

2007 – 2008  
June 2007 Volume 2



**CABINET  
AND  
COUNCIL  
MINUTES**



**CABINET AND COUNCIL MINUTE BOOK**

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COUNCIL  
AND  
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STANDING ADVISORY  
COUNCIL FOR  
RELIGIOUS  
EDUCATION





58. **Apologies for Absence:**

**RESOLVED:** To note that apologies for absence had been received from Councillor Asad Omar, Mr Patrick O'Dwyer, Mrs Bavita Pandya-Arepalli, Mr Paramjit Singh Kohli and the Reverend Dr Stephen Thompson.

59. **Attendance by Reserve Members:**

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

60. **Declarations of Interest:**

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

<u>Member</u>	<u>Nature of Interest</u>
Pat Stevens	Pat Stevens declared a personal interest in that she was the Religious Education Consultant to Harrow Council.

61. **Minutes of the Meeting held on 8 March 2007:**

**RESOLVED:** That the minutes of the meeting held on 8 March 2007 be deferred until printed in the Council Bound Minute Volume.

62. **Matters Arising**(a) **Contacts with London SACREs:**

Pat Stevens reported that a letter had been received from the National Association of SACREs (NASACRE), inviting the Chairs and Advisers of London SACREs to NASACRE's first London Regional Seminar at City Hall on Wednesday 11 July 2007 from 11.15 am to 4.15 pm.

**RESOLVED:** That (1) Alison Stowe and Pat Stevens attend the seminar, but if either were unable to go, they nominate other SACRE members to attend in their place;

(2) Harrow SACRE be pro-active in inviting neighbouring SACRE members to its functions, for example the SACRE showcase for Councillors.

(b) **SACRE showcase for Councillors:**

Members agreed with suggested plans that the event should include:

- an overview of Harrow's range of beliefs and philosophies;
- an explanation of the role, membership and make-up of Harrow SACRE;
- an insight into Harrow's Agreed Syllabus for Religious Education and associated schemes of work;
- an exhibition of children's work, including pupil presentations;
- the opportunity for Councillors and visitors to ask questions of an inter-faith panel comprising members of SACRE and representatives of Christian and other religious denominations and faiths.

**RESOLVED:** That (1) Councillor Mrs Anjana Patel negotiate a date for the showcase at the Managers' meeting and inform Pat Stevens;

(2) a Working Party consisting of Alison Stowe, Patrick O'Dwyer, Pat Stevens and Shruti Mistry meet to organise the event and seek advice from the Member Development Team via Aileen Beaumont.

(c) **SACRE Constitution:**

Members had scrutinised the copy of the revised constitution, which was circulated following discussion at the SACRE meeting of 8 March 2007. Mike Bishop led further discussion on three items:

1. **Pupil Representation.**

It was agreed that section 2, Group D, Consultants and officers, item 4 should read: "Pupil representatives will be encouraged to attend

SACRE meetings. Two student representatives will be seconded from the Harrow Council Advisory Group”.

SACRE representatives were invited to a meeting of the Harrow Student Advisory Group to be held at 4.00 pm on Monday 25 June 2007 at Harrow Teachers' Centre to talk to the students about SACRE and to invite their participation. Mary Abbott, Zia Baig, Niru Desai and Mary Hale expressed interest in attending the meeting. Pat Stevens would contact them with details of the meeting. In addition it was agreed that there would be a regular agenda item to enable pupils from a variety of schools to present to SACRE projects and activities that they have carried out during RE lessons.

SACRE members affirmed their pleasure in the future involvement of young people in SACRE and looked forward to hearing their views on how religious education and collective worship might be developed.

2. Review of the Agreed Syllabus

Mike Bishop pointed out that section 7 item 4, contravened a clause in the 1996 Education Act, which stated that Group D, comprising Local Authority representatives, may not require a review of the agreed syllabus.

The Group D representatives strongly expressed the view that Group D should be able to require an agreed syllabus review, if appropriate, along with Groups A, B and C. It was agreed that SACRE would seek advice on this point from Legal Services, as well as seeking legal advice on the clarity of wording of SACRE's revised constitution.

3. Nominating Groups for SACRE members

It was agreed that the title of the document to accompany the constitution should be “Some suggested nominating groups for SACRE members”, rather than “Range of nominating groups for SACRE members”.

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

(d) Agreed Syllabus for Religious Education and Scheme of Work:

Pat Stevens reported that the revised Harrow Agreed Syllabus for Religious Education with its detailed introduction to Harrow faiths and philosophies and illustrations of the religious life of Harrow was being prepared for electronic publication and printing. The development of the accompanying non-statutory units of work was underway.

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

(e) Baha'i materials and resource packs for schools:

Martha Besser reported that taking into account diminished funding possibilities from Harrow Council for the development of resource packs for schools, the Baha'i community had reduced the content of the Baha'i packs to materials that would be particularly valuable for schools. This would bring the cost of packs for all schools to £2,490. The Baha'is agreed to fund a third of this amount.

Councillor Navin Shah joined the meeting to inform members that education was an important item on the Jain agenda and that the Institute of Jainology was in the final stages of preparation of a primary Jain resource pack. This would be available shortly for members to examine and it was hoped that the Jain pack would be available for launch in the near future. The Jains would fund a substantial part of the venture.

Members welcomed the coming availability of Baha'i and Jain packs and thanked these faiths for their hard work in developing the materials. Teacher members confirmed the pressing need for the resources.

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

(2) that, in addition to the Baha'i subsidy, SACRE would contribute £500 towards the packs and schools would be asked to contribute the remainder of the cost, about £17 per school; and

(3) to proceed with contacting schools and ordering the Baha'i packs.

63. **Report from the Multi-Agency Forum regarding the Proposed Street Warden Scheme:**

Jasbinder Baddhan, Harrow Council's Race Hate Crime Coordinator introduced Paul Evans, Inspector for Partnerships, Harrow Police and Mark Tomlinson, Street Pastor Coordinator for Sutton.

Mark Tomlinson explained his role as a Street Pastor in the London Borough of Sutton, which statistically had the lowest crime rate in London, yet a high fear of crime. The Sutton Street Pastors, who were all Christian ministers, worked closely with the police. Wearing a recognisable uniform with a logo, they were visible in the streets as people who cared and listened. The scheme came under the umbrella of the Ascension Trust and received funding from the police, local council, businesses and churches. Although Mark was also involved with the Sutton Partnership and the Faith and Belief Forum, the Street Pastor scheme was seen in Sutton as a Christian project. Other faiths were aware of the scheme and were supportive of its aims. Further details of the Sutton scheme could be accessed through [www.streetpastors.org](http://www.streetpastors.org).

Harrow SACRE members voiced their support of the scheme and asked if such a scheme would be viable in Harrow. Jasbinder Baddhan explained that plans were underway for a scheme to operate in Harrow. Members felt that Harrow's record in inter-faith relations could well lead to a multi-faith street pastor scheme. The visitors were thanked for their presentation.

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

64. **Report from NASACRE Conference:**

Phiroza Gan-Kotwal handed documentation from the conference to the Chairman and agreed to inform members of proceedings once she had received the minutes. It was agreed that further information would be distributed.

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

65. **SACRE Report 2006:**

Pat Stevens distributed copies of the report for Members to read outside of the meeting. Mike Bishop suggested that SACRE should write to the high schools to congratulate them on their continued good achievements at GCSE and AS levels.

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

66. **Determinations:**

**RESOLVED:** To note that there were no determination renewals for discussion at the meeting.

67. **SACRE Advice on the Religious Needs of Pupils:**

Pat Stevens stressed the pressing need for SACRE to discuss and produce guidelines for the religious needs of pupils in schools. Headteachers and Governors looked to SACRE as a respected body, which could provide balanced, well-considered advice to bring cohesion of practice across the Borough. There were urgent questions from schools, particularly about clothing worn by Muslim pupils and issues relating to Swaminarayan pupils removing beads for physical education, which schools classed as jewellery.

**RESOLVED:** That a working party led by Alison Stowe meet at 1.00 pm on 20 September 2007 at the Civic Centre to begin work on the guidance, and it be noted that Martha Besser (Baha'i), Mary Hale (Buddhist), Niru Desai (Hindu), Phiroza Gan-Kotwal (Zoroastrian), Vinod Kapashi (Jain) and Zia Baig (Muslim) had volunteered to join the working party and others would be welcome.

68. **Multi-Faith Calendars for Schools:**

Pat Stevens reminded members that each year SACRE purchased the SHAP Calendar of Religious Festivals for Schools. Mahendra Hirani had worked with a world focus on a Multi Faiths Festivals calendar, which took a detailed scholarly approach to explanations of the festivals. Copies of the calendar running from January 2008 – April 2009 would retail at £12.50.

**RESOLVED:** (1) To continue supplying the SHAP calendar to First and Middle Schools, and to order copies of Mr Hirani's calendar for high schools, colleges and the Teachers' Centre;

(2) that there should be a joint order from SACRE and Councillor Mrs Anjana Patel to include educational establishments, libraries, the Civic Centre and community centres.

69. **News from Organisations on which Harrow SACRE has Representation and from Faith Communities:**

- Harrow Council was congratulated on its very successful Baisakhi celebration at the Civic Centre.
- On behalf of Harrow Inter Faith Council, Mary Hale and Martha Besser distributed a detailed report of the successful conference run for Harrow high schools.
- A film by Al Gore on climate change would be shown at Harrow Baptist Church at 8.00 pm on Sunday 10 June and Kol Chai Jewish Community was giving a presentation on Thursday 28 June by the Director of the Meridian Project, with a view to developing a cohesive approach to energy saving by all of Harrow's faith communities. Further details could be obtained by Rabbi Michael Hilton on 020 8906 8241. SACRE members would be most welcome at these events.
- It was noted that Under One Sky would be held on Sunday 8 July 2007 and a pan London inter-faith event, "Thursday's Child" would run at the West Ham Memorial Recreation ground during the weekend 7/ 8 July 2007.

Vinod Kapashi gave notice of a touring World Congress of Faiths exhibition and asked if a venue might be found for it in Harrow. The Harrow Museum and Heritage Centre was recommended as an ideal venue.

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

(2) Vinod Kapashi liaise with Councillor Mrs Anjana Patel early next year to identify a venue in Harrow for the touring World Congress of Faiths exhibition.

70. **Dates and Venues of Next Meetings:**

SACRE meetings for the rest of the Municipal Year 2007-2008 would be held on Wednesday 19 September 2007, Wednesday 5 December 2007 and Wednesday 12 March 2008. It was agreed to hold meetings at the Civic Centre but to arrange visits to additional places of worship.

Harrow Inter Faith Council would invite SACRE members to join them on their future programme of visits. It was agreed that Pat Stevens would write to the priest of St John Fisher Church to thank him, Neville Ransley and the congregation for their kind hospitality for the meeting on 8 March 2007.

