicated that he would write to Mr Mitchell with further details and would be willing to discuss the issues raised.

In relation to question 6, Councillor N Shah indicated that he would, in addition to his oral answer, provide Mr Seedher with a written response to his supplementary question.

637. **Key Decision - Management of the Council's Housing Stock:**

The Executive Director (Urban Living) introduced the report, which followed on from the previous discussion at Cabinet on 14 October 2004. He drew Members' attention to the tabled recommendation, which had been prepared following the Cabinet pre-meeting with the ALMO Shadow Board earlier that evening. Members also noted the tabled documents in relation to the Housing Repairs retendering process and the draft project plan for decent homes option appraisal and tenant empowerment.

The Executive Director (Urban Living) detailed the content of the report and outlined the three options proposed by the Office of the Deputy Prime Minister (ODPM) for Councils to achieve the Decent Homes Standard by 2010 namely, ALMO, Stock Transfer to Registered Social Landlord and Housing Revenue Account Private Finance Initiative. He advised that retention was a fourth option by which a Council could fund the necessary capital investment through its own sources. He indicated that, following a meeting with a representative of the ODPM the previous day, he was able to advise Cabinet that it had been recognised that Harrow had a unique set of circumstances and that the ODPM had indicated its support.

The Chief Executive emphasised that if the ALMO was proceeded with in its current form the existing bid was under funded. She outlined the possible uses of prudential borrowing and stated that the Council could not proceed in the current way as it was not an option for the future. The Government had indicated that its clear preference was that Authorities had to move forward and put the management of the housing stock at arms length from the Council.

The Portfolio Holder for Planning, Development and Housing introduced the tabled recommendation and indicated some further amendments to the proposed wording.

A Member expressed concern in relation to the figures before Cabinet and indicated his reservations. In response to a question in relation to the legality of disbanding the ALMO, the Director of Corporate Governance advised that it was the Board that would be wound up, and that the company, which had been set up by a group of London Solicitors would, in effect, remain dormant.

Cabinet, having agreed a number of changes to the proposed tabled recommendation,

**RESOLVED:** (1) That the independent Directors of the Shadow Board, together with the Tenant and Councillor representatives of the Board, be thanked for their hard work in helping to establish Spire Community Homes as the Council's ALMO;

(2) that, with immediate effect, the current ALMO bid be retracted;

(3) that Prudential Borrowing be used to initiate work to enable immediate progress to be made to achieve the Decent Homes Standard for all the Council's Housing Stock by 2010;

(4) that a Cabinet Advisory Panel for Housing Improvement Options be established comprising of no more than 6 Members (3:2:1) to oversee the Options Appraisal and to make recommendations to Cabinet on the use of Prudential Borrowing;

(5) that the following be invited to appoint advisors to the Panel:-

Tenants Federation - 2  
Unison - 1  
ALMO Shadow Board - 2

(6) that the Panel's terms of reference be approved via a Portfolio Holder decision and noted at its first meeting which was to be held, if possible, by the end of November;

(7) that the Chief Executive, in consultation with the 3 Group Leaders, be authorised to act on behalf of the Council to take whatever steps were necessary to establish, run, subscribe and appoint Directors to the company, Spire Community Homes;

(8) that central to the exercise was the need to actively engage Harrow's tenants and leaseholders on the widest possible front to empower them both to get involved in the management of their service and in the consideration of the options for the future of the Council's housing stock;

(9) that the Council's Housing Service be located within the Urban Living Professional Services Division as set out in the structure chart appended to the report of the Executive Director (Urban Living);

(10) that the Executive Director (Urban Living) be authorised to commission the necessary Stock Condition Survey required both to inform the Options Appraisal exercise and to plan for the capital investment programme;

(11) that the Executive Director (Urban Living) be authorised to re-tender the Repairs Partnering Contracts;

(12) that a report be submitted by the Panel to Cabinet on 16 December 2004.

**Reason for Decision:** In order to best meet the interests and needs of the Council's tenants and to meet the Government's targets for Decent Homes by 2010.

[Note: Councillors D Ashton, Miss Lyne and C Mote wished to be recorded as having abstained from voting on this item due to their lack of satisfaction with the consultation with the ALMO Shadow Board and tenants].

(See also Minute 632).

638. **Budget Monitoring as at 30 September 2004:**

The Director of Financial and Business Strategy introduced the report which outlined the current revenue, Housing Revenue Account and capital budget position. She drew attention to the revenue virements and overspends in relation to People First and Urban Living detailed in Appendix 1 to her report.

Following a number of queries from Members, the Portfolio Holder for Business Connections and Performance indicated that this item would be considered at the next meeting of the Budget Review Working Group but acknowledged that it would, in future, be preferable to discuss such reports prior to their submission to Cabinet.

**RESOLVED:** That the current revenue, Housing Revenue Account and capital budget position be noted and that the revenue virements recommended in Appendix 1 (Paragraph 10) and the use of Reserves detailed in Appendix 2 to the report of the Director of Financial and Business Strategy be approved.

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

639. **Strategic Performance Report - Quarter 2 2004/05:**

The Director of Organisational Performance introduced the report to the Performance Board and outlined the actions being taken. He highlighted the significant areas of progress over the last quarter and the areas requiring further work.

In response to a Member's question, the Director of Organisational Performance indicated that it would be possible to include details of the performance in the previous quarter in future Strategic Performance reports to enable comparison.

Cabinet, in noting that the Harrow Benefits Services now had the best turnaround time in London for the processing of new claims, requested that their congratulations be conveyed to the staff concerned.

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

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

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

640. **Commission for Social Care Inspection Annual Review:**

In his role as Director of Social Services, the Director of Children's Services introduced the covering report for the Commission for Social Care Inspection (CSCI) Annual Review Letter and circulated supporting documentation from Children's Services and Community Care Services setting out progress made during 2003/04. The letter set out the achievements of the Council and those areas where further work was required.

The Director reported that the CSCI had been invited to attend this meeting of Cabinet but the invitation had been declined. However, the invitation had been reissued for the December meeting.

Cabinet expressed concern and disappointment at the non-attendance of the Inspectors and also the quality of the report. Members were concerned at the lack of recognition given to the work of Council staff and service improvements, which had already been made. Members concurred that the areas of development referred to in the report were those already known to the Authority and where work was taking place.

The Portfolio Holder for Social Care and Health indicated that the tone of the report was disappointing and that the improvements, although included in the report, were difficult to draw out. She reported that the tabled documents highlighted the improvements since April 2004.

**RESOLVED:** (1) That the Annual Review Letter be noted:

(2) that officers be instructed to take appropriate action to continue performance improvement along the lines set out in the Annual Review Letter;

(3) that staff be congratulated for their good work.

**Reason for Decision:** To ensure that Cabinet had complied with the requirement of Central Government for political consideration and open publication of the letter and to inform Cabinet of progress made and work still to be done as part of the overall Council improvement programme.

641. **Forward Plan 1 November 2004 - 28 February 2005:**

**RESOLVED:** To note the contents of the Forward Plan for the period 1 November 2004 – 28 February 2005.

642. **Reports from the Overview and Scrutiny Committee or Sub-Committees - Review of New Harrow Project Phase 2:**

In accordance with Executive Procedure Rule 18, the Chair invited Councillor Jean Lammiman, the Chair of Overview and Scrutiny Committee, to introduce the report of the Scrutiny Review Group.

The Chair of the Overview and Scrutiny Committee read a summary of the key findings of the Review Group, which she indicated that she would circulate to Cabinet Members. She emphasised that the report was a 'living' document and advised that the Scrutiny Review Group would shortly be looking at New Harrow Project Phase 3 and outlined the issues that would be considered.

The Portfolio Holder for Communications, Partnership and Human Resources welcomed the report and indicated that she would be discussing the issue of communication with officers.

Cabinet, having noted an amendment from Councillor Miss Lyne in relation to recommendation 3 of the Review Group,

**RESOLVED:** That the recommendations of the Scrutiny Review Group, as now amended, be agreed as follows:-

**PHASE 2 OF THE SCRUTINY REVIEW OF THE NEW HARROW PROJECT**

That (1) rigorous groundwork be completed prior to the adoption of all future projects and a fully documented project planning process be implemented;

(2) the role of the Area Director be supported by clear lines of accountability and the responsibilities of the post be clarified and communicated;

(3) consideration be given to supporting the sharing of information and learning experiences arising from the Project across the whole Council, Members and staff, and to establishing processes to support organisational learning in future;

(4) the Executive review what further measures might be necessary to ensure the sustainability of the project;

(5) the progress of First Contact, which was fundamental to strengthening the Council's interface with the public, continue to be expedited;

(6) the Council seek greater clarity over its key priorities and this is supported by clear statements of what would and would not be possible in given timeframes;

(7) further consideration be given to the ways in which the ownership of the NHP could be broadened;

(8) the Executive undertake a review of the process for Member engagement in the NHP and all political groups review their processes for cascading information to their Members and ensuring that their Members are aware of the relevance and importance of the more critical development opportunities offered;

(9) the Executive revisit the processes used to engage staff and the public in the change process and the Publications Panel consider the use of route maps and stories to assist in communicating the New Harrow Project message both internally and externally;

(10) the Council consider whether it would now be appropriate to rename the NHP, to recognise the mainstreaming of activities and the organisation's culture change.