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

(Note: The meeting having commenced at 7.30 pm, closed at 9.45 pm)

(Signed) MRS M BESSER  
Chairman



DEVELOPMENT  
MANAGEMENT  
COMMITTEE



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**REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE**


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**MEETING HELD ON 6 JUNE 2007**


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Chairman: \* Councillor Marilyn Ashton

Councillors: \* Don Billson \* Julia Merison  
 \* Mrinal Choudhury \* Narinder Singh Mudhar  
 \* Keith Ferry \* Joyce Nickolay  
 \* Thaya Idaikkadar

\* Denotes Member present

[Note: Councillor Jerry Miles also attended this meeting to speak on the item indicated at Minute 98 below].

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

**RESOLVED:** To note the appointment at the meeting of Annual Council on 10 May 2007 under the provisions of Council Procedure Rule 1.1 (xii) (Part 4A of the Constitution) of Councillor Marilyn Ashton as Chairman of the Development Management Committee for the Municipal Year 2007/08.

**96. Attendance by Reserve Members:**

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

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

Nominations were received and seconded for Councillors Thaya Idaikkadar and Joyce Nickolay. Having been put to a vote it was

**RESOLVED:** To appoint Councillor Joyce Nickolay as Vice-Chairman of the Development Management Committee for the Municipal Year 2007/08.

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

**RESOLVED:** That, in accordance with Committee Procedure Rule 4.1, the following Councillor, who was not a Member of the Committee, be allowed to speak on the agenda item indicated:

<u>Councillor</u>	<u>Item</u>
Councillor Jerry Miles	Planning application 2/06

**99. Declarations of Interest:**

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

- (i) Planning applications 2/07 – 16 Lady Aylesford Avenue, Stanmore and 2/08 – 20 Lady Aylesford Avenue, Stanmore  
 Councillor Marilyn Ashton declared a personal interest in the above applications, arising from the fact that her son lived in Hodgkins Mews, which was not very near to the sites but was in the locality. Accordingly, she would remain in the room and take part in the discussion and decision-making on these items.
- (ii) Planning application 3/02 – Land rear of 51 Kings Road, fronting Stuart Avenue, Harrow  
 Councillor Thaya Idaikkadar declared that all Labour Members of the Committee had a prejudicial interest in the above application. Accordingly, they would leave the room and take no part in the discussion or decision-making on this item.

- (iii) Agenda item 18 – 4 Aylwards Rise, Stanmore  
Councillor Marilyn Ashton declared a prejudicial interest in the above item, arising from the fact that she had been in contact with the complainants. Accordingly, she would leave the room and take no part in the discussion or decision-making on this item.

[Note: Subsequently, the Committee had reason to refer to agenda item 18 – 4 Aylwards Rise, Stanmore during the discussion on agenda items 6 – Arrangement of Agenda and 10 – Deputations. Accordingly, Councillor Marilyn Ashton left the room and took no part in the discussion or decision-making on those items].

100. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
Addendum	This contained information relating to various items on the agenda and was based on information received after the agenda's dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision
13. Planning Applications Received: 1/01 – Cedars First and Middle School, Whittlesea Road, Harrow	This report was late because information requested by Members at the Strategic Planning Committee on 16 May 2007 had not been received in time from the applicant for it to be circulated with the agenda. Members were requested to consider this application, as a matter of urgency, in order to avoid delay, which could prejudice funding for the project.
18. 4 Aylwards Rise, Stanmore	This report was not available at the time the agenda was printed and circulated as a report was awaited from external consultants. Members were requested to consider this item, as a matter of urgency, to enable the matter to be progressed without further delay.
19. 7 Lansdowne Road, Stanmore	The reason for lateness of this report and the associated urgency was that it had recently come to light that a recommendation to which the Committee previously agreed could not be actioned due to the outcome of a planning appeal, so it was in the interests of all parties to close this matter.

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

(3) agenda items 10 – Deputations and 18 – 4 Aylwards Rise, Stanmore be taken together.

[Note: The Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in agenda item 18 – 4 Aylwards Rise, Stanmore, the Vice-Chairman, Councillor Joyce Nickolay, took the Chair for discussions in relation to this item. Upon conclusion of the discussions, Councillor Marilyn Ashton resumed the chair].

(See also Minute 99).

101. **Minutes:**

**RESOLVED:** That the Chairman be given authority to sign the minutes of the meeting held on 2 May 2007 as a correct record once they have been printed in the Council Bound Minute Volume.

102. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19.

103. **Petitions:**

**RESOLVED:** To note receipt of the following petition:

- (i) Petition objecting to the proposed development at 80 Roxborough Road, ref: P/0810/07  
The above petition, containing 35 signatures, was presented by Christine Watson.

104. **Deputations:**

In accordance with Committee Procedure Rule 17, a deputation request had been received from Mr Jeremy Derman in relation to agenda item 18 – 4 Aylwards Rise, Stanmore.

The Committee having resolved to defer consideration of the substantive item, the depute confirmed that he would also defer his deputation.

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

[Note: The Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in agenda item 18 – 4 Aylwards Rise, Stanmore, the Vice-Chairman, Councillor Joyce Nickolay, took the Chair for discussions in relation to this item. Upon conclusion of the discussions, Councillor Marilyn Ashton resumed the chair].

(See also Minutes 99 and 110).

105. **Motion regarding Development Control: Reference from the Meeting of Council held on 26 April 2007:**

The Committee received a reference from the Council meeting held on 26 April 2007 which requested that the following Motion in the names of Councillors Thaya Idaikkadar and Keith Ferry be considered:

“Council notes that both the Strategic Planning Committee and the Development Management Committee are quasi-judicial in nature. In the light of this it is important that all members of these committees should have equal and full access to any information and advice provided by officers and similarly for site visits, and this should take account of members’ work commitments and disabilities.

Accordingly, the Council agrees:

- To hold briefing meetings after normal working hours, not in any case before 6.00 pm.
- To arrange site visits at times convenient to the majority of members and not dictated by the chair or members of the administration.
- To arrange site visits in a manner that cater for the access needs of all members.”

The Committee noted that above Motion had already been considered by the Strategic Planning Committee at its meeting on 16 May 2007, and, having been put to a vote, it was

**RESOLVED:** That the motion be not adopted.

106. **Representations on Planning Applications:**

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of items 2/01, 2/05 and 2/06 on the list of planning applications.

107. **Planning Applications Received:**

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

108. **Enforcement Notices Awaiting Compliance:**

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

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

109. **The Bothy, 65 Old Redding:**

The Committee received a report of the Group Manager, Planning and Development in this regard.

**RESOLVED:** That, having regard to the provision of the Unitary Development Plan and all other material planning considerations (in accordance with Section 172 of the Town and Country Planning Act 1990 (as amended)), the Director of Legal Services be authorised to

- (a) issue notices (if considered appropriate) under Section 330 of the Town and Country Planning Act 1990 in respect of the alleged breach of planning control;
- (b) take all necessary steps for the preparation, issue and service of an Enforcement Notice requiring within three calendar months:
  - (i) the demolition of the rear timber decking extension;
  - (ii) the removal from the land of the materials arising from compliance with the requirements in (a) (i) above;
- (c) in the event of non-compliance with the above enforcement notice, to:
  - (i) institute legal proceedings, should it be considered in the public interest to do so, pursuant to Section 179 of the Town and Country Planning Act 1990;
  - (ii) carry out works in default, should it be considered financially viable to do so, under the provisions of Section 178 of the Town and Country Planning Act 1990.

110. **4 Aylwards Rise, Stanmore:**

The Committee received a report of the Director of Planning Services in relation to the above. Having noted the officer's revised recommendation, as set out in the Addendum, the Committee

**RESOLVED:** That the item be deferred for further consideration by officers.

[Note: The Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in this item and left the room, the Vice-Chairman, Councillor Joyce Nickolay, took the Chair. Upon conclusion of this item, Councillor Marilyn Ashton resumed the chair].

(See also Minutes 99 and 104).

111. **7 Lansdowne Road, Stanmore:**

The Committee received a report of the Group Manager, Planning and Development, in this regard.

**RESOLVED:** That (1) no further action be taken in respect of the Committee's resolution dated 7 June 2006 to issue an enforcement notice in respect of the erection of a canopy to the rear of an existing rear extension to the dwellinghouse at 7 Lansdowne Road, Stanmore; and

- (2) the relevant enforcement investigation be closed.

112. **Member Site Visits:**

Members having noted that a report in relation to Jubilee House, Merrion Avenue, Stanmore would be presented to the Committee in June 2007, it was

**RESOLVED:** That Member visits to the following sites would take place on Tuesday 19 June 2007 from 6.15 pm:

- Planning application 2/04 – The Grange, Orley Farm Road
- Planning application 2/05 – 80 Roxborough Road
- Planning application 2/06 – 62 Wood End Avenue
- Jubilee House, Merrion Avenue, Stanmore

(Note: The meeting, having commenced at 6.30 pm, closed at 8.10 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

**SECTION 1 – MAJOR APPLICATIONS**

**LIST NO:** 1/01                      **APPLICATION NO:** P/0698/07/CFU  
**LOCATION:** Cedars First and Middle School, Whittlesea Road, Harrow, HA3 6LS  
**APPLICANT:** ATP Group for Harrow Council  
**PROPOSAL:** Proposed children's centre and nursery  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum.

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

**LIST NO:** 2/01                      **APPLICATION NO:** P/2917/06/CFU  
**LOCATION:** 13-15 Whitchurch Lane, Edgware, HA8 6JZ  
**APPLICANT:** Jeffrey Howard Associates for P Ward Ltd  
**PROPOSAL:** Redevelopment: Three storey building to provide five ground floor retail units, six flats on upper floors, access (revised) (resident permit restricted)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported, and the following additional condition:  
 "The rear garden area shown on the approved plans shall be used as a garden for the benefit of the occupiers of the building hereby approved, and shall be retained in that form hereafter."  
 [Notes: (1) Prior to discussing the above application, the Committee received representations from an objector, which was noted;  
 (2) there was no indication that the applicant was present and wished to respond].

**LIST NO:** 2/02                      **APPLICATION NO:** P/0284/07/CFU  
**LOCATION:** 144 Long Elmes, Harrow Weald, HA3 5JZ  
**APPLICANT:** Mr R Thakrar  
**PROPOSAL:** Conversion of dwellinghouse into two flats with external alterations  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported.

**LIST NO:** 2/03                      **APPLICATION NO:** P/0546/07/DFU  
**LOCATION:** 19 Carmelite Road, Harrow, HA3 5LT  
**APPLICANT:** G M Simister for Mr and Mrs H Gunn  
**PROPOSAL:** Conversion of single dwellinghouse into two flats, conversion of garage to habitable room; external alteration  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.