**PUBLIC REALM MAINTENANCE**

That (1) regular monitoring reports of cleanliness, by street, be submitted to Ward Members and copied to Review Group for the next 12 months;

(2) the distribution of the area newsletters be extended to businesses and consideration is given to the options for improving communications with business communities in NHP areas, particularly in Kenton, whether through the existing newsletter or alternative means of communication;

(3) the Executive consider establishing procedures to ensure that any offers of assistance from business/local communities are communicated effectively across the Authority;

(4) the Executive consider measures to improve communications around the project with those outside the roll out areas and to publicise the timescale for the roll out to the remaining areas, together with the measures already implemented to improve PRM standards in non NHP areas;

(5) enforcement best practices in other Local Authorities be identified and consideration given to strengthening the support available to area team staff in addressing issues of enforcement, particularly from planning and legal services;

(6) work to engage the Harrow Town Centre community, particularly in relation to Youth diversionary activities, be prioritised and draws upon the review of relevant best practices in other Authorities;

(7) when entering into new contracts with existing or new contractors, ensure that adequate safeguards are built into the contract to ensure the Council exercises appropriate control over sub-contractors and, in relation to future roll-out areas, seek where possible to ensure such controls are available in the case of variations of existing contracts or entering into new ones;

(8) the establishment of new ICT provision, which was particularly critical to the effective communications between the call centre, frontline staff and managers as well as to the introduction of efficient performance monitoring process, continue to be expedited;

(9) the potential challenges associated with the incorporation of Grounds Maintenance services into consolidated PRM maintenance arrangements and the soft market testing of future roll out area(s) be prioritised and the Executive give careful consideration to maintaining effective communications with staff on these issues and to ensure that all appropriate measures are taken to involve staff;

(10) the Executive give consideration to the historical way in which the grounds maintenance costs of housing land is charged to the HRA and to the alternative options which might be available, including the possible transfer of some areas away from specific housing ownership.

**Reason for Decision:** The New Harrow Project was central to the Council's corporate priorities. The Overview and Scrutiny Committee had referred the report and its recommendation to Cabinet for consideration.

643. **Harrow Town Centre - Strategy and Masterplan: Complementary Traffic Management and Street Scene Improvements for College Road and Clarendon Road:**

The Chief Executive introduced the report and outlined the recommendations from the Town Centre Project Panel meeting held on 28 September 2004.

**RESOLVED:** (1) That the highway proposals set out in paragraphs 8.3 and 8.4 and as shown in Appendices 1 to 4 to the Director of Strategic Planning's report be agreed;

(2) that officers be authorised to:

- (a) take all necessary steps under Section 6 of the Road Traffic Regulation Act 1984 to:
  - (i) remove loading restrictions on the north side of College Road over a length of 10 metres outside of No. 66 (Hygeia House) as shown in Appendix 3 to the report of the Director of Strategic Planning;
  - (ii) extend the time of the loading restrictions in Clarendon Road to 'no loading at any time' between its southerly junction with Kymberley Road/College Road and the exit to the multi storey car park as shown in Appendix 4 to the report of the Director of Strategic Planning;
  - (iii) introduce a loading bay at the northerly junction of Clarendon Road and Kymberley Road (at the north west corner of Kings House) as shown in Appendix 4 to the report of the Director of Strategic Planning;

the details of which be delegated to officers and subject to any formal objections to the traffic order;

- (b) take all necessary steps under Section 23 of the Road Traffic Regulation Act 1984 to:
- (i) relocate the pelican crossing in College Road by Harrow-on-the-Hill Station approximately 10 metres to the west and widen the crossing to 8 metres as shown in Appendices 1, 2 and 3 to the report of the Director of Strategic Planning;
  - (ii) relocate the pelican crossing on Greenhill Way by No. 58 approximately 15 metres to the east as shown in Appendix 4 to the report of the Director of Strategic Planning;

the details of which be delegated to officers;

- (c) take all necessary steps under Section 6 of the Road Traffic Regulation Act 1984 or instruct Transport for London under the London Hackney Carriages Act 1850 to:
- (i) reduce the capacity of the taxi rank in College Road by Harrow on the Hill station from 3 to 2 taxis;
  - (ii) introduce a new taxi rank on the south side of College Road outside of No. 51 (former post office);

as shown in Appendices 1 and 3 to the report of the Director of Strategic Planning, the details of which be delegated to officers and subject to any formal objections to the traffic order.

**Reason for Decision:** To address the Council's corporate priority of enhancing the environment. The proposed measures were in line with the strategic direction for the Town Centre set out in the Town Centre Development Strategy.

644. **Re-appointment of subsidiary body memberships:**

**RESOLVED:** (1) That the membership of the Cabinet, agreed at Council, be noted;

(2) to re-appoint the following bodies with the membership detailed in the appendix to these minutes:-

New Harrow Project Panel  
 Town Centre Project Panel  
 Best Value Panel  
 Better Government for Older People Panel  
 Education Admissions and Awards Panel  
 National Non-Domestic Ratepayers Consultative Panel  
 Publications Panel  
 South Harrow Study Panel  
 Strategic Planning Advisory Panel  
 Supporting People Panel  
 Wealdstone Regeneration Panel  
 Budget Review Working Group  
 Community Consultative Forum  
 Education Consultative Forum  
 Employees' Consultative Forum  
 Tenants' and Leaseholders' Consultative Forum  
 Harrow Admissions Forum;

(3) that the membership of the Grants Panel and the Traffic Panel be increased to 10 members and include Councillors Rekha Shah and Miss Lyne as members of the Grants Panel with Councillor Navin Shah appointed as fifth reserve, and Councillor Burchell as a member of the Traffic Panel;

(4) that, Councillor Burchell be appointed as Chair to the Housing Improvement Options Advisory Panel, the Membership of which is as follows:-

<u>Members</u>	Burchell	Knowles	Miss Lyne
	Currie	Anjana Patel	
	(Vacant)		

(5) to appoint the Chairs to Subsidiary Bodies as set out in the Appendix to these minutes;

(6) that Councillor Margaret Davine be appointed to the Fostering Panel;

(7) that the Assistants and Spokespersons be appointed as set out in the Appendix to these minutes.

**Reason for Decision:** To re-establish the bodies following the re-determination.

[Note: Councillors D Ashton, Miss Lyne and C Mote wished to be recorded as having voted against resolution 3 as the Major Minority Group appeared to be changing the rules of proportionality to suit their purposes].

645. **The Council's Calendar of Meetings 2005/6:**

The Chief Executive introduced the report, which outlined the Calendar of Meetings for the Authority for the Municipal Year 2005/6. Members noted the addition of two religious festivals in November 2005 and January 2006.

Members indicated that the Calendar for May 2006 required further consideration and requested that Sunday appear as the left hand column of the Calendar.

**RESOLVED:** That the Calendar of Meetings for the Authority for the Municipal Year 2005/6 be approved.

**Reason for Decision:** The Calendar of Meetings was approved on an annual basis at approximately this time of year for the succeeding Municipal Year. Its advance approval allowed Members and officers to identify forward commitments.

646. **Council Notice Boards and Billboards:**

The Executive Director (Urban Living) introduced the report which outlined the contractual position in relation to Council notice boards and billboards.

**RESOLVED:** That the contractual position be noted.

**Reason for Decision:** The legal requirement to give a full year's notice of non-renewal of the contract with Adshel allowed for a new provider to be identified to improve the current provision of community notice boards.

647. **Whitchurch Pavilion, Whitchurch Playing Fields:**

Members considered a confidential report from the Executive Director (Urban Living) in relation to Whitchurch Pavilion, Whitchurch Playing Fields.

In response to a Member's question, the Interim Head of Valuation confirmed that a further report would be submitted to Cabinet in relation to the marketing of the remaining properties.

**RESOLVED:** (1) That the letting of Whitchurch Pavilion on a lease be approved, in principle;

(2) that the Director of Professional Services (Urban Living) be authorised to conclude a letting to Potters House Nursery on the basis set out in the report of the Executive Director (Urban Living).

**Reason for Decision:** To enable the building to be let and brought back into use.

648. **Multi-Storey Car Park, The Broadway, Stanmore:**

Members considered a confidential report from the Executive Director (Urban Living) in relation to the Multi-Storey Car Park, The Broadway, Stanmore.

Cabinet, in looking forward to the reprovisioning of a multi storey car park in Stanmore,

**RESOLVED:** (1) That the Director of Professional Services be authorised to conclude compensation arrangements with the tenants;

(2) that the total costs of £420,000 be met from the balance in the Commuted Car Park Fund (which currently stood at £300,488), £182,200 having already been reflected in the Council's capital programme.

**Reason for Decision:** To effect proposals resolved by Cabinet on 29 May 2002 to (1) conclude arrangements with tenants for temporary displacement and agreement to new leases upon completion of the new car park and (2) to demolish the multi-storey car park and replace it with a surface level car park.

649. **Greenford Road Properties:**  
Members considered a confidential report from the Executive Director (Urban Living) in relation to the Greenford Road Properties.

**RESOLVED:** To retain ownership of the four properties indicated in the report of the Executive Director (Urban Living) and appoint a Registered Social Landlord as a development agent to modernise the properties to Decent Home standards (which were below Housing Corporation/Harrow scheme design standards), in recognition of the narrow frontages and limited space standards within the properties.

**Reason for Decision:** The four properties on Greenford Road had been vacant since Spring 2003 following handback from West Hampstead Housing Association. They were in poor condition and required extensive refurbishment and rear extensions to provide modern facilities and to meet decent home standards.

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

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

(2) at 10.14 pm to continue until 10.30 pm and;

(3) at 10.30 pm to continue until the completion of business.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.52 pm).