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**LIST NO:** 2/04                      **APPLICATION NO:** P/0822/07/DFU  
**LOCATION:** The Grange, Orley Farm Road, Harrow on the Hill  
**APPLICANT:** Kenneth W Reed & Associates for Mr and Mrs P Harrison  
**PROPOSAL:** External alterations; single storey and first floor side extensions; two storey rear extension and replacement dormer window to rear roofslope; alterations to roof of garage to form two side dormer windows  
**DECISION:** DEFERRED for Member site visit.  
(See also Minute 112).

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**LIST NO:** 2/05                      **APPLICATION NO:** P/0810/07/CFU  
**LOCATION:** 80 Roxborough Road, Harrow, HA1 1PB  
**APPLICANT:** Space Design Consultants for D Patel  
**PROPOSAL:** Single storey front and rear extensions; two storey side extensions to dwellinghouse  
**DECISION:** DEFERRED for Member site visit.  
  
[Note: Prior to discussing the above application, the Committee received representations from an objector, and the applicant, which were noted].  
(See also Minutes 103 and 112).

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**LIST NO:** 2/06                      **APPLICATION NO:** P/0465/07/DFU  
**LOCATION:** 62 Wood End Avenue, South Harrow, HA2 8NX  
**APPLICANT:** Mr H Patel  
**PROPOSAL:** Alterations to roof to form end gable and rear dormer, single storey rear extension, alterations, conversion of dwellinghouse to two self-contained flats and bin store  
**DECISION:** DEFERRED (1) for Member site visit and (2) to enable officers to provide clarification of Informative 2.  
  
[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector, which was noted;  
(2) there was no indication that the applicant was present and wished to respond].  
(See also Minute 112).

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**LIST NO:** 2/07                      **APPLICATION NO:** P/0953/07/DFU  
**LOCATION:** 16 Lady Aylesford Avenue, Stanmore, HA7 4FH  
**APPLICANT:** Aron Slom Ariba for Mr and Mrs Curtis  
**PROPOSAL:** Single storey rear extension  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
(See also Minute 99).

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**LIST NO:** 2/08                      **APPLICATION NO:** P/0954/07/DFU  
**LOCATION:** 20 Lady Aylesford Avenue, Stanmore, HA7 4FH  
**APPLICANT:** Aron Slom Ariba for Mr and Mrs Insua  
**PROPOSAL:** Single storey rear extension  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
  
(See also Minute 99).

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**LIST NO:** 2/09                      **APPLICATION NO:** P/1105/07/DDP  
**LOCATION:** 19 Mephram Gardens, Harrow, HA3 6QS  
**APPLICANT:** Sophie Ungerer for Warden Housing Association  
**PROPOSAL:** Approval of details of materials pursuant to Condition 5 of Planning Permission P/2378/06/DFU for part two, part three storey block of five terraced houses with parking dated 15 December 2006  
**DECISION:** DEFERRED for consultation with applicant regarding alternative roof materials.

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

**LIST NO:** 3/01                      **APPLICATION NO:** P/0888/07/DFU  
**LOCATION:** 137 Whitchurch Lane, Edgware, HA8 6NZ  
**APPLICANT:** Michael Seston for Bala Kyllassum  
**PROPOSAL:** Conversion of dwellinghouse to 3 self-contained flats with rear dormer and external alterations  
**DECISION:** WITHDRAWN by the applicant.

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**LIST NO:** 3/02                      **APPLICATION NO:** P/0703/07/DFU  
**LOCATION:** Land rear of 51 Kings Road fronting Stuart Avenue, Harrow, HA2 9JA  
**APPLICANT:** R Patel for R J and R W Currie  
**PROPOSAL:** Two storey detached dwelling  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, for the reasons reported.  
  
(See also Minute 99).

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LICENSING  
AND GENERAL  
PURPOSES  
COMMITTEE



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**REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE**


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**MEETING HELD ON 7 JUNE 2007**


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Chairman:	* Councillor Mrs Lurline Champagne	
Councillors:	* Robert Benson	* Ashok Kulkarni
	* Don Billson	* Mrs Vina Mithani
	* Mrinal Choudhury	* John Nickolay
	* G Chowdhury	* Phillip O'Dell
	* Mano Dharmarajah	* Raj Ray
	* Thaya Idaikkadar	* Tom Weiss
	* Nizam Ismail	* Jeremy Zeid

\* Denotes Member present

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

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

**52. Arrangement of Agenda:**

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

**53. Minutes:**

**RESOLVED:** That (1) the minutes of the ordinary meeting held on 27 November 2006 be taken as read and signed as a correct record; and

(2) the minutes of the Special meeting held on 19 February 2007, the ordinary meeting held on 5 March 2007 and the Special meeting held on 14 May 2007 be deferred until printed in the Council Bound Minute Volume.

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

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

**55. Decisions taken under the Non-Executive Decision-Making Procedure:**

**RESOLVED:** To note and, insofar as is necessary, to confirm the decision taken with the approval of the Chairman and Nominated Member since the beginning of the Municipal Year, as listed at Appendix A to the officer report.

**56. Review of Polling Districts and Polling Stations:**

The Committee considered a report of the Director of Legal and Governance Services, which advised of the necessity to review Harrow's polling districts and stations in accordance with legislation, and sought the establishment of a working group to undertake the work.

Further to the Electoral Administration Act 2006, authorities were duty bound to review polling districts and stations by 31 December 2007. It was noted that this review was the first on this scale in twenty years but thereafter would take place every four years. Members were asked to consider the setting up of a cross-party working group which would include representation from the Harrow Association of Disabled People and a Councillor from the Liberal Democrat Group to consider issues such as reasonable access and facilities for electors.

Responding to questions, an officer provided the following information:

- The working party would be a non-political group which would operate on the same basis as scrutiny review groups.

- Any Recommendations from the working party would be referred to the Licensing and General Purposes Committee in the first instance, with Recommendations (if any) going to Council for approval in October 2007.
- The Returning Officer would act as a conduit between the working party and the Licensing and General Purposes Committee.
- The proposed timetable was determined by the dates of the Licensing and General Purposes Committee and Council meetings, the publication of the Electoral Register on 1 December 2007 and the deadline of 31 December 2007 set by the Electoral Administration Act 2006. The timetable could be amended if required.
- The representative from the Harrow Association of Disabled People and a Liberal Democrat Councillor would be contacted following approval of the working party membership.

**RESOLVED:** That (1) the establishment of an informal Review Working Group to undertake the review of the polling districts and polling stations in Harrow, be agreed;

(2) Councillors Robert Benson, Mrinal Choudhury, G Chowdhury, Mano Dharmarajah and John Nickolay be appointed to serve on the Review Working Group;

(3) a Liberal Democrat Councillor be invited onto the Review Working Group;

(4) a representative from Harrow Association of Disabled People be invited onto the Review Working Group;

(5) the proposed timetable referred to in the officer report be amended to read:

1. 29 June 2007 Notice of review published
2. 10 August 2007 Deadline for submissions
3. September 2007 Meeting(s) of the Working Group to consider representations.

(6) the Licensing and General Purposes Committee meeting scheduled for 10 September 2007 be moved to either 26 or 27 September 2007 in order to accommodate the amended timetable (see (5) above);

(7) any Member of the Licensing and General Purposes Committee could act as a Reserve, should a Councillor of the Working Group be unavailable to attend a meeting;

(8) the terms of reference of the Review Working Group be agreed.

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

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman

LICENSING AND  
GENERAL PURPOSES  
PANELS



## LICENSING PANEL

12 JUNE 2007

Chairman: \* Councillor John Nickolay

Councillors: \* Raj Ray \* Jeremy Zeid

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**123. **Appointment of Chairman:**

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

124. **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.

125. **Arrangement of Agenda:**

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

126. **Minutes:**

(See Note at conclusion of these minutes).

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

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

128. **Licensing Procedures:**

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

129. **Application for a new Premises Licence for Subway, 42 Church Road, Stanmore, HA7 4AH:**

The Panel received a report of the Chief Environmental Health Officer, which detailed an application for a new Premises Licence for Subway, 42 Church Road, Stanmore, HA7 4AH. The application sought permission for the supply of late night refreshment, including food and soft drinks but not alcohol.

The application had been made by Mr Ali Sayed, and was referred to the Panel as there were two unresolved representations from relevant authorities: the Metropolitan Police, the Environmental Health Authority and a number of residents. The Chief Environmental Health Officer's representative advised that the representations made by the Metropolitan Police and the Environmental Health Authority had been withdrawn as agreement had been reached with the applicant. The applicant had reduced the opening times and accepted eight conditions placed on the licence by the Metropolitan Police. These conditions were:

1. Notices shall be displayed asking customers to respect the needs of local residents and leave the premises and area quietly.
2. There shall be a minimum of two staff on duty after 11.00 pm on Sundays to Thursdays and a minimum of three staff on duty on Friday and Saturday.
3. Staff shall pick litter at regular intervals from the area surrounding the shop frontage and to the rear of the premises.
4. A CCTV system shall be installed in the premises in accordance with the Police Licensing Officer's recommendations. Images shall be retained for 31 days.

5. Signage shall be displayed in the customer area of the premises advising that a CCTV system is in operation.
6. An alarm system shall be installed at the premises in accordance with the Police Licensing Officer's recommendations.
7. A safe or other means of secure storage shall be provided at the premises in accordance with the Police Licensing Officer's recommendations.
8. Signage shall be displayed in the customer area of the premises advising the restrictions on access to cash on the premises.

Mr Ali Sayed, the applicant, and his legal representative, Mr Anthony Rimmer, were in attendance. Several residents, including those who had made representations, were also present. Mr Sayed informed the Panel that Subway was a franchise, which had been operating at 42 Church Road for four weeks. The restaurant contained 18 seats and a disabled toilet. Furthermore he also stated that customers comprised local residents, business customers, passing trade and late night patrons of the Crazy Horse and Spice Rack public houses nearby.

Mr Sayed explained that he was already a licence holder of a bar in London. He had been trained on food safety and had attended a 4-week intensive course run by Subway. Furthermore, supervisors from Subway's head office in London would randomly visit the premises to check food standards and service provided to the customers.

The applicant informed the Panel that he had a pool of six staff, each of whom had undertaken at least 70 hours of Subway training. He also explained that the Assistant Manager, who would be working 6 late shifts a week (including Thursday to Sunday), was previously a security guard and was SIA qualified. In addition, Mr Sayed stated that there would be a minimum of three staff working late between Friday and Sunday. Hence, he was confident that there would be enough staff with necessary training to control any disturbances that might occur within the premises.