(Signed) COUNCILLOR NAVIN SHAH  
Chair

APPENDIX 1LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2004/2005

(Membership in order of political group nominations)

(I) CABINET (10)

LabourConservativeLiberal  
Democrat

(7)

(2)

(1)

I.  
Members

Burchell  
Margaret Davine  
Dighé  
Marie-Louise Nolan  
O'Dell  
N Shah (CH)  
Stephenson

D Ashton  
C Mote

Miss Lyne

**EXECUTIVE SUB-COMMITTEES 2004/2005****(1) NEW HARROW PROJECT PANEL (6) (Non-proportional)**

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
	(3)	(2)	(1)
<b><u>I. Members</u></b>	<b>Margaret Davine N Shah Stephenson * (CH)</b>	<b>D Ashton C Mote</b>	<b>Miss Lyne</b>
<b><u>II. Reserve Members</u></b>	1. Burchell 2. Marie-Louise Nolan 3. O'Dell		

**(2) TOWN CENTRE PROJECT PANEL (6) (Non-proportional)**

	(3)	(2)	(1)
<b><u>I. Members</u></b>	<b>Burchell * (CH) O'Dell N Shah</b>	<b>D Ashton C Mote</b>	<b>Miss Lyne</b>
<b><u>II. Reserve Members</u></b>	1. Stephenson 2. Margaret Davine 3. Dighé		

(CH) = Chair  
(VC) = Vice-Chair

**CABINET ADVISORY PANELS 2004/2005**

(Membership in order of political group nominations)

**Labour****Conservative****Liberal  
Democrat****(1) BEST VALUE PANEL (7)****(4)****(3)****I.  
Members****Bluston\* (CH)  
Currie  
Idaikkadar  
Burchell****D Ashton \*  
Vina Mithani  
Pinkus****II.  
Reserve  
Members**1. Omar  
2. Dighé  
3. N Shah  
4. Ray1. Osborn  
2. Arnold  
3. Billson**(2) "BETTER GOVERNMENT FOR OLDER PEOPLE" PANEL (5)****(3)****(2)****I.  
Members****Margaret Davine  
Ann Groves\* (CH)  
Lavingia****Billson  
John Nickolay \*****II.  
Reserve  
Members**1. Blann  
2. Thammaiah  
3. Toms1. Kara  
2. Mrs Kinnear  
3. Seymour

Advisers (Non Voting): one representative of each of the following organisations:-

Age Concern (Harrow) – Betty Arrol  
Diwa Asian Women's Association - Punitha Perinparja  
DSS Benefits Agency – Sunita Patel  
Harrow Council for Racial Equality - Prem Pawar  
Metropolitan Police Service – (Vacant)  
Primary Care Trust Representative**(3) EDUCATION ADMISSIONS AND AWARDS PANEL (3)****(2)****(1)****I  
Members****Choudhury  
Toms\* (CH)****Janet Cowan****II.  
Reserve  
Members**1. Ray  
2. Ann Groves  
3. Omar1. Kara  
2. Vina Mithani  
3. Mrs Joyce Nickolay

(Advisers: Teacher representatives - Mr D Jones/(Vacancy))

**(4) GRANTS PANEL (10)**

	(5)	(4)	(1)
<b><u>I.</u></b> <b><u>Members</u></b>	Nana Asante Bluston Harrison* (CH) Mrs R Shah Thammaiah	Arnold Marilyn Ashton Mrs Joyce Nickolay * Anjana Patel	Miss Lyne
<b><u>II.</u></b> <b><u>Reserve</u></b> <b><u>Members</u></b>	1. Omar 2. Lavingia 3. Idaikkadar 4. O'Dell 5. N Shah	1. Billson 2. Myra Michael 3. Mary John 4. Janet Mote	1. 2.

**(5) HOUSING IMPROVEMENT OPTIONS ADVISORY PANEL (6)**

	(3)	(2)	(1)
<b><u>I.</u></b> <b><u>Members</u></b>	Burchell * (CH) Currie (Vacant)	Knowles Anjana Patel	Miss Lyne
<b><u>II.</u></b> <b><u>Reserve</u></b> <b><u>Members</u></b>	-	-	-

**(6) NATIONAL NON DOMESTIC RATEPAYER CONSULTATIVE PANEL (4)**

	(2)	(2)
<b><u>I.</u></b> <b><u>Members</u></b>	Choudhury * (CH) Idaikkadar	Kara Myra Michael
<b><u>II.</u></b> <b><u>Reserve</u></b> <b><u>Members</u></b>	1. Bluston 2. Toms 3. Burchell	1. Versallion 2. Vina Mithani 3. Harriss

**(7) PUBLICATIONS PANEL (6)**  
**(non-proportional membership)**

	(3)	(2)	(1)
<b><u>I.</u></b> <b><u>Members</u></b>	Harrison Marie-Louise Nolan* (CH) Stephenson	Knowles Jean Lammiman *	Branch
<b><u>II.</u></b> <b><u>Reserve</u></b> <b><u>Members</u></b>	1. Foulds 2. Burchell 3. Lent	1. Osborn 2. Janet Cowan 3. Seymour	1. Thornton 2. Miss Lyne

**(8) SOUTH HARROW STUDY PANEL (14) #**

# Membership to include Ward Councillors - Harrow on the Hill, Rayners Lane, Roxbourne and Roxeth Wards [Non-proportional]

(7) (7)

**I.  
Members**

<b>Burchell</b>	<b>Arnold</b>
<b>Currie</b>	<b>Billson</b>
<b>Dharmarajah</b>	<b>Harriss</b>
<b>Idaikkadar</b>	<b>Mrs Kinnear *</b>
<b>Ingram * (CH)</b>	<b>Mrs Joyce Nickolay</b>
<b>Miles</b>	<b>Anjana Patel</b>
<b>Ray</b>	<b>Versallion</b>

Advisers: Tenant representatives of the Rayners Lane Regeneration Steering Group:-  
Mr M Brown, Ms L Duggan, Mrs P Maurice and Ms S McGregor  
Youth Minister, Christchurch, Roxeth Hill: Mr G Dickinson  
Representative of South Harrow Traders: Mr C Hall and Ms S Palmer

**(9) SUPPORTING PEOPLE PANEL (5)**

(3) (2)

**I.  
Members**

<b>Margaret Davine* (CH)</b>	<b>Myra Michael</b>
<b>Ann Groves</b>	<b>Silver *</b>
<b>Lavingia</b>	

**II.  
Reserve  
Members**

1. Burchell	1. Vina Mithani
2. Thammaiah	2. Jean Lammiman
3. Ismail	3. Billson

**(10) TRAFFIC PANEL (10)**

(5) (4) (1)

**I.  
Members**

<b>Burchell</b>	<b>Arnold</b>	<b>Branch</b>
<b>Choudhury</b>	<b>Harriss</b>	
<b>Miles * (CH)</b>	<b>Kara</b>	
<b>Anne Whitehead</b>	<b>John Nickolay *</b>	
<b>Ismail</b>		

**II.  
Reserve  
Members**

1. Ray	1. Mrs Bath	1. Thornton
2. Bluston	2. Anjana Patel	2. Miss Lyne
3. Currie	3. Osborn	
4. Kinsey	4. Seymour	

Advisers (Non-Voting):-

One representative of the Cyclists' Touring Club – (Vacancy)  
One representative of Harrow Association for Disabled People - Mrs R Carratt  
One representative of Harrow and District Pedestrians' Association – (Vacant)  
One representative of Harrow Public Transport Users' Association - Mr A Wood  
One representative of the Metropolitan Police (Traffic Branch) – Mr N Faul

**(11) STRATEGIC PLANNING ADVISORY PANEL (7)****(4)****(3)****I  
Members****Burchell\* (CH)  
Idaikkadar  
N. Shah  
Anne Whitehead****Marilyn Ashton \*  
Mrs Bath  
Mrs Kinnear****II.  
Reserve  
Members**1. Blann  
2. Bluston  
3. Ray  
4. Miles1. Kara  
2. Versallion  
3. Harriss**(12) WEALDSTONE REGENERATION PANEL (6)****(3)****(3)****I.  
Members****Harrison  
Lavingia  
Marie-Louise Nolan\* (CH)****Marilyn Ashton\*  
Harriss  
Vina Mithani****II.  
Reserve  
Members**1. Ann Groves  
2. Blann  
3. O'Dell1. Kara  
2. John Nickolay  
3. Billson

Co-opted Member: Councillor Miss Lyne (Liberal Democrat Group) Executive Procedure Rule 2.3(c)

Advisers (Non-Voting):-

- |       |  |                                |
|-------|--|--------------------------------|
| (i)   | Harrow Public Transport Users Association:             | Mr A Wood                      |
| (ii)  | Local Business Employers (of medium/large size firms): | Mr M Garratt (Kodak)           |
| (iii) | North West London Chamber of Commerce:                 | Mr R Page                      |
| (iv)  | Wealdstone Active Community Representatives:           | Mrs B Harvey /Mrs J Skidmore   |
| (v)   | Wealdstone Traders' Association                        | Mrs S Hall (Chair)/ Dr O Amele |
| (vi)  | Harrow Association of Disabled People                  | Mr S Addy                      |
| (vii) | Additional Wealdstone Business' Representatives:       | Mr T Arens (Heriot Catering)   |

(CH)

= Chair

(VC)

= Vice-Chair (appointments currently outstanding)

\*

Denotes Group Members on Panels for consultation on administrative matters.