Mr Sayed also stated that staff regularly collected litter deposited by Subway customers in the vicinity of the premises. The applicant explained that, should the licence be granted, he would ensure that appropriate signs were displayed in the premises requesting patrons to leave quietly. He also mentioned that the air-conditioned premises did not have any opening windows and, in an effort to minimise noise disturbances, the doors would remain closed unless a customer was entering or leaving the premises. Mr Sayed stated that there were currently 4 internal CCTV cameras and an alarm system that was connected to an emergency contact centre. He proposed to install 2 external CCTV cameras, one to the front and another to the rear of the premises. With regards to parking, the applicant stated that the majority of his customers were local and within walking distance of the premises. Other customers could park on the service road to the front of the premises. In addition, he stated that patrons of the public houses opposite would be able to use their respective car parks.

In response to questions from objectors, the applicant stated that there would not be an increase in public nuisance if the application were successful. Instead he stated that if the patrons of the public houses opposite visited Subway for food, this would have an inhibiting effect on the alcohol and hence reduce the disturbance to local residents. Mr Rimmer stated that Mr Sayed could not be expected to control disturbances away from the premises. Mr Sayed produced a petition, signed by 128 people, in support of Subway being in Stanmore. The applicant also explained that he was fully committed to working with the local residents in order to ensure the impact on them was minimised.

In response to questions from Panel Members, Mr Sayed stated that Subway did not use any cutlery or plates to serve food, there were 18 seats and a disabled toilet within the premises and that he would be prepared to engage with the Stanmore Safer Neighbourhood Team.

Two objectors, Ms Gordon and Mr Halle, stated that residents were frustrated that Stanmore had become urbanised with many people coming into the area to visit public houses. They objected to the application in relation to three of the four licensing grounds: the prevention of public nuisance, public safety and the prevention of crime and disorder. The objectors emphasised that the presence of Subway would exacerbate anti-social behaviour that was troubling the nearby area, particularly during weekends. Mr Halle and Ms Gordon also explained that a lot of litter was found in the

area on Subway's opening day. The applicant responded that a special promotion had been available on the opening day, which had attracted a lot of customers, but there had not been any similar incidents since.

Ms Gordon stressed that she had photographs, namely of people demonstrating anti-social behaviour in the area late at night. Ms Gordon also mentioned that she had called the police on two instances to report such crimes, but was placed on hold for longer than half an hour each time, so was unable to report them. Objectors expressed the view that Subway's late night opening would exacerbate the existing problems, as patrons of the public houses would leave the area even later after having food at Subway. In response to questions, the objectors explained that CCTV and staff at Subway might be a deterrent to crime in the premises but would not prevent crime or anti-social behaviour once patrons had left the premises.

In their closing statement, local residents stated that it would not be possible for the staff to control the behaviour of drunken patrons who would frequent Subway, once they had left the premises. Also, they were of the view that it was not necessary for a sandwich bar to be open late at night.

In his closing statement, Mr Rimmer stated that Mr Sayed was committed to the licensing objectives and had accepted the eight conditions imposed by the Metropolitan Police, all of which would address the licensing objectives raised in the representations. He recognised that residents were concerned about anti-social behaviour in the area but that these were not specific to Subway's operation. Once patrons had left the premises, Mr Sayed could not be held to account. He stated that this was an issue for Environmental Health and the Police.

The Panel considered all the facts and evidence presented before them and

**RESOLVED:** That the premises licence for Subway, 42 Church Road, Stanmore, HA7 4AH, be granted subject to the conditions (agreed between Mr Sayed and the Metropolitan Police) and an amendment to the closing times. Subway's closing time would be extended to midnight for Monday to Saturday. No extension was granted on Sunday, requiring the premises to close at 23:00 hours. On New Year's Eve, late night refreshment could take place between 23:00 and 01:00 hours.

**REASON:** The prevention of public nuisance.

(Note: The meeting having commenced at 7.30 pm, closed at 9.35 pm)

(Signed) COUNCILLOR JOHN NICKOLAY  
Chairman

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



## LICENSING PANEL

28 JUNE 2007

Chairman: \* Councillor Tom Weiss

Councillors: \* Nizam Ismail \* John Nickolay

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**130. **Appointment of Chairman:**

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

131. **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.

132. **Arrangement of Agenda:**

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

133. **Minutes:**

(See Note at conclusion of these minutes).

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

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

135. **Licensing Procedures:**

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

136. **Application for a new premises licence - American Star Pizza, 317 Northolt Road, South Harrow, HA2 8JA:**

The Panel received a report of the Chief Environmental Health Officer, which detailed an application for a new Premises Licence for American Star Pizza, 317 Northolt Road, South Harrow, HA2 8JA. The application had been made by Mr Jan Kamaludden and was referred to the Panel as there were three unresolved representations from Relevant Authorities: the Metropolitan Police, the Environmental Health Authority and the Planning Authority.

The applicant sought permission for late night refreshment from 23.00 to 03.00 hours Monday to Sunday, and for the supply of alcohol from 11.00 to 01.00 hours Monday to Sunday.

Responding to questions from a representative of the Planning Authority, Mr Kamaludden stated that he was aware of the current planning restrictions in relation to the premises, but had not applied to vary them. He further stated that he had been the owner of the premises between 2000 and 2001, and since 2005, but not at the time of the breaches of planning conditions set out in the report of the Planning Authority. Mr Kamaludden informed the Panel that when he had taken over the premises in 2005, he had understood that it had a licence to sell alcohol, but that this had expired. However, an officer advised that there had been no licence to sell alcohol from these premises.

The representative of the Planning Authority informed the applicant that if the Premises Licence was granted there was no guarantee that the Planning Application would be granted.

The representative of the Chief Environmental Health Officer reported a history of breaches of health, safety and hygiene regulations in relation to the premises and a lack of co-operation on the part of Mr Kamaludden.

Having reviewed all the evidence and the facts, the Panel was not satisfied that the licensing objectives relating to public safety and the prevention of crime and disorder would be adequately promoted, and accordingly

**RESOLVED:** That the application for a new Premises Licence for American Star Pizza, 317 Northolt Road, South Harrow, HA2 8JA be rejected.

137. **Application for a new premises licence - Hollywood Pizza, 4 Station Parade, Northolt Road, South Harrow, HA2 8HB:**

The Panel received a report of the Chief Environmental Health Officer, which detailed an application for a new Premises Licence for Hollywood Pizza, 4 Station Parade, Northolt Road, South Harrow, HA2 8HB. The applicant sought permission for late night refreshment from 23.00 to 03.00 hours Monday to Sunday.

The application had been made by Mr Jan Kamaludden and was referred to the Panel as there were two unresolved representations from Relevant Authorities: the Metropolitan Police and the Planning Authority.

In response to a question from a representative of the Planning Authority the applicant confirmed he was aware of the planning restrictions.

In response to questions from the Panel it was clarified that from 2005 to 2006 another person had run the premises. The applicant further explained that the gambling machines had been removed from the premises and that a CCTV monitoring system, till and safe guard were in place.

The representative of the Planning Authority informed the Panel that the application for a Premises Licence had been submitted before the planning permission. He further stated that opening hours until 03.00 hours was excessive for this area and that it was unlikely the application would be granted planning permission for these extended hours.

The Panel considered all the facts and evidence before them and

**RESOLVED:** That the application for Hollywood Pizza, 4 Station Parade, Northolt Road, South Harrow, HA2 8HB be granted subject to the following additional condition:

**AMENDED HOURS:**

Sunday to Thursday 11.00 to 0.00 hours  
Friday to Saturday 11.00 to 1.30 hours

**ADDITIONAL CONDITION:**

1. Compliance with the crime reduction measures as outlined by the Metropolitan Police Authority on pages 76-77 of the published panel papers.  
**REASON:** Public safety, the prevention of crime and disorder and the prevention of public nuisance.

(Note: The meeting having commenced at 10.07 am, closed at 11.23 am)

(Signed) COUNCILLOR TOM WEISS  
Chairman

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].

## EARLY RETIREMENT SUB-COMMITTEE

13 JUNE 2007

Chairman: \* Councillor Richard Romain

Councillors: \* Miss Christine Bednell \* Mano Dharmarajah

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**12. **Appointment of Chairman:**

**RESOLVED:** To note the appointment, at the Licensing and General Purposes Committee (Special) meeting on 14 May 2007, of Councillor Richard Romain as Chairman of the Sub-Committee for the Municipal Year 2007/2008.

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 (1) there were no declarations of interests made by Members in relation to the business transacted at this meeting;

(2) the Head of Human Resources declared an interest in item 12 "Redundancy / Early Retirement Cases for Organisational Review and Budget Saving" in that one of the cases was a relative, and that, accordingly, he left the room when this case was discussed and decided upon.

15. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
11. Exercise Discretion under Regulation 35 of the Local Government Pension Scheme Regulations 1997 (as amended)	The appendix was inadvertently omitted from the agenda. Members were requested to consider this item together with the business case in order to make an informed decision.
12. Redundancy/Early Retirement Cases for Organisational Review and Budget Saving	This case was not available at the time the agenda was printed and circulated due to the delay in receiving the final approval from the relevant officers. Members were asked to consider this additional case in order to meet the requested timescales for the employee to leave the authority.
12. Redundancy/Early Retirement Cases for Organisational Review and Budget Saving – tabled financial information	Due to the confidentiality and sensitivity of the cases relating to each employee, the financial information was tabled at the meeting. Members were requested to consider these together with the business cases in order to make an informed decision. These papers were subsequently returned to the officer following consideration of the cases.

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

<u>Item</u>	<u>Reason</u>
11. Exercise Discretion under Regulation 35 of the Local	) Both of these items were considered to contain exempt information as defined in

- |   |                                     |   |
|---|-------------------------------------|---|
| <p>Government Pension Scheme Regulations 1997 (as amended)</p> <p>12. Redundancy/Early Retirement Cases for Organisational Review and Budget Saving</p> | <p>)</p> <p>)</p> <p>)</p> <p>)</p> | <p>Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 in that they contained information relating to individuals.</p> |
|---|-------------------------------------|---|

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

**RESOLVED:** That Councillor Miss Christine Bednell be appointed Vice-Chairman of the Sub-Committee for the 2007/2008 Municipal Year.

17. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 12 December 2006 be taken as read and signed as a correct record.

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

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

19. **Exercise Discretion under Regulation 35 of the Local Government Pension Scheme Regulations 1997 (as amended):**

The Sub-Committee considered a report of the Corporate Director, Community and Environment, which detailed an application by an employee under Regulation 35 of the Local Government Pension Scheme Regulations 1997 (as amended) for the employer to exercise discretion and agree flexible retirement.

In granting the case for flexible retirement, Members wished it to be recorded that in such cases, succession planning should be taken into consideration by the department in order to facilitate a transitional handover of duties to another member of staff for when the employee decided to retire fully.

**RESOLVED:** That (1) it be agreed that this was a suitable case for consideration under Regulation 35 of the Local Government Pension Scheme Regulations 1997 (as amended); and

(2) having determined that the application met the criteria, discretion be exercised and the flexible retirement of CH under Regulation 35 be agreed.

20. **Redundancy / Early Retirement Cases for Organisational Review and Budget Saving:**

Members received a report of the Director of People, Performance and Policy, which detailed applications by employees under Regulation 4 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations, requesting that the employer exercise discretion and agree voluntary redundancy.

The cases arose from both the Organisational Review and the budget reductions for Public Realm Services.

**RESOLVED:** That (1) it be noted that in the cases detailed in the report of the Director of People, Performance and Policy Regulation 4 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations applied; and

(2) discretion be exercised in the cases detailed in the report of the Director of People, Performance and Policy under Regulation 5 (Power to Increase the Statutory Redundancy Payments) and Regulation 6 (Discretionary Compensation).

(See also Minute 14).

21. **Contents of Reports to the Sub-Committee:**

For future reference, Members requested the following in relation to the reports setting out the business case for voluntary redundancies:

- the report include a paragraph on the analysis of the calculations and comparisons of the costings, ie. value for money;
- all calculations be checked prior to being reported on;

- the officer recommendation be clearly worded;
- the pension statement be included with each business case;
- the business case be robust and watertight and include paragraphs on redeployment and car leasing;
- information on years of service as a part time and/or full time employee be included in an amended Appendix A.

The Chairman wished it to be noted that each case would be judged on its individual merits, and it should not be assumed that all requests for redundancy and early retirement would be granted.

**RESOLVED:** That the relevant information be provided for inclusion in the substantive departmental report, such that Members could be assured that issues raised in consultation had been appropriately accounted for and were addressed in the officer recommendations as necessary.

(Note: The meeting having commenced at 6.00 pm, closed at 9.14 pm)

(Signed) COUNCILLOR RICHARD DAVID ROMAIN  
Chairman



**PENSION FUND INVESTMENTS PANEL****25 JUNE 2007**

Chairman: \* Councillor David Ashton

Councillors: \* Mano Dharmarajah  
\* Thaya Idaikkadar

Richard Romain

Co-optee (Non-voting): \* Howard Bluston

\* Denotes Member present

[Note: Other Attendance: Mr George Henshilwood of Hymans Robertson attended in an advisory role, as the Council's Actuary/Adviser.]

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**47. **Appointment of Chairman:**

**RESOLVED:** To note the appointment, at the Special Meeting of the Licensing and General Purposes Committee on 14 May 2007, of Councillor David Ashton as Chairman of the Pension Fund Investments Panel for the Municipal Year 2007/08.

48. **Attendance by Reserve Members:**

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

49. **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.

50. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
14. Performance of Fund Managers – quarter ending 31 March 2007	The briefing note (attached to the report) was received from Hymans Robertson after the main agenda was printed and circulated. Members were requested to consider this report to assist the Panel in providing proper management and stewardship of the Pension Fund.

(2) all items be considered with the press and public present with the exception of the following items for the reasons set out below:

<u>Item</u>	<u>Reason</u>
12. Local Authority Pension Fund Trends	) These reports contained exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 in that they contained information relating to the financial or business affairs of any particular person (including the authority holding that information).
13. Fund Manager's Presentation	
14. Performance of Fund Managers – Quarter Ending 31 March 2007	

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

**RESOLVED:** That Councillor Thaya Idaikkadar be appointed Vice-Chairman of the Pension Fund Investments Panel for the Municipal Year 2007/2008.

52. **Appointment of Non-Voting Co-optee:**  
**RESOLVED:** That Mr Howard Bluston be appointed as non-voting co-optee on the Pension Fund Investments Panel for the Municipal Year 2007/2008.
53. **Minutes:**  
**RESOLVED:** That the minutes of the meeting held on 7 March 2007 be deferred until printed in the Council Bound Minute Volume.
54. **Public Questions:**  
**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19.
55. **Petitions:**  
**RESOLVED:** To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 16.
56. **Deputations:**  
**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17.
57. **Local Authority Pension Fund Trends:**  
The Panel received a presentation from a representative of WM Performance Services, which outlined trends in Local Authority Pension Funds. Members asked questions and entered into detailed discussion with the representative from WM Performance Services and the adviser from Hymans Robertson.  
**RESOLVED:** That the presentation be noted.
58. **Fund Manager's Presentation:**  
A representative from UBS made a formal presentation to the Panel detailing UBS strategies and performance since the last Fund Manager report.  
Members of the Panel asked questions and discussed issues arising. Upon conclusion of the presentation, the Fund Manager was thanked for his attendance.  
**RESOLVED:** That the Fund Manager presentation be received and noted.
59. **Performance of Fund Managers - Quarter ending 31 March 2007:**  
The Panel received a confidential report of the Director of Corporate Finance, together with a briefing note from the Council's Actuary/Adviser, which informed Members of the performance of the Fund Managers for the quarter ending 31 March 2007.  
**RESOLVED:** That the performance of the Fund Managers be noted.
60. **Any Other Urgent Business:**  
The Panel received a verbal update from the Panel's co-optee on events he had attended since the last meeting of the Panel. The co-optee informed Members that he had given a presentation on the tendering process used by the Council for Private Equity and Currency Management, at a meeting of the National Association of Pension Funds (NAPF). The co-optee sought the approval of the Panel for him to be a representative on the NAPF. An officer also advised the Panel that the Local Authority Pension Fund Forum (LAPFF) had volunteered to attend a Panel meeting to give a presentation.  
**RESOLVED:** That (1) the above be noted;  
(2) the Chairman, the co-optee and officers further discuss the issues raised outside of the meeting;  
(3) officers circulate details of future events to Members of the Panel and they be encouraged to attend, and where this was not possible, the co-optee could then attend.

(Note: The meeting having commenced at 6.30 pm, closed at 9.08 pm)

(Signed) COUNCILLOR DAVID ASHTON  
Chairman



OVERVIEW AND  
SCRUTINY  
COMMITTEE



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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**(SPECIAL) MEETING HELD ON 12 JUNE 2007**


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Chairman: \* Councillor Stanley Sheinwald

Councillors: \* B E Gate \* Paul Scott (1)  
 \* Mitzi Green \* Anthony Seymour  
 \* Barry Macleod-Cullinane \* Navin Shah (4)  
 \* Julia Merison (1) \* Yogesh Teli (4)  
 \* Phillip O'Dell (2) \* Mark Versallion

\* Denotes Member present  
 (1), (2) and (4) Denote category of Reserve Members

[Note: Councillors Chris Mote and David Ashton, having been invited to the meeting in their capacity as Leader and Deputy Leader respectively, also attended this meeting to speak on the item indicated at Minute 145 below. They also participated in the discussions relating to Minutes 146 and 148 below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**139. 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 Mrs Myra Michael	Councillor Yogesh Teli
Councillor Dinesh Solanki	Councillor Julia Merison
Councillor Jerry Miles	Councillor Philip O'Dell
Councillor Mrs Rekha Shah	Councillor Navin Shah
Councillor Christopher Noyce	Councillor Paul Scott

**140. Declarations of Interest:**

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

Agenda Item 7 – Question and Answer Session with the Leader, the Deputy Leader and the Chief Executive

The following Members indicated personal interests set out below and remained in the room to ask questions, respond to questions and listen to the responses:-

- (i) Councillor Mitzi Green stated that her relative was in receipt of disability benefit.
- (ii) Councillor Julia Merison stated that her son, who suffered from a handicap, received support from the Council.
- (iii) Councillor Barry Macleod-Cullinane stated that his sister taught at a school in Harrow.
- (iv) Councillor Chris Mote, who was not a Member of this Committee, stated that his brother was in receipt of disability benefit and that his wife, who was also a Councillor, taught at a school in Harrow.

**141. Arrangement of Agenda:**

Members referred to the tabled report on the Draft Corporate Plan 2007/10, which they considered to be inappropriate to admit late to the agenda. Some Members felt that late reports, a systematic problem in Harrow, neutralised any views they might have wished to make.

An officer explained why the report had not been available earlier and stated that the Cabinet on 21 June 2007 would have to consider the Plan in order to meet the statutory deadline of 30 June 2007 for the publication of the Best Value Performance Plan (BVPP), which was an element of the Corporate Plan.

The Chief Executive empathised with Members' comments and spoke about the need to plan ahead. He undertook to take this message back to his management team.

Members agreed to defer consideration of the report to the Overview and Scrutiny Committee's July 2007 meeting and refer their comments to the July Council meeting, which would approve the Plan.

**RESOLVED:** That (1) the Draft Corporate Plan 2007/10 be deferred to the July 2007 meeting of the Overview and Scrutiny Committee;

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

142. **Minutes:**

**RESOLVED:** That the minutes of the ordinary meeting held on 24 April 2007 and the special meeting held on 14 May 2007 be deferred until the next ordinary meeting of the Committee.

143. **Deputations:**

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

144. **Membership of Call-In Sub-Committee (Education):**

**RESOLVED:** That the revised membership of the Call-In Sub-Committee (Education), as set out on page 1 of the agenda, be agreed.

145. **Question and Answer Session with the Leader, the Deputy Leader and the Chief Executive:**

On behalf of the Committee, the Chairman welcomed the Leader, the Deputy Leader and the Chief Executive to the meeting. He stated that the Committee looked forward to hearing the experiences of the Leader and Deputy Leader during their first year in administration and from the Chief Executive on his impressions of Harrow and how the Council needed to improve. Questions had been arranged under eight themes: Finance, Recycling, Scrutiny, Olympics, Town Centre, Congestion, Planning and Improving Harrow.

Before inviting Members of the Committee to ask questions, the Chairman reminded them that the spirit of Scrutiny was to hold a robust question and answer session in a non-partisan environment. Additionally, Members should question the political and officer leadership of the Council about activity and priorities for the future.

Prior to receiving questions, the Leader and the Deputy Leader spoke about their aspirations for the Council and the range of measures already in place to improve the Council. They spoke about the financial challenges facing the Council and the difficulties they had faced in their first year in administration, which had resulted in some unpalatable decisions. The Leader and the Deputy Leader welcomed Scrutiny's contributions in improving the services provided by the Council.

The Chief Executive outlined non-political challenges facing the Council. He identified areas where improvements were necessary and congratulated Harrow on the innovative work it had undertaken. There was untapped potential in Harrow and specific measures were needed to ensure a 'can do' culture. The Chief Executive outlined his ambitions for the Council and explained how he intended to build on Harrow's infrastructure and foundations.

Members were invited to put their questions to the Leader, the Deputy Leader and the Chief Executive under the various themes set out below. Members also asked supplemental questions, which were duly answered.