To note the membership of the following informal body.

**BUDGET REVIEW WORKING GROUP (6) (Non-proportional)****(3)****(2)****(1)****I.  
Members****Burchell  
Dighé \* (CH)  
Idaikkadar****D Ashton \*  
Pinkus****Thornton****II.  
Reserve  
Members**1. Ray  
2. Currie  
3. Choudhury1. Romain  
2. John Cowan  
3. Mrs Kinnear1. Miss Lyne  
2. Branch

**CONSULTATIVE FORUMS**

**“ADVISORY” COMMITTEES ESTABLISHED UNDER SECTION 102(4) OF THE LOCAL GOVERNMENT ACT 1972, APPOINTED BY CABINET**

(Membership in order of political group nominations)

**Labour**

**Conservative**

**(1) COMMUNITY CONSULTATIVE FORUM (7)**

(4)

(3)

**I. Members**

**Nana Asante \* (CH)  
Currie  
Lavingia  
Omar**

**Arnold  
Janet Cowan \*  
Anjana Patel**

**II. Reserve Members**

1. Bluston
2. Gate
3. Burchell
4. N Shah

1. Harriss
2. Kara
3. Mrs Champagnie

**(2) EDUCATION CONSULTATIVE FORUM (7)**

(4)

(3)

**I. Members**

**Gate  
Ismail  
Ray  
Stephenson\* (CH)**

**Mrs Bath  
Miss Bednell \*  
Janet Mote**

**II. Reserve Members**

1. Thammaiah
2. Marie-Louise Nolan
3. Miles
4. Lent

1. Kara
2. Vina Mithani
3. Jean Lammiman

(Representatives of the Teachers', Governors', Elected Parent Governor Representatives', Denominational Representatives' and Arts Culture Representatives' Constituencies)

**(3) EMPLOYEES' CONSULTATIVE FORUM (7)**

**Council Representatives**

(4)

(3)

**I. Members**

**Currie  
Marie-Louise Nolan\* (VC)  
N Shah  
Toms**

**Mrs Bath \*  
Janet Cowan  
Mrs Joyce Nickolay**

**II. Reserve Members**

1. Lent
2. Gate
3. Burchell
4. Lavingia

1. Billson
2. Janet Mote
3. Osborn

**Employee Representatives**

Six UNISON Representatives Mary Cawley, Anna Jackson, Kim La Frenais, Martin Nolan, Debbie Prasad, Charlie Sumner  
Three HTCC Representatives (To be advised)

(Note: The Chair of the Employees' Committee shall be an Employee side representative in 2004/2005, and the Vice-Chair is to be appointed by the Council side. These appointments shall thereafter alternate in succeeding years).

**(4) TENANTS' AND LEASEHOLDERS' CONSULTATIVE FORUM (4)**

(2) (2)

**I.**  
**Members****Currie\* (CH)**  
**Margaret Davine****Billson**  
**Knowles \* (VC)****II.**  
**Reserve**  
**Members**1. O'Dell  
2. Burchell  
3. Gate1. Harriss  
2. Mary John  
3. Mrs Joyce Nickolay**"ADVISORY" COMMITTEE ESTABLISHED UNDER SECTION 85A OF THE SCHOOLS STANDARDS FRAMEWORK ACT 1998****HARROW ADMISSIONS FORUM (3)****Labour****Conservative**

(2)

(1)

**Ray**  
**Stephenson****Janet Cowan****Other Representatives**

Community Schools (Governor)	-	Mary Graham
Community Schools (Primary)	-	Sue Jones
Community Schools (Secondary)	-	Allan Jones
Jewish School	-	Dr Ian Abrahams
Roman Catholic School	-	Mike Murphy
Church of England School	-	Mrs S Hinton
Church of England Diocese	-	Kris Uttley
Catholic Schools Diocese	-	Miss M Roe
Primary Elected Parent Governor Representative	-	Mr H Epie
Secondary Elected Parent Governor Representative	-	Mr Sutcliffe
Harrow Council for Racial Equality	-	Prem Pawar
Early Years Development Partnership	-	Helena Tucker
Social Services Representative	-	(Vacancy)

(CH)  
(VC)  
\*= Chair  
= Vice-Chair  
Denotes Group Members on Panels for consultation on administrative matters.

**APPOINTMENT OF ASSISTANTS WITHOUT PORTFOLIO 2004/05****(1) LABOUR GROUP**

Assistants without Portfolio will be responsible to the Leader of the Council. This will enable the Assistants to work on a wider range of projects.

The following Members will form the pool of Assistants to the Portfolio Holders:-

**Councillors**

Choudhury  
Ismail  
Ray

**(2) CONSERVATIVE GROUP**

(i) The following Members will act as Assistants:-

Councillor Miss Bednell  
Councillor Silver

(ii) The following Members have been nominated as spokespersons:-

<b><u>Portfolio Area</u></b>	<b><u>Spokesperson</u></b>
Education	Councillor Miss Bednell
Social Services	Councillor Silver
Urban Living	Councillor Mrs Kinnear
Planning	Councillor Mrs Ashton
Business Connections	Councillor Ashton
Organisational Development	Councillor C Mote

**(3) LIBERAL DEMOCRAT GROUP**

The following Member will act as an Assistant:-

<b><u>Group Member of Cabinet</u></b>	<b><u>Assistant</u></b>
Councillor Miss Lyne	Councillor Branch

CABINET  
ADVISORY  
PANELS



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**2 NOVEMBER 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 2 November 2004 there were 3 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>
H67	10	Hatch End
H68	10	Bentley Wood
H69	8	Whitmore

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

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

**312. 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.

**313. Arrangement of Agenda:**

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

<u>Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
8. Admissions to County Schools	This report was not available at the time the agenda was printed and circulated. It was admitted to the agenda in order to allow the Panel to determine the cases as soon as possible.

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

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

314. **Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 24 August, 7 September, 9 September and 21 September 2004, having been circulated, be taken as read and signed as correct records of those meetings; and

(2) the signing of the minutes of the meetings held on 5 October and 19 October 2004 be deferred until printed in the next Council Bound Minute Volume.

315. **Public Questions:**

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

316. **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).

317. **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).

318. **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

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**16 NOVEMBER 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 16 November 2004 there were 3 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>
H70	11	Bentley Wood
H71	11	Nower Hill
H72	10	Nower Hill

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

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

**320. 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.

**321. Arrangement of Agenda:**

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

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

**322. Minutes:**

**RESOLVED:** That the signing of the minutes of the meetings held on 5 October, 19 October and 2 November 2004 be deferred until printed in the next Council Bound Minute Volume.

**323. Public Questions:**

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

324. **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).

325. **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).

326. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.15 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**30 NOVEMBER 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 30 November 2004 there were three 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>
H71A	10	Canons
H72A	11	Harrow High
H73	10	Park

[Note: The reference numbers H71 and H72 have been annotated with an "A" to distinguish them from the same numbers appearing in the minutes of 16 November 2004, consequent on duplicated references ascribed in the reports to the two Panel meetings].

**PART II - MINUTES**
**327. Appointment of Chair:**

**RESOLVED:** To note the appointment at the Cabinet meeting held on 11 November 2004, under the provisions of Advisory Panel and Consultative Forum Procedure Rule 5.1, of Councillor Keith Toms as Chair of the Panel for the remainder of the 2004/2005 Municipal Year.

**328. Attendance by Reserve Members:**

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

**329. 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.

**330. Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part I of Schedule 12A of 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.

331. **Appointment of Vice Chair:**

**RESOLVED:** That Councillor Janet Cowan be appointed as Vice-Chair of the Panel for the remainder of the 2004/2005 Municipal Year.

332. **Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 5 October and 19 October 2004, having been circulated, be taken as read and signed as correct records; and

(2) the signing of the minutes of the meetings held on 2 November and 16 November 2004 be deferred until printed in the next Council Bound Minute Volume.

333. **Public Questions:**

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

334. **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).

335. **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).

336. **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

10 NOVEMBER 2004

Chair: \* Councillor Marie-Louise Nolan

Councillors: \* Branch \* Jean Lammiman  
\* Foulds (1) \* Stephenson  
\* Knowles

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**168. **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 Harrison	Councillor Foulds

169. **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.

170. **Arrangement of Agenda:**

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

171. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 2 September 2004, having been circulated, be taken as read and signed as a correct record.

172. **Public Questions:**

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

173. **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).

174. **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).

175. **Reference from the Meeting of the Lifelong Learning Scrutiny Sub-Committee held on 28 June 2004: Scrutiny Review of SEN Processes:**

The Panel received a reference from the meeting of the Lifelong Learning Scrutiny Sub-Committee held on 28 June 2004, requesting that consideration be given to ways of widening the availability of the review group's report on SEN processes and to a draft parental guidance document on SEN.

Members discussed the document and made the following suggestions:-

- An appendix with information on supporting organisations
- Translation into other languages
- Variety of contact points such as email and minicom
- Inclusion of a section on Frequently Asked Questions (FAQ)
- Emphasis on parent partnership

It was suggested that parents be asked to give feedback on the document.

The Chair undertook to present the Panel's suggestions to the relevant officers for inclusion in the document.

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

176. **Reference from the Meeting of the Wealdstone Regeneration Advisory Panel held on 20 September 2004: Concerns re Speeding Buses:**

The Panel considered a reference from the meeting of the Wealdstone Regeneration Advisory Panel, held on 20 September 2004, regarding speeding buses.

The Wealdstone Regeneration Advisory Panel had asked that advice on how to report speeding buses to the bus companies be included in Area Newsletters.