## **FINANCE**

In response to questions, the Leader and the Deputy Leader, together with the Chief Executive, briefed Members on the challenging financial situation facing the Council. Members were informed that:-

- The grant settlement for Harrow was low when compared with that received by other outer London boroughs – a differential of £76 per head on the revenue support grant alone. When coupled with the low level of reserves currently held by the Council, it did not provide flexibility to manoeuvre.

- The administration would focus on the provision of services to the needy and would evaluate the impact of the projected savings. It would welcome suggestions from Scrutiny on how savings could be achieved with minimum impact on services.
- The transferring of costs by the local PCTs continued to exacerbate the challenging financial situation and 'uncomfortable' decisions would have to be made by the Council. Incremental savings were easier to achieve.
- When setting its budget, the administration had listened to its partners and stakeholders, particularly the voluntary sector. As a result, adjustments to the budget had been made. Lessons had been learnt and consultations improved. The grant giving function of the Council would be reviewed and both parties (the Council and the Voluntary Sector) would work together on the proposal. A reduction of £100k in scrutiny's budget had not impacted on the staffing support provided to scrutiny. The robustness of a re-modelled scrutiny would have to be assessed. The situation on call-in was being investigated.
- The Prosperity Action Teams (PATs) were not a waste of resources in the current challenging financial situation. They were an excellent example of how decisions could be devolved to a more local level. In fact, the Local Government White Paper 'Strong and Prosperous Communities' recommended such initiatives.
- The capital cost of re-opening Wealdstone High Street was £650k. The re-opening would help regenerate the High Street and make it attractive to investments. Transport for London's (TfL's) decision on the proposal was awaited. It would be appropriate to carry out consultations thereafter.
- The new organisational structure would lay down the foundations for improved performance and help improve efficiency. Measures that would increase productivity and change the culture of the organisation would be introduced. Joined-up working and innovation ought to pervade the organisation with priorities identified.
- Only those assets, which were surplus to requirements and costly to refurbish, would be sold to replenish the Council's capital base. There was no programme to dispose of all assets.
- Subject to the provisions in the Gambling Act, the introduction of a local lottery would be explored; the money would make a contribution to the Council's capital budget and would be ring-fenced for specific measures only.

## RECYCLING

The Leader and the Deputy Leader responded to questions and provided figures on recycled waste, the number of contaminated bins and the steps being taken to reach the recycling targets set by the Government. It was not intended to introduce a 'carrot and stick' approach in Harrow. They acknowledged that the newly introduced systems had caused problems but that the systems had now bedded-in and the blue bins in particular were very popular. The use of plastic sacks instead of wheelie bins had been discounted for environmental reasons. It was intended to collect recyclables from flats and the challenge of collecting such waste from businesses would be explored.

Information on how recycled material collected was measured was provided to Members. It was noted that the bins were user-friendly, including for the visually impaired.

The Deputy Leader undertook to respond to specific queries on recycling raised during the course of the meeting.

## SCRUTINY

The Chief Executive responded to Members' questions on the transparency and effectiveness of scrutiny in Harrow. He stated that it was premature to respond on its effectiveness as he had only recently joined Harrow. However, the core function of scrutiny was to provide a 'check and balance' on the Executive; a policing and an advisory role. Scrutiny ought to reflect the concerns of the community rather than those solely of the Council and it should bring partners together in a constructive way. It had a conciliatory role to play, to be inclusive and add value to processes.

The Leader stated that scrutiny should develop new policies for the Council and that the Cabinet would make such requests. He gave examples of which reviews carried out by scrutiny had been helpful and those that had been interesting but not relevant to the work of the Council. Given the limited resources available to scrutiny, it was important to use these resources constructively for the benefit of the Council and its residents.

### **OLYMPICS**

In response to questions on the infrastructure and how Harrow could contribute towards the 2012 Olympics, the Leader briefed Members on the work carried out, to date, by the Olympic Task Force. His ambition was to build 3 leisure centres in Harrow and that those with the potential for an Olympic training status should be in operation by 2010. An integrated approach was required. The aim would be for leisure centres to be self-financing and provide training facilities for Harrow's youth who currently had to find such facilities outside Harrow. Scrutiny would be involved from the outset. A Scrutiny Member suggested a Challenge Panel on the provision of Olympic size swimming pools.

### **TOWN CENTRE**

Members posed questions on the yield on properties in the Town Centre, empty retail units and the piecemeal re-development. In response, the Deputy Leader stated that:-

- the retail sector was being encouraged to invest in the Town Centre;
- an assessment of the yield on properties owned by the Council had been undertaken;
- the proposals for the provision of art facilities at Gayton Road could not be considered to be a piecemeal approach. It would compliment the administration's holistic vision for the Town Centre.

The Chief Executive stated that the Town Centre appeared dated and lacked distinctiveness. He would be personally involved in its development.

In terms of empty outlets, the Town Centre had a low vacancy rate and long-term vacancy rates were low. However, competition from other centres meant that this position was unlikely to be maintained without substantial modernisation. The Chief Executive agreed that a holistic approach was required and made suggestions for long-term improvements. The Council would facilitate the development of the Town Centre by encouraging businesses and freeholders to invest.

### **CONGESTION**

Members asked what progress had been made "getting Harrow moving". In response, the Leader identified projects that would help reduce congestion in Harrow. He referred to the following projects:- provision of parking in Stanmore as a result of the new Wembley Stadium and the 2012 Olympics; opening Wealdstone High Street to through traffic and the rephrasing of the traffic signals.

### **PLANNING – BRIEFING ARRANGEMENTS**

The Leader acknowledged that a resolution on this matter was required. He had discussed the matter with the Chief Executive.

### **IMPROVING HARROW**

A Member requested clarification on the over-arching vision of the administration for Harrow. The Leader stated that the wider vision was set out in the Corporate Plan 2007-10 and was encapsulated as a 'Cosmopolitan, Confident and Cohesive' Harrow.

#### Conclusion

The Chairman thanked the Leader, the Deputy Leader and the Chief Executive for their attendance and responses.

146.

#### **Corporate Governance:**

The Corporate Director of Finance introduced a report, which provided an update on a range of Corporate Governance matters and included an action plan for 2007/08. She responded to a number of questions from Members as follows:-

- The CIPFA/SOLACE framework was not mandatory and was intended to develop best practice in local government. In terms of the Comprehensive Performance Assessment (CPA), there was an expectation that the CIPFA/SOLACE framework was adopted.
- The intention behind the value for money framework was to understand how the Council fared against its competitors and to take action to improve.
- The Communications Strategy, central to the CPA rating, had been carried forward from 2006/07 and would be presented to the Cabinet following a review conducted by Westminster recently.
- In order to manage risks, effective governance arrangements with Partners were required and it was important to manage our relationship with stakeholders.
- Training would be provided to staff at all levels.

The Committee thanked the Director for the corporate governance arrangements she had put in place.

**RESOLVED:** To note the progress made in 2006/07 and approve the action plans for 2007/08.

147. **Review of First Year of Partnership with Accord MP:**

An officer introduced a report of the Director of People, Performance and Policy, which outlined the proposal for a review of the lessons to be learnt from the first year of partnership with Accord MP in the delivery of public realm infrastructure services. She responded to questions and informed Members that the Cabinet had made the request for a review.

In noting the request for a review, Members were of the view that it ought to be the purview of the prospective Performance and Management Scrutiny Sub-Committee, which had been proposed as part of the reconfiguration of scrutiny. On the assumption that the Sub-Committee would be established by the July 2007 Overview and Scrutiny Committee, a meeting could be convened at the end of July. A Member suggested a light touch review with an established time frame.

The Chief Executive recommended a review of the 1-year partnership with Accord MP. He stated that the partnership was unique and that the lessons learnt could be applied to future projects for the benefit of the Council. A Member echoed these sentiments and suggested that there was a need to take a strategic view on this matter, which could have an impact on the Council's future CPA rating.

**RESOLVED:** That (1) a review of the Council's partnership for public realm infrastructure services be undertaken by the prospective Performance and Management Scrutiny Sub-Committee at its meeting to be set up at the end of July 2007;

(2) it be noted that the membership of the review group to undertake this project should not be restricted to Members of Scrutiny Committees only.

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

In accordance with the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), it was

**RESOLVED:** (1) At 10.00 pm to continue until 10.15 pm;

(2) at 10.15 pm to continue until 10.30 pm.

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

(Signed) COUNCILLOR STANLEY SHEINWALD  
Chairman



SCRUTINY  
SUB-COMMITTEES



**SUSTAINABLE DEVELOPMENT AND  
ENTERPRISE SCRUTINY SUB-COMMITTEE****13 JUNE 2007**

Chairman: \* Councillor Stanley Sheinwald

Councillors: \* Ms Nana Asante \* Jerry Miles  
\* Graham Henson \* Anthony Seymour (3)  
\* Ashok Kulkarni \* Yogesh Teli (1)

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**56. **Appointment of Chairman:**

**RESOLVED:** To note the appointment at the Special Meeting of the Overview and Scrutiny Committee on 14 May 2007 of Councillor Stanley Sheinwald as Chairman of the Sub-Committee for the Municipal Year 2007/08.

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

**RESOLVED:** To note the appointment at the Special Meeting of the Overview and Scrutiny Committee on 14 May 2007 of Councillor Jerry Miles as Vice-Chairman of the Sub-Committee for the Municipal Year 2007/08.

58. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Mrs Vina Mithani  
Councillor Dinesh Solanki

Reserve Member

Councillor Yogesh Teli  
Councillor Anthony Seymour

59. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
11. Draft Housing Strategy	Councillor Graham Henson	Councillor Graham Henson declared a personal interest in that he was a delegate to the Rayners Lane Home Group. He would remain in the room whilst this matter was considered.

60. **Arrangement of Agenda:**

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

61. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 28 March 2007 be deferred until printed in the Council Bound Minute Volume.

62. **Public Questions:**

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

63. **Petitions:**

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

64. **Deputations:**

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

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

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

66. **Draft Housing Strategy:**

The Sub-Committee received a report of the Corporate Director of Adults and Housing, which set out a draft of the Council's new Housing Strategy and a draft Housing Revenue Account (HRA) Business Plan. An officer explained that the Council's previous Housing Strategy, when submitted to the Government Office for London (GOL) in 2002, was deemed 'not fit for purpose' in line with GOL's criteria. The new Strategy was intended to meet the GOL's fit for purpose criteria, and Members were asked to comment on the new draft Strategy before it went to Cabinet in July 2007.