The Panel noted the request and the residents' concern regarding speeding buses.

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

177. **Reference from the Meeting of the Overview and Scrutiny Committee held on 19 October 2004: Scrutiny Review of the New Harrow Project:**

The Panel received a reference from the meeting of the Overview and Scrutiny Committee held on 19 October 2004, which requested that consideration be given to the use of route maps and stories to assist in communicating the New Harrow Project message.

The Panel discussed the possibility of featuring stories from residents regarding the results of the implementation of the New Harrow Project in Harrow People and on the web site.

The Panel stressed the need for scrutiny work to be more widely publicised and for information to be accessible to all readers.

**RESOLVED:** That the Panel's comments be noted.

178. **The Future of the Harrow People and Area Newsletters:**

The Panel received a verbal report on the future strategies for the publication of Harrow People and Area Newsletters. A more comprehensive report explaining the financial implications of the future strategies would be submitted to a future meeting.

Officers advised that many Boroughs were looking to increase the frequency of their magazines as the circulation of local newspapers had dropped and Councils were no longer able to ensure that their information reached all residents via these newspapers.

It was reported that officers were considering altering the frequency of the magazine to fortnightly distributions and altering the editing of the magazine to include Area Newsletters in Harrow People. The Communications Unit was also considering changing the arrangements for the distribution and printing of Harrow People by bringing the production in-house and using advertising income to finance the magazine.

A Member commented that an increased focus on the development of the web site should be parallel to the development of the magazine, as the use of new technologies were increasing.

Officers asked the Panel to consider a trial for the winter edition of Harrow People with Area Newsletters stitched in the magazine. A consultation on the trial would be included in the magazine.

A Member suggested that the consultation include a question on the preferred technology for accessing the information provided in the magazine.

**RESOLVED:** That (1) the Panel endorse the trial to include Area Newsletters in the winter edition of Harrow People and;

(2) the verbal report be noted.

179. **Council Web Site:**

The Chair reported that the Cabinet had considered the Panel's recommendation regarding the web site at its meeting on 14 October 2004. The Cabinet had amended the recommendation as it was felt that there was no need for a separate working group to monitor the development of the web site. The Cabinet had agreed that the

Publications Advisory Panel would act as an overview body for the development of the web site and that the Portfolio Holder with the remit for Communications would take the lead on the issue.

Officers provided the Panel with a verbal update on the progress of the web site.

It was reported that APLAWS had been installed and was currently being updated. There were plans to create more sub-sites, such as the business portal run by consultants, and to have seasonal features on the key web site pages. The online consultation software was expected to be used more frequently and there would be a common policy on replying to emails from the public. There was a need to develop the site taking into account that the revised Freedom of Information Act would be introduced in January 2005.

In response to Members' comments on having moving images on the web site, officers replied that the Council had followed guidelines on accessibility which placed certain restrictions on the web site's layout.

It was suggested that the web site focus on encouraging residents to engage in the Council's activities, contain links to other web pages and that the links on the front page be more informative to appeal more to the public.

The Panel discussed possibilities for recruiting staff via the web site. It was noted that Urban Living was using different methods to recruit than other departments and it was stressed that the Council should follow a corporate policy for recruitment.

A Member stated that the agency 'Workline' was used by the Council to recruit temporary staff and suggested that the details be placed online.

**RESOLVED:** That the verbal report and the comments outlined above be noted.

180. **Any Other Business:**

Harrow Early Years

Members noted with concern that the Harrow Early Years' publication contained no Council logo and that it was produced by a private company although the Council policy stated that all publications be produced in-house.

The Chair undertook to write a letter to all Directorates to bring their attention to the Council's communications policy and to the role of the Panel.

Competition

A Member suggested that Harrow People enter a local government magazine competition.

Winter Edition of Harrow People

It was agreed that a discussion on the draft winter edition of Harrow People was to be held on 17 November at 5.30 pm, in consultation with officers from the Communications Unit. All Panel Members were welcome to attend.

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

181. **Date of Next Meeting:**

**RESOLVED:** To note that the Panel's next meeting would be held on 10 February 2005.

(Note: The meeting having commenced at 7.30 pm, closed at 8.53 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN  
Chair



## GRANTS ADVISORY PANEL

22 NOVEMBER 2004

Chair: \* Councillor Harrison

Councillors: \* Arnold \* Miss Lyne  
 \* Nana Asante \* Mrs Joyce Nickolay  
 \* Marilyn Ashton \* Mrs R Shah  
 \* Bluston \* Thammaiah  
 \* Mary John (3)

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Grant Aid Process 2005/06 - Implementation of New Strategy**

Members were asked to approve the timetable outlined in the report for implementing the grant aid process which had been agreed by Cabinet as part of the new strategy for supporting the voluntary sector in Harrow.

**Resolved to RECOMMEND:** (To the Portfolio Holder)

That the timetable for the grant aid process for 2005/06 be approved.

**REASON:** Because the new strategy has only been agreed very recently, the grant aid process 2005/06 needs to be launched immediately. This will enable Members to decide on the process for determining such grant applications.

**RECOMMENDATION 2 - The Harvist Trust**

A report was presented to the Panel which asked Members to note the objectives and agree the criteria and basic standards of governance approved by the Trustees of the Harvist Trust charity.

The charity had been established from the estate of Edward Harvist who died in 1609. The proceeds were shared between the 5 London Boroughs through which the Edgware Road passed. Harrow as the smallest Borough received 5.594% of the annual income which was intended for charitable purposes, subject to the conditions laid down. Harrow currently had an accrued sum of £57,556.

**Resolved to RECOMMEND:** (To the Portfolio Holder)

That the criteria and basic standards of governance approved by the Trustees on 1 November 2004 be agreed.

**REASON:** To enable the Grants Advisory Panel to consider future applications for funding from the Harvist Trust.

(See also Minute 152).

**PART II - MINUTES**142. **Appointment of Chair:**

**RESOLVED:** That the appointment of Councillor Harrison as Chair of the Panel for the remainder of the 2004/2005 Municipal Year, as agreed at the Cabinet meeting of 11 November 2004 and under the provisions of Advisory Panel and Consultative Forum Procedure Rule 5.1 (Part 4E of the Constitution), be noted.

143. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Anjana Patel

Reserve Member

Councillor Mary John

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

**RESOLVED:** That Councillor Thammaiah be appointed as Vice-Chair of the Panel for the remainder of the 2004/2005 Municipal Year.

145. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Nature of Interest</u>
11. Harrow Council for Racial Equality (HCRE) - Request for Additional Funding in 2004/05	Councillor Rekha Shah declared an interest in that she is a Council-appointed Executive Member of HCRE.
12. The Harvist Trust	Councillor Bluston declared an interest in that he is a Council-appointed Trustee.

146. **Arrangement of Agenda:**

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

147. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 13 September 2004, having been circulated, be taken as read and signed as a correct record.

148. **Public Questions:**

Mike Coker, a representative of Community Link-Up, raised concerns relating to the process, timescales and support for organisations when submitting grant applications.

**RESOLVED:** That the officer note the issues raised by the member of public and the comments made by Members.

(Note: In hearing and responding to the questioner, Members of the Panel waived Advisory Panel and Consultative Forum Procedure Rule 15.2 (Time Limit for Questions)).

149. **Petitions and Deputations:**

**RESOLVED:** To note that there were no petitions or deputations submitted to this meeting under the provisions of Advisory Panel and Consultative Forum Rules 13 and 14 (Part 4E of the Constitution) respectively.

150. **Grant Aid Process 2005/06 - Implementation of New Strategy:**

(See Recommendation 1).

151. **Harrow Council for Racial Equality (HCRE) - Request for Additional Funding in 2004/05:**

The Panel received a report of the Director of Financial and Business Strategy asking Members to consider a request from the Harrow Council for Racial Equality (HCRE) for additional funding of £3,000.

The HCRE had assumed responsibility for monitoring cases of racial incidents reported to Harrow Police since the Racial Harassment Sub-Committee's funding had not been renewed by the Council in the current financial year. The Racial Harassment Sub-Committee had previously undertaken this task. The HCRE needed either to finalise its budget for the current financial year, or to seek funding from alternative sources in relation to the additional duties they had undertaken since 1 April 2004.

Members felt that they were not in a position to make any decisions with the current information supplied, and asked officers to obtain additional information from the HCRE. The information sought by Members was the number of racial harassment cases received, the number resolved and the number not dealt with.

Members reminded officers that they had previously asked for the Council's Funding Officer to attend a meeting of the Panel to answer questions on obtaining funding from other sources. In response, it was advised that the relevant officer had left the post of

Funding Officer and a replacement had not yet been found. Following consideration, it was

**RESOLVED:** That (1) the Chair and Nominated Members decide on the request from HCRE for additional funding upon satisfactory receipt of the relevant additional information; and

(2) the relevant Director responsible for the Funding Officer post be invited to the next meeting to answer questions on obtaining funding from sources outside the Authority.

152. **The Harvist Trust:**

Further to Recommendation 2 above, it was

**RESOLVED:** That (1) the objectives of the Harvist Trust be noted; and

(2) funds from the Harvist Trust be kept separately from the Grants fund in order to simplify the accounts breakdown when providing information back to the Charity.

153. **Any Other Urgent Business:**

Date of Next Meeting

It was reported that, in order to meet the timetable for implementing the various stages of the new grants allocation for 2005-06, the Grants Advisory Panel meeting scheduled for 9 March 2005 would not allow sufficient time to report the recommendations from the Panel meeting to the Cabinet meeting on 17 March 2005, for Cabinet approval.