Officers gave a presentation which highlighted the key issues raised in the new Housing Strategy and HRA Business Plan, and asked the Sub-Committee for their feedback on the documents. In the discussion that followed, the following points were raised:

- GOL had set 'fit for purpose' criteria. Officers had met with GOL representatives to ensure their criteria were being met. Housing Service staff had been working with Tribal Consulting (housing professionals) with a view to ensuring that GOL's criteria were met.
- The Strategy was for the whole Borough regardless of whether the housing was privately owned or social. The HRA Business Plan was directed solely at the maintenance of Council housing.
- The Housing Strategy document was linked to the Council's corporate priorities and the final version would include statistical data.
- With regards to how the Strategy responded to demographic change in Harrow, separate work was being undertaken which would look at the provision of housing for the elderly. A preliminary report on this work had made direct recommendations about sheltered housing, as it was understood that the provision made for sheltered housing did not meet the diverse needs of the community in Harrow.
- The issue of under-occupancy should be addressed as elderly people needed to be encouraged to move out of larger properties. The longest waiting time for social housing was for larger properties and that the Housing Service was working towards providing five, six and seven bedroom properties in Harrow.
- With regards to community involvement, Harrow Council had lost a lot of housing stock when the 'Right to Buy' Scheme was introduced. Tenants had the right to self-manage and, as a landlord, Harrow Council needed to explore the possibility of giving people the right to self-manage.
- Tenant Management Organisations (TMOs), which gave management of estates to tenant groups, included leaseholders.
- Members would need to look at existing policies to ensure that they delivered affordable housing.
- Social landlords were funded to produce new housing, and the Strategy would look to work with social landlords as partners.
- Schemes which the Housing Service offered such as the Finders Fee Scheme, needed to make business sense for landlords. The Chairman suggested that more support should be given to landlords to encourage them to house more people.
- The Housing Service relocated people to other London Boroughs where requested/necessary.
- A licensing scheme had raised the standard of HMOs (Homes in Multiple Occupancy).

- Schemes were needed to support people who suffered from the effects of anti-social behaviour.
- As much support as possible needed to be given to vulnerable tenants.
- The Local Area Agreement (LAA) did not mention housing.
- The Housing Service in Harrow provided a good service to one of the most diverse communities in London.
- The Housing Service worked with tenants to prevent anti-social behaviour and that it was the responsibility of the Housing Management department to address issues of anti-social behaviour on Council estates.
- The Housing Service needed to improve communications with Housing Associations in order to prevent anti-social behaviour, as it was understood that anti-social behaviour was a priority for Council tenants.
- The Housing Service had introduced a new tenancy agreement for Council tenants, with a view to tackling the problem of anti-social behaviour.
- The relationship between Housing Associations and Harrow Council was complex and an officer had been working with the Portfolio Holder for Housing with a view to improving the relationship between the organisations and regular meetings were held to resolve issues of mutual concern.
- London had unique housing problems when compared with the rest of the country and therefore the 'London context' was an important part of the Strategy.
- Members expressed concerns that the Strategy did not look for solutions to tackle the problem of anti-social behaviour; rather it just stated what the problems were.
- Offices in the energy team were currently working on an initiative to reduce carbon dioxide emissions from Council houses.
- Homelessness forums dealt with the problem of homelessness in the Borough.
- The issue of adaptations needed to be addressed and that a more efficient adaptations service was necessary.

A Member queried whether an attempt had been made to meet with 'hard to reach' tenants who did not have access to a Tenant and Resident Association. In response, an officer explained that the Housing Strategy consultation document would have a feedback form which would be posted to every Council tenant and leaseholder and would be published on the Council's website. The officer confirmed that during the summer, Housing staff planned to target estates that did not have strong TRAs in order to encourage people to get involved.

In response to a concern raised by the Chairman, an officer stated that they were under enormous pressure to 'turnaround' void properties. The officer agreed to look at the problems of anti-social behaviour on an estate in Harrow Weald.

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

(2) officers circulate copies of the updated Housing Strategy to all Members of the Sub-Committee for further comment before it was submitted to the July 2007 Cabinet meeting;

(3) the scrutiny officer provide housing officers with detailed findings on this matter to supplement the minutes, including guidance on the preparation of further drafts of the Housing Strategy and Housing Revenue Account Business Plan.

(Note: The meeting having commenced at 7.40 pm, closed at 9.09 pm)

(Signed) COUNCILLOR STANLEY SHEINWALD  
Chairman



AUDIT  
COMMITTEE



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**REPORT OF AUDIT COMMITTEE**


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**MEETING HELD ON 26 JUNE 2007**


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Chairman: \* Councillor John Cowan

Councillors: \* Archie Foulds \* Richard Romain  
\* Thaya Idaikkadar \* Tom Weiss (2)

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

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

59. **Appointment of Chairman:**

**RESOLVED:** To note the appointment at the meeting of Annual Council on 10 May 2007 of Councillor John Cowan as Chairman of the Audit Committee for the Municipal Year 2007/08.

60. **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 Stanley Sheinwald	Councillor Tom Weiss

61. **Declarations of Interest:**

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

Agenda items 12 - Annual Audit 2005/2006 and Inspection Letter, and 13 - Annual Audit and Inspection Plan for 2007/2008

Councillor Tom Weiss declared a personal interest in the above items arising from the fact that he had a business connection with Deloitte, the Council's auditors. Accordingly, he would remain in the room and take part in the discussion and decision-making on these items.

[Note: Subsequently, during the discussion on agenda item 13, Councillor Tom Weiss declared a prejudicial interest, left the room and took no further part in the discussion or decision-making on the item].

62. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
21. Statement of Accounts 2006/2007	This report was not available at the time the main agenda was printed and circulated. Severe delays, as set out in the report, contributed to lateness in preparing the annual accounts under the new Statement of Recommended Practice (SORP) requirements. Members were asked to consider the Statement of Accounts 2006/2007, as a matter of urgency, in order to comply with the Accounts and Audit Regulations 2003, which required consideration and approval of the annual accounts by 30 June 2007.

(2) all items be considered with the press and public present with the exception of the following items for the reasons set out below:

<u>Item</u>	<u>Reason</u>
19. Appendix B to item 15 - Internal Audit Year-End Report 2006/2007	) These reports were considered to contain exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 in that they contained information relating to the financial or business affairs of any particular person (including the authority holding that information).
20. Amber and Green Audit Reports	

(3) item 21 - Statement of Accounts 2006/2007, be considered after item 17 – Internal Audit Escalation Report – Procurement, and before item 18 – Any Other Urgent Business.

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

**RESOLVED:** To appoint Councillor Archie Foulds as Vice-Chairman of the Audit Committee for the 2007/2008 Municipal Year.

64. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 29 March 2007 be deferred until printed in the Council Bound Minute Volume.

65. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19.

66. **Petitions:**

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

67. **Deputations:**

**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17.

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

**RESOLVED:** To note that no references were received from Council or other Committees at this meeting.

69. **Corporate Governance Update and 2007/2008 Action Plans:**

The Committee considered a report of the Corporate Director (Finance), providing an update on Corporate Governance and the action plans for 2007/2008.

In answer to questions on insurance and indemnity for officers and Members, officers agreed to re-issue guidance and write to all Councillors within seven working days in relation to the guidance to cover motor vehicle insurance, insurance against accidents on Council business and the status of Councillors. Councillors would be invited to submit queries on any areas not covered, so that the guidance could be developed and the information passed to all Councillors.

A Member commented that some of the objectives set out in the report would benefit from being more specific and measurable.

**RESOLVED:** That (1) progress in 2006/2007 and the comments above be noted;

(2) the action plans for 2007/2008 be approved.

70. **Annual Audit 2005/2006 and Inspection letter:**

Members considered a report of the Corporate Director (Finance), setting out details of the Annual Audit and Inspection Letter. The Letter itself had been circulated to Members in April and had been presented at the April meeting of Cabinet. Members congratulated the internal audit team on the '3 out of 4' assessment awarded by the Audit Commission in relation to internal control, and a Member agreed to meet staff in person to thank them. Members discussed the assessments of other areas relating to

financial management and value for money, noting that the '2 out of 4' assessment of financial reporting was as a result of the number of changes made between the draft and final versions of the annual accounts.

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

(See also Minute 61).

71. **Annual Audit and Inspection Plan for 2007/2008:**

Members received a report of the Corporate Director (Finance), setting out the Audit Commission's Annual Audit and Inspection Plan for 2007/2008. The Plan itself had previously been circulated to Members in April. Officers drew attention to changes in the personnel provided by the Audit Commission and agreed to arrange an informal meeting between the auditors and available Members. A Member expressed reservations about accepting the fees set out without having had the opportunity to question the auditors.

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

(See also Minute 61).

72. **Internal Audit Work Plan 2007/2008 (Re-submitted):**

The Committee received a report of the Corporate Director (Finance), setting out the revised Internal Audit Work Plan for 2007/2008. It was reported that the revised version included the Strategic Risk Register and the Internal Audit Customer Charter, as requested by Members. Members noted that the Risk Register was one year old and due to be refreshed. The officer explained that quarterly updates went to Cabinet, and there was a mid-year review. While neither of these led to an updating of the Register, they could be made available to Members. Officers agreed in future to consider updating a sample of six risks to give Members a view on progress. It was also agreed in future to include a grid on how to interpret the codes used to define risks.

Members discussed whether the Register could focus more productively on risks outside the Council's control and concluded that both types of risk – internal and external – needed to be monitored.

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

(2) the Internal Audit Annual Work Plan 2007/2008 be approved.

73. **Internal Audit Year-End Report 2006/2007:**

Members considered a report of the Corporate Director (Finance), setting out progress against the 2006/2007 Internal Audit Action Plan and key issues arising. The report included a confidential appendix. The officer informed Members that the report represented an interim audit opinion. Members noted that 92% - against a target of 90% - of the 2006/2007 Work Plan had been achieved. It was suggested that this should be made more public. They noted that there had been problems arising from the introduction of SAP, but officers were confident that these problems would be resolved early and that the new system would help the organisation to move forward. Officers agreed to keep Members updated on progress, between meetings, if necessary.

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

74. **Internal Audit Escalation Report - Corporate Governance and Assurance:**

Members considered a report of the Corporate Director (Finance), setting out progress on the Corporate Governance and Assurance Framework against the 2006/2007 plan. Answering questions from Members, the officer reported that the purpose of the review was to test out internal arrangements for governance. New guidance had been issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the framework would be updated in line with this in due course. Good progress was being made towards achieving the eight recommendations of the review.

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

75. **Internal Audit Escalation Report - Procurement:**

The Corporate Director (Finance) reported on progress on issues relating to procurement against the 2006/2007 plan. The officer advised that the review had been considered by the Corporate Management Team and that service managers were

committed to incorporating the recommendations into service plans. Progress on the review's recommendations would be followed up within three months.

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

76. **Amber and Green Audit Reports:**

The Committee received a confidential report of the Corporate Director (Finance), which updated Members on current green and amber internal audit reports.