Officers suggested that it would be preferable if the Panel meeting could be moved forward a week in order to give the necessary time for reporting to Cabinet.

**RESOLVED:** That Members be consulted on their availability for either Monday 28 February or Tuesday 1 March 2005 with a view to bringing forward the meeting scheduled for 9 March 2005.

(Note: The meeting having commenced at 7.30 pm, closed at 9.00 pm)

(Signed) COUNCILLOR CYRIL HARRISON  
Chair



**BEST VALUE ADVISORY PANEL****25 NOVEMBER 2004**

Chair: \* Councillor Bluston

Councillors: \* D Ashton  
\* Currie  
\* Dighé (2)\* Idaikkadar  
\* Vina Mithani  
\* Pinkus

\* Denotes Member present

(2) Denotes category of Reserve Member

[Note: Councillor Stephenson also attended this meeting to speak at the item indicated at Minute 141 below].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**132. **Appointment of Chair:****RESOLVED:** To note the appointment at the Cabinet meeting held on 11 November 2004, under the provisions of Advisory Panel and Consultative Forum Procedure Rule 5.1, of Councillor Bluston as Chair of the Panel for the remainder of the 2004/2005 Municipal Year.133. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-Ordinary MemberReserve Member

Councillor Burchell

Councillor Dighé

134. **Appointment of Vice-Chair:****RESOLVED:** That Councillor Burchell be appointed as Vice-Chair of the Panel for the remainder of the 2004/2005 Municipal Year.135. **Declarations of Interest:****RESOLVED:** To note that the following interest was declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8. Best Value Review – Harrow's Economy	Councillor Bluston	The Member declared a non-prejudicial interest arising from the fact that he is a Council representative on the Chamber of Commerce and a Director of Harrow in Business.

136. **Arrangement of Agenda:****RESOLVED:** That (1) all items be considered with the press and public present; and

(2) item 10 on the Main Agenda be considered before item 8.

137. **Minutes:****RESOLVED:** That the minutes of the meetings held on 3 August and 8 September 2004, having been circulated, be taken as read and signed as correct records.138. **Public Questions:****RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

139. **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).

140. **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).

141. **Self-Assessment for Cultural Services Inspection:**

The Panel received a report of the Director of Organisational Performance which detailed the draft self-assessment for the Cultural Services Inspection, scheduled to take place in March 2005.

An officer informed Members that the draft version presented to the Panel still required some strengthening. For example, the document would be rewritten to give greater coherence, and the assessment of the Public Library Position Statement by the Department for Culture, Media and Sport would be incorporated when the results were made public. In addition, feedback from a meeting of the Cultural Strategy Forum on 23 November 2004 and a peer challenge exercise planned for December 2004 would also provide input. Members were invited to comment upon the draft self-assessment.

In the discussion that followed, Members sought clarification on a number of issues. In response to a query regarding the difference between the improvement plan and the action plan, officers advised that the improvement plan, which would address issues arising from the self-assessment, would in fact be provided by way of an update to the Cultural Strategy Action Plan. This document would also be submitted to the inspectors.

With regard to the content of the self-assessment, Members made several suggestions. In relation to the Council's achievements, it was felt that these should be emphasised, particularly in the area of sport. In addition, a Member asked that the comparative cost figures in the document be reviewed.

The Chair concluded by requesting that the second draft of the self-assessment, together with the action plan, be circulated to Members before Christmas 2004, and a meeting of the Panel be arranged to take place in January 2005 in order to discuss any issues arising.

**RESOLVED:** That (1) the comments above be noted;

(2) other actions in preparation for the inspection be noted and agreed; and

(3) the second draft of the self-assessment, together with the action plan, be circulated to Members before Christmas 2004, and a meeting of the Panel be arranged to take place in January 2005.

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

The Panel received a report of the Director of Financial and Business Strategy which set out a scoping document for the Best Value Review on Harrow's Economy.

An officer advised that the objectives of the review included a definition of the Council's role in relation to the business community and the construction of a detailed action plan for engaging with business over the next 2 – 3 years. With regard to future developments, it was advised that the business portal was to be launched in early January 2005 and a mapping exercise was planned in order to gather data about the business community.

In the discussion that followed, the Portfolio Holder for Business Connections and Performance suggested that the Best Value Review should be postponed on the grounds that it would otherwise take place at the same time as some key Council initiatives with local business were being delivered and the value of conducting a review would therefore be lost. Instead, the Member suggested that the Best Value Review be postponed until March/April 2005, after this work had been completed. It was further suggested that the review could include general aspects, such as regeneration and other large-scale initiatives. The Panel was advised that a briefing was scheduled for January 2005 in order to keep Members informed of any developments.

In response, Members agreed that the report should be postponed and that the scoping document be revised accordingly.

Discussion having turned to procurement, a Member suggested that a quarterly update in this area be received by the Panel, to which the officer agreed. In response to several Members' requests, the Procurement Manager also agreed to submit an update report on procurement at the next meeting of the Panel scheduled to take place on 7 February 2005 and to distribute to Members in advance of the meeting the cumulative statistics up until December 2004.

**RESOLVED:** That (1) the Best Value Review on Harrow's Economy be postponed and the scoping document reviewed at the meeting of the Panel in March 2005; and

(2) an update report on procurement be submitted to the next meeting of the Panel scheduled to take place on 7 February 2005, and updated statistics on procurement be distributed to Members in advance of the meeting.

143. **Chief Executive's Departmental Review - Progress in Implementation:**

The Panel received a report of the Chief Executive which detailed the progress made to date in relation to the implementation of the new structure for the Chief Executive's Department, as approved by Cabinet on 29 July 2004.

Members were referred to page 10 of the officer report and informed that the 4 directorate posts beneath the Chief Executive had now been filled. These were the Director of Strategic Planning, the Director of Corporate Governance, the Head of Communications and the Director of Legal Services. The Panel was advised that these 4 directors were now in the process of appointing the officers in the remaining tiers.

In response to a query regarding the title of Director of Strategic Planning, it was advised that this title was designed to reflect a distinction between this role and the basic functions of urban planning, to which a Member commented that the job title was misleading and could be improved.

With regard to the remaining 3 posts, the Panel was informed that the remit of the Director of Corporate Governance included Members' behaviour and interests as well as the evolution of the Council's Constitution. Concerning communications, it was advised that elements from the old departmental structure were to be combined with the new structure, such as the appointment of a Tourism Officer.

In the discussion that followed, Members sought clarification on a number of issues. With regard to the appointment of a full-time photographer, several Members expressed the opinion that a part-time post was sufficient when the workload of the Council's current photographer was taken into consideration. In response to a query regarding whether or not the re-structuring programme could be referred to Scrutiny, the Director of Legal Services informed the Panel that the costs for the re-structuring had already been approved. It was further advised that this information was available to Members, along with an outline of which posts remained from the old structure and which had arisen as part of the re-structuring programme.

At Members' request, the Director of Legal Services undertook to update the Panel on the timescale concerning when the remaining posts in the new structure were likely to be filled.

The Director of Legal Services concluded by outlining his own responsibilities which included the management of Democratic Services, Print and Registrars' Services as well as the provision of legal advice to officers and Members. In relation to future areas of change, it was advised that the Registrars' Service would be altered to reflect new Government requirements, and to provide anticipated new services, such as same sex partnership ceremonies.

**RESOLVED:** That (1) the comments above be noted;

(2) the Director of Legal Services provides the Panel with information detailing the progress in filling posts in the Communications Unit; and

(3) the progress in implementation be noted.

144. **Proposed Joint Meeting with Overview and Scrutiny Committee Members:**

Further to a preceding discussion at Minute 142 above, it was confirmed that the February 2005 meeting of the Panel would undertake a review of the forward programme, which would be inclusive of co-ordinating that work with the review programme under the auspices of the Overview and Scrutiny Committee and/or its Sub-Committees. A Member proposed that a joint meeting of the Best Value Panel and Overview and Scrutiny Members would be of assistance in this regard and the Chair confirmed that such an initiative was under consideration.

**RESOLVED:** That it be noted that the co-ordination of Best Value and Scrutiny areas of engagement would be the subject of a further report to the Panel's February meeting, inclusive of a possible joint Member level meeting to be held in Spring 2005.

(Note: The meeting having commenced at 7.31 pm, closed at 9.39 pm)

(Signed) COUNCILLOR HOWARD BLUSTON  
Chair

WEALDSTONE REGENERATION ADVISORY  
PANEL

30 NOVEMBER 2004

Chair:	* Councillor Marie-Louise Nolan	
Councillors:	* Marilyn Ashton * Billson (3) * Harrison	* Harriss * Lavingia
Co-opted Member:	* Councillor Miss Lyne	
Advisers:	Mr S Addy	– Harrow Association of Disabled People
	Dr O Amele	– Wealdstone Traders' Association
	* Mr T Arens	– Heriot Catering
	† Mr M Garratt	– Kodak
	* Mrs S Hall	– Wealdstone Traders' Association
	† Mrs B Harvey	– Wealdstone Active Community
	Mr R Page	– North West London Chamber of Commerce
	* Mrs J Skidmore	– Wealdstone Active Community
	† Mr A Wood	– Harrow Public Transport Users' Association

\* Denotes Member present  
(3) Denotes category of Reserve Member  
† Denotes apologies received

[Note: Councillor D Ashton also attended this meeting in a participatory role].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**181. **Appointment of Chair:**

**RESOLVED:** That the appointment of Councillor Marie-Louise Nolan as Chair of the Wealdstone Regeneration Advisory Panel for the remainder of the 2004/2005 Municipal Year, as agreed at the Cabinet Meeting of 11 November 2004, be noted.

182. **Attendance by Reserve Members:**

**RESOLVED:** To note (1) the attendance at this meeting of the following duly appointed Reserve Member

Ordinary Member

Councillor Vina Mithani

Reserve Member

Councillor Billson

(2) apologies received from Mr A Wood, a representative of Harrow Public Transport Users Association, Mrs B Harvey, a representative of Wealdstone Active Community and Mr M Garratt, a representative of Wealdstone Businesses, each of whom was an adviser to the Panel.

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

Councillors Lavingia and Marilyn Ashton were both nominated and duly seconded for the position of Vice-Chair, and following a vote it was

**RESOLVED:** That Councillor Lavingia be appointed Vice-Chair of the Panel for the remainder of the 2004/2005 Municipal Year.

[Notes: (i) In agreeing the action set out above, the Chair exercised her second and casting vote;

(ii) Councillor Marilyn Ashton wished that her concerns and dissatisfaction be recorded in that the Major Minority Group had, in a hung Council, appointed a member of their Group as Vice-Chair].

184. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
16. Planning Application within Wealdstone	Councillor Marilyn Ashton	The Member indicated a personal interest arising from her membership of the Development Control Committee. The Member indicated that she would remain in the room whilst this item was considered but would not participate in the discussion or vote.
	Councillor Billson	The Member indicated a personal interest arising from his membership of the Development Control Committee. The Member indicated that he would remain in the room whilst this item was considered but would not participate in the discussion or vote.

185. **Arrangement of Agenda:**

The Chair indicated that the order of business would be varied so that item 14, "Wealdstone Workshop – 4 November 2004: Update Arising", would be considered after item 10, and followed by item 12, "Presentation from Acton Housing (Key Worker Accommodation)".

**RESOLVED:** That (1) it be agreed that, under the provisions of the Local Government (Access to Information) Act 1985, the following late item be admitted to the agenda by reason of the special circumstances and grounds for urgency stated:

<u>Agenda Item</u>	<u>Special Circumstances/Grounds for Urgency</u>
12. Presentation from Acton Housing (Key Worker Accommodation)	The Panel was asked to consider the tabled documentation in relation to this item as a matter of urgency in conjunction with the presentation as it had not been available at the time the agenda was printed and circulated.

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

186. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 20 September 2004, having been circulated, be taken as read and signed as a correct record.

187. **Public Questions:**

**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 15 (Part 4E of the Constitution).

188. **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).

189. **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).

190. **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.

191. **Wealdstone Workshop - 4th November: Update Arising:**

The Director of Strategy (Urban Living) gave an oral update on the matters raised at the Wealdstone Workshop held on 4 November 2004.

The Director of Strategy (Urban Living) stated that, following the workshop, she had arranged for an initial assessment of the shopping area by a retail development consultant and a firm of architects. Their advice was that there were some improvements that could be made to the High Street that should not be too costly, such as improving security lighting around the car park and the Peel Road access to the car park, removing the fixed brick planter on Peel Road, and removing the large 'urn' planters on the High Street. It was also noted that lights were out in Peel House car park and that this would be remedied quickly. These were all items that had been raised as concerns at the workshop. She advised that costings were being obtained for these items and that it might be possible to fund some of these works from the existing budget but asked the Panel to note that, due to procurement requirements, the works could not be started immediately. The availability of contractors to carry out any works might also be an issue.

The Director of Strategy (Urban Living) reported that further work was required on the traffic flow issues and to establish what improvements would be required to encourage shoppers to visit Wealdstone.

In accordance with paragraph 4.1 of the Advisory Panel and Consultative Forum Procedure Rules, the meeting agreed that Councillor D Ashton could speak on this item. Following the oral update, the following issues were raised by the members of, and advisers to, the Panel:-

- street furniture also required consideration;
- concern was expressed about the Mayor for London's Strategy;
- that traffic should be able to turn right at the top end of the High Street by the railway bridge;
- that whilst the Council was able to place furniture on the street, traders were prevented from placing items on the street;
- there was a lack of parking on the High Street which made it difficult for people to do their weekly shop;
- in relation to previous consultations, Wealdstone had been compared with town centres which were completely different in that they had through traffic;
- that the contractor responsible for the Peel Road Car Park should be responsible for maintaining the lights;
- that the list of activities tabled by Wealdstone Active Community be considered;
- concern was expressed that there might not be commercial attractions in Wealdstone;
- it was necessary to have a consultant, independent of the works being carried out in Harrow Town Centre, to safeguard the interests of Wealdstone.

The Director of Strategy (Urban Living) reiterated that there was a need to consider how the 'feel' of Wealdstone High Street could be improved and indicated that she would welcome any comments/input.

The Director of Strategy (Urban Living) advised that vitality analyses in North Harrow and Wealdstone were planned, subject to approval by Cabinet in January 2005. The latter would form part of a report on the Byron Park development.

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

(2) that a further update be submitted to the next meeting of the Panel following Cabinet's consideration of the report on Byron Park development in January 2005; and

(3) to note that the Chief Environmental Health Officer had been requested to provide a written update on enforcement issues at this meeting of the Panel and the Chair agreed to remind him of this undertaking and request that the update be sent to Members of the Panel.

192. **Presentation from Acton Housing (Key Worker Accommodation):**

The Development Manager (Urban Living) introduced Jerry Walker and Karen Coe, representatives of Acton Housing, and tabled an update on Wealdstone Key Worker Housing and an Executive Summary to the Harrow Key Worker Housing Strategy. She outlined the content of the update report and advised that there were 74 shared ownership units which would be targeted as Key Worker Housing.

A representative of Acton Housing reported the current position in relation to Bannister House, Poppy Court, Grant Road and Railway Approach. Of these four schemes (167 units), 74 were in shared ownership and 26 had been subject to an outright sale.

In accordance with paragraph 4.1 of the Advisory Panel and Consultative Forum Procedure Rules, the meeting agreed that Councillor D Ashton could speak on this item.

In response to a Member's question in relation to the definition of key worker, the Development Manager (Urban Living) advised that the Government's definition was that key workers would be located from within the public sector. However, the definition used by Harrow was wider and included those who lived and worked in the Borough.

A representative of Acton Housing advised, in response to a Member's question about the availability of low cost housing, that the main issue for his organisation was obtaining land on which to build. He advised that there was a development in Ealing where properties were being sold at cost.

In response to a Member's question, the Development Manager (Urban Living) advised that the issue of family homes for key workers was being considered. In respect of turnover of shared ownership properties, she advised that it did vary from scheme to scheme but that an individual could sell their share if they wished to move on and that the grant fund could be 'recycled'. She added that an individual could retain their shared ownership indefinitely.

The Panel noted that there were constraints on social housing providers and that the Council was lobbying through the draft London Housing Strategy and the Association of London Government (ALG).

An adviser to the Panel expressed concern at the small number of parking spaces provided in the four schemes outlined in the update report. She also questioned how Acton Housing would address the issue of 'problem families'. Members of the Panel indicated that they had experienced difficulties in dealing with housing associations. In response, a representative of Acton Housing advised that planning restrictions limited the number of parking spaces they were able to provide, and indicated that any tenant problems notified to them would be investigated. Similarly, the Development Manager (Urban Living) requested that any housing association issues be brought to her attention.

The representatives of Acton Housing sought the Panel's views on the type of housing they would wish to see in Wealdstone. Various members and advisers of the Panel indicated their views including a dislike of some façades, the need for a variety of housing, a parking space for each property and that it was inappropriate to place social housing above shops. The representatives from Acton Housing circulated a number of architectural drawings and a leaflet on Moon House for the Panel's reference.

The Development Manager (Urban Living) advised the Panel that there would be a Members event held in the Members' Lounge between 4.00-7.30pm on 14 December 2004 providing information about Housing. She added that there was a low cost homes section on the Council's website. The Panel noted that there had been a 'drop in' session held at Northwick Park Hospital and the view was expressed that advice about key worker housing should be included in the pack for applicants seeking Council employment.

**RESOLVED:** That (1) the lobbying paper be circulated to all Members of the Council; and

(2) a regular update on key worker housing in Wealdstone be submitted to the Panel.