**RESOLVED:** That the information item be noted.

77. **Statement of Accounts 2006/2007:**

Members considered a report of the Corporate Director (Finance), setting out the provisional Statement of Accounts 2006/2007. Officers regretted that they had not been able to circulate the accounts earlier. Members discussed how best to proceed in relation to discussing and approving the accounts. They agreed that the Chairman, in consultation with the Vice-Chairman, be given authority to approve the provisional Statement of Accounts subject to Members' queries having been dealt with to their satisfaction by means of a combination of emailed questions and an informal meeting with officers on Thursday 28 June 2007 at 12.30 pm. Should any Member find that questions had not been answered to their satisfaction, a further meeting of the Committee would be convened.

**RESOLVED:** That, subject to Members' queries having been answered to their satisfaction by the end of Friday 29 June 2007, the Chairman, in consultation with the Vice-Chairman, be given delegated authority to:

- (1) approve the provisional 2006/2007 Statement of Accounts (subject to audit);
- (2) authorise the Corporate Director (Finance) to submit the 2006/2007 Statement of Accounts to the external auditor for annual audit;
- (3) note the provisional 2006/2007 revenue and capital outturn;
- (4) approve the change in provisions set out in the report and note the impact on the level of General Fund balances;
- (5) approve late adjustments to the Statement as appropriate.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.30 pm).

(Signed) COUNCILLOR JOHN COWAN  
Chairman

STRATEGIC  
PLANNING  
COMMITTEE



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**REPORT OF STRATEGIC PLANNING COMMITTEE**


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**MEETING HELD ON 27 JUNE 2007**


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Chairman: Councillor Marilyn Ashton

Councillors: \* Robert Benson (3) \* Julia Merison  
 \* Don Billson \* Narinder Singh Mudhar  
 \* Mrinal Choudhury \* Joyce Nickolay (Vice-Chairman)  
 \* Graham Henson (2) (in the Chair)  
 \* Thaya Idaikkadar

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

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

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

Ordinary Member

Councillor Marilyn Ashton  
 Councillor Keith Ferry

Reserve Member

Councillor Robert Benson  
 Councillor Graham Henson

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

**RESOLVED:** To note that no Members, who were not Members of the Committee, had requested to speak at the meeting.

**100. Declarations of Interest:**

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

- (i) Planning Applications 2/02 and 2/03 – 105 Headstone Road, Harrow, HA1 1PG  
 Councillor Joyce Nickolay declared that all Conservative Members of the Committee had a prejudicial interest in the above applications, arising from the fact that the applicant was a Conservative Councillor. Accordingly, all Conservative Members of the Committee would leave the room and take no part in the discussion or decision-making on these items.

**101. 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:-

Agenda item

11. Planning Applications  
 Received: Unit 4 South,  
 Central Depot, Forward  
 Drive, Harrow, HA3 8NT

Special Circumstances / Grounds for Urgency

The report was late because it was necessary to wait for the end of a consultation period before producing the report. This was a Council-funded scheme and work needed to be completed before September 2007 during school holidays. A decision was needed prior to 2 July 2007, when contractors were provisionally due to start work. Members were requested to consider this item, as a matter of urgency.

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

102. **Minutes:**  
**RESOLVED:** That the Chairman be given authority to sign the minutes of the meeting held on 16 May 2007 as a correct record once they have been printed in the Council Bound Minute Volume.
103. **Public Questions, Petitions and Deputations:**  
**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.
104. **References from Council and other Committees/Panels:**  
**RESOLVED:** To note that there were no references from Council or other committees/panels.
105. **Representations on Planning Applications:**  
The Committee, having been advised that a late request had been received from an objector wishing to make representation in respect of item 2/04 on the list of planning applications, it was  
**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), (1) representations be received in respect of item 1/01 on the list of planning applications; and  
(2) representations not be received in respect of item 2/04 on the list of planning applications.
106. **Planning Applications Received:**  
**RESOLVED:** That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.
107. **Variations of Section 106 Agreement relating to 375-379 Uxbridge Road, Hatch End:**  
The Committee received a report of the Director of Planning which set out a request from Try Homes Limited (the Developer) to vary a Section 106 Agreement dated 28 October 2005 (the Principal Agreement) made between the Council, the Developer and two other parties.  
Members noted that the 'Summary and Recommendations' section of the report of the Director of Planning incorrectly stated that the Agreement was dated 28 October 2005.  
**RESOLVED:** To agree the variation of clause 7(e) of the Principal Agreement by amending the period after which a mortgagee can dispose of an affordable housing unit free of any restriction from 12 months to 6 months.
108. **Member Site Visits:**  
**RESOLVED:** To note that there were no Member site visits to be arranged.  
(Note: The meeting, having commenced at 6.30 pm, closed at 8.15 pm).

(Signed) COUNCILLOR JOYCE NICKOLAY  
Vice-Chairman in the Chair



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

**LIST NO:** 2/01                      **APPLICATION NO:** P/1234/07/DAD

**LOCATION:** Land o/s mosque, 20-34 Station Road, Harrow

**APPLICANT:** J C Devaux UK Ltd for BT

**PROPOSAL:** Internally illuminated advertisement panel on rear of replacement public telephone kiosk.

**DECISION:** (1) GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum;

(2) RESOLVED that any application relating to the siting of the kiosk be brought to Committee for determination.

**LIST NO:** 2/02                      **APPLICATION NO:** P/1186/07/DFU

**LOCATION:** 105 Headstone Road, Harrow, HA1 1PG

**APPLICANT:** Crescent for Eric Silver

**PROPOSAL:** New shop front including shutters

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

[Note: The Vice-Chairman in the Chair, Councillor Joyce Nickolay, having declared a prejudicial interest in this item and item 2/03, and left the room, Councillor Thaya Idaikkadar was duly elected Chairman for consideration of the two items].

(See also Minute 100 and item 2/03).

**LIST NO:** 2/03                      **APPLICATION NO:** P/1188/07/DFU

**LOCATION:** 105 Headstone Road, Harrow, HA1 1PG

**APPLICANT:** Crescent for Eric Silver

**PROPOSAL:** Internally illuminated fascia sign

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

[Note: Upon conclusion of this item, Councillor Joyce Nickolay resumed the Chair].

(See also Minute 100 and item 2/02).

**LIST NO:** 2/04                      **APPLICATION NO:** P/1105/07/DDP

**LOCATION:** 19 Mepham Gardens, Harrow, HA3 6QS

**APPLICANT:** Sophie Ungerer for Warden Housing Association

**PROPOSAL:** Approval of details materials pursuant to Condition 5 of Planning Permission P/2378/06/DFU for part two, part three storey block of five terraced houses with parking dated 15/12/2006.

**DECISION:** GRANTED approval for the details described in the application, subject to the condition and informatives reported, as amended on the Addendum.

**LIST NO:** 2/05                      **APPLICATION NO:** P/1289/07/DFU  
**LOCATION:** Unit 4 South, Central Depot, Forward Drive, Harrow, HA3 8NT  
**APPLICANT:** The Wilson Partnership for L B Harrow  
**PROPOSAL:** Change of use to training centre and support office accommodation to include; entrance doors and windows & mezzanine floor and internal partitions.  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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

**LIST NO:** 3/01                      **APPLICATION NO:** P/1501/07/CFU  
**LOCATION:** 100A/100B Nibthwaite Road, Harrow, HA1 1TG  
**APPLICANT:** Mr Haroon Hanif  
**PROPOSAL:** Two/single storey rear extension and front porch  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for the reasons reported.

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THE CABINET,  
CABINET ADVISORY PANELS,  
CONSULTATIVE FORUMS  
AND  
PORTFOLIO HOLDER MEETINGS



PORTFOLIO HOLDER  
DECISION MEETING



## PORTFOLIO HOLDER DECISION MEETING

12 JUNE 2007

Councillors: \* Chris Mote

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**29. **Declarations of Interest:****RESOLVED:** To note that no interests were declared in relation to the business transacted at this meeting.30. **Minutes:****RESOLVED:** That the minutes of the meeting held on 4 May 2007 be deferred until printed in the next Council Bound Minute Volume.31. **Petitions:****RESOLVED:** To note that no petitions were received under the provisions of Executive Procedure Rule 15 (Part 4D of the Constitution).32. **Public Questions:****RESOLVED:** To note that no public questions were received under the provisions of Executive Procedure Rule 16 (Part 4D of the Constitution).33. **Matters referred to the Executive Member:****RESOLVED:** That no matters had been referred to the Executive Member for reconsideration in accordance with the provisions contained in the Overview and Scrutiny Committee Procedure Rule 22 (Part 4F of the Constitution).34. **Reports from the Overview and Scrutiny Committee or Sub-Committees:****RESOLVED:** To note that no reports had been received.35. **Urgent Key Decision - Local Development Scheme 2007 Saved Policies - Mayor's Representations:**

It was noted that the meeting involved the taking of an urgent key decision, which had not been included in the June 2007 Forward Plan. Accordingly, in accordance with paragraph 15 – General Exceptions – of the Access to Information Procedure Rules of the Council's Constitution, a public notice had been displayed at the Civic Centre informing members of the public of the meeting. The Chairman of the Overview and Scrutiny Committee had been given notice of this matter. The agreement of the Chairman of the Overview and Scrutiny Committee that the decision would not be subject to call-in had been obtained.

The Leader of the Council considered the report from the Local Development Framework (LDF) Advisory Panel seeking agreement to the suggested Council response to the Mayor's letter in relation to Saved Policies. The Leader of the Council also considered the minutes of the Panel together with the report of the Director of Planning, Development and Enterprise and

**RESOLVED:** That the suggested Council responses, contained within the report of the Director of Planning, Development and Enterprise, be submitted to the Government Office for London as the Council's response to the Mayor's letter.**Reason for Decision:** The Council must revise its Local Development Scheme at such time as it considers appropriate or when directed to do so by the Secretary of State.

(Note: The meeting having commenced at 10.01 am, closed at 10.03 am)

(Signed) COUNCILLOR CHRIS MOTE



CABINET



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**REPORT OF CABINET**

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**MEETING HELD ON 21 JUNE 2007**

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Chairman: \* Councillor Chris Mote

Councillors: \* David Ashton \* Janet Mote  
\* Marilyn Ashton \* Paul Osborn  
\* Mrs Camilla Bath \* Mrs Anjana Patel  
\* Miss Christine Bednell \* Eric Silver  
\* Susan Hall

\* Denotes Member present

[Note: Councillors Ms Nana Asante, Navin Shah and Bill Stephenson also attended this meeting to speak on the item indicated at Minute 253 below].

**PART I - RECOMMENDATIONS****RECOMMENDATION I - Urgent Key Decision - Corporate Plan 2007-2010**

The Portfolio Holder for