193. **Audit of Provision for Children and Young People in Wealdstone:**  
The Principal Youth Officer introduced the tabled update report on provision for children and young people in Wealdstone. She reported that only those activities registered with the Council were included in the list and, since the re-location to the Wealdstone Centre, a full review of activities was in progress.
- In response to a Member's question in relation to the use of the Wealdstone Centre, the Principal Youth Officer advised that an update on the activities would be available in the New Year.
- Two Members of the Panel advised that they had been contacted by an organisation with specific time and facilities needs, and the Principal Youth Officer undertook to look into the matter and advise the relevant Members accordingly.
- RESOLVED:** That (1) the position be noted;
- (2) further information on the Le Shuttle Organisation be provided to the Panel.
194. **Update on the Grant Road After-School Club:**  
The Principal Youth Officer advised the Panel that OFSTED had passed the building accommodating the Grant Road After School Club, and that the Club would commence operation in the New Year. The Club, which had signed a service level agreement with Belmont First and Middle School, would provide improved facilities and childcare.
- The Panel welcomed the progress made on this matter.
- RESOLVED:** That the position be noted.
195. **Wealdstone Active Community:**  
A representative of Wealdstone Active Community (WAC) updated the Panel on recent activities, which included providing traders with collection boxes for Children in Need, organised by WAC. She advised the Panel that there would be carol singing outside Holy Trinity Church in Wealdstone on 11 December 2004.
- The representative of WAC advised that she had, as suggested by the Panel, applied for a grant for her organisation.
- RESOLVED:** That the update be noted.
196. **Planning Application within Wealdstone:**  
Following their declarations of interest in relation to this item, which related to planning permission for Bentley House Hotel, 15-21 Headstone Drive, Wealdstone, the Chair indicated her agreement to Councillors Marilyn Ashton and Billson remaining in the meeting whilst it was discussed.
- The Chair advised that the application was seeking a change of use for the premises and she understood that there were a number of interested parties that wished to relocate to the site. The information in the application proposed that the ground and first floor premises be converted back to offices. A Member added that it was to be welcomed that an organisation was considering locating its head office in Wealdstone.
- An adviser to the Panel welcomed the proposal to change the use of the premises to offices, as the staff employed would then make use of the shops in Wealdstone. She advised the Panel that permission had previously been given for a 4 star hotel to be located on the site but that it had always been used as a hostel. She expressed concern that there might be the potential for further social housing in Wealdstone.
- The Panel noted that the application was inconsistent in that it referred to the premises as both a hostel and hotel and indicated that this would require clarification. They further noted that the Development Control Committee was required to consider each application on its own merits.
- The Panel, having expressed a number of concerns, and welcomed the application and its proposed change of use, including the proposed length of time the permission would be granted for,
- RESOLVED:** That the Panel's views be forwarded to the Development Control Committee.
- (See also Minute 184).

197. **Date of Next Meeting:**

**RESOLVED:** That the next meeting of the Panel be held at 6.30 pm on Monday 24 January 2005.

(Note: The meeting having commenced at 6.30 pm, closed at 9.03 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN  
Chair

EXECUTIVE  
SUB-COMMITTEES



## TOWN CENTRE PROJECT PANEL

18 NOVEMBER 2004

- Chair: \* Councillor Burchell (not in the Chair) (see Minutes 35 and 36)
- Councillors: \* D Ashton \* O'Dell (in the Chair) (see Minutes 35, 36 and 37)  
 \* Miss Lyne \* Stephenson (1)  
 \* C Mote

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Clarendon Road Public Realm Proposals**

Cabinet, at its meeting held on 11 November 2004, had received information on the Public Realm proposals for Clarendon Road, including details of the issues outstanding which needed to be resolved before taking a decision on whether or not to proceed with the proposals.

Your Panel has now considered a confidential report of the Director of Strategic Planning which addressed those issues. The report and the concept developed by Alsop & Partners, consultants appointed by the Council to oversee its preparation, set out the bespoke approach to improvements to Clarendon Road which would help establish Clarendon Road as a safe, welcoming north/south route. Additionally, the proposals would address the poor environment of a key pedestrian route and set a standard for creating a distinctive Town Centre environment.

In noting that the outstanding issues had now been resolved, your Panel noted the projected costs of maintenance of the proposed 'Hanging Gardens' over the life of the scheme, which had also been reviewed. Your Panel was advised that this pilot scheme would enable officers to predict with greater certainty the costs of rolling out similar proposals across the Town Centre.

Your Panel discussed the problem of anti-social behaviour and how these would be overcome. In this regard, your Panel was informed that CCTV coverage along Clarendon Road would help deter anti-social behaviour. Your Panel noted that additional CCTV had been identified and that care would be taken to ensure that 'hiding places' were not created.

Whilst there was some concern from Members of your Panel that the advertisement panels might attract graffiti, they were satisfied that this problem could be overcome by applying the same principles as those applied when the mural on the bridge in Wealdstone had been designed and which had involved the local community.

Your Panel also noted that the capital costs associated with the Clarendon Road scheme would potentially have revenue implications on other budgets.

In noting the various comments made by Members, your Panel was unanimous in recommending this exciting project which would contribute towards the Council's vision for Harrow Town Centre.

**Resolved to RECOMMEND:** (To Cabinet)

That the proposal for environmental and public realm improvements in Clarendon Road proceed, subject to the provision in the 2005/06 Capital Programme.

**Reason for Recommendation:** To address the poor environment in Clarendon Road, raise the profile of the Town Centre, and develop a distinctive public realm.

**PART II - MINUTES**

35. **Appointment of Chair for the Meeting:**  
 At the commencement of the meeting, the duly appointed Chair, Councillor Burchell, (see Minute 36 below), was not present.

**RESOLVED:** That Councillor O'Dell be appointed Chair of the Panel for the purposes of this meeting.

[Note: Councillor Burchell subsequently attended the meeting for the items reflected at Recommendation 1 and Minutes 45, 46 and 47 but declined to assume the Chair;

Councillor O'Dell therefore retained the appointment as Chair conferred by Minute 35 for the duration of the meeting].

36. **Appointment of Chair:**

**RESOLVED:** To note the formal appointment at the Cabinet meeting on 11 November 2004 of Councillor Burchell as Chair of the Panel for the remainder of the 2004/05 Municipal Year.

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

Councillor O'Dell was nominated and seconded. No other nominations were received. Upon being put to a vote, it was

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

38. **Attendance by Reserve Members:**

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

Ordinary Member

Reserve Member

Councillor N Shah

Councillor Stephenson

39. **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.

40. **Arrangement of Agenda:**

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

<u>Items</u>	<u>Reason</u>
12. Clarendon Road Public Realm Proposals	) The written and verbal reports contained 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 and 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.
13. Update on Discussions with Dandara/TfL	

41. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 28 September 2004, having been circulated, be taken as read and signed as a correct record.

42. **Petitions:**

**RESOLVED:** To note that there were no petitions submitted to this meeting.

43. **Public Questions:**

**RESOLVED:** To note that there were no public questions to be received under the provisions of Executive Procedure Rule 15.

44. **Consultation on Masterplan SPG and Town Centre Strategy:**

The Panel considered a report of the Director of Strategic Planning setting out the preliminary results of the consultation on the Harrow-on-the-Hill draft Supplementary Planning Guidance (SPG) and the draft Town Centre Development Strategy.

The Director of Strategic Planning informed Members that all responses, from whatever source, had been given an equal weighting. He added that officers would be

examining the following two particular issues, where the balance of opinion was inconclusive:

- the link between Harrow Town Centre and Harrow-on-the-Hill
- the notion/concept of a landmark development.

He stated that whilst the report provided an early opportunity to Members to comment on the results of the public consultation, a detailed analysis of the comments received would be presented to the next meeting of the Panel.

In noting the report, Members made the following remarks:

- that careful consideration would be required prior to the Council agreeing to proceed with the landmark development, as illustrated in the SPG during the consultation process;
- that the landmark development which had been accepted by the Panel as a concept only might need to be re-visited/re-examined;
- that the landmark development which appeared to be controversial had engaged the press and the public, which ought to be seen positively;
- that the results were not typical in that there was a clear divergence of opinion on some issues.

In order to assist Members in further understanding the results of the consultation, the Director of Strategic Planning undertook to provide an analysis of the responses received through each of the different consultation methods used. He added that the landmark development would be dependent on the chosen developer(s) and the Council at a later stage. He explained that whilst there would be some delay in the adoption of the SPG, the 'critical path' of the project was still on target. However, this was also dependent on the other key stakeholders. He also undertook to provide a revised draft timetable.

Members agreed that the results of the consultation ought to be published on the Council's web-site, and that it should be made known that the signature development was only a concept and not a proposal at this stage.

**RESOLVED:** To note the preliminary results of the consultation on the Harrow-on-the-Hill draft Supplementary Planning Guidance and the draft Town Centre Development Strategy.

**Reason for Decision:** To advise the Panel of the response to public consultation and ensure that progress is maintained in preparing the SPG.

45. **Clarendon Road Public Realm Proposals:**

See Recommendation 1.

46. **Update on Discussions with Dandara/TfL:**

The Director of Strategic Planning provided an oral briefing to the Panel on the discussions he had had with Transport for London (TfL) and Dandara Ltd, owners of the former Post Office site. He agreed to circulate the correspondence he had received from them regarding the draft Supplementary Planning Guidance (SPG) for land at Harrow-on-the-Hill Station.

Discussions with TfL

The Director of Strategic Planning informed the Panel that TfL had been generally supportive of the Council's proposals and that it had sought further details which would form part of the discussion he would be having with TfL during the following week.

Discussions with Dandara Ltd

The Director of Strategic Planning reported that Dandara Ltd was working on its own proposals for the old Post Office site, which it now owned.

Harrow College

The Director of Strategic Planning informed the Panel that Harrow College was working on their accommodation strategy and that it was also holding discussions with the Learning & Skills Council. He added that Council officers were working on the

proposals for the Performing Arts Space and that a report would be presented to the next meeting of the Panel.

**RESOLVED:** To note the report of the Director of Strategic Planning on the discussions held with the stakeholders.

47. **Date of Next Meeting:**  
It having been noted that a meeting would not be required until January/February 2005, officers undertook to set up some reserve dates and consult Members.

**RESOLVED:** To note that a meeting would not be required until January/February 2005.

(Note: The meeting having commenced at 6.35 pm, closed at 7.29 pm)

(Signed) COUNCILLOR PHILLIP O'DELL  
Vice-Chair (in the Chair)



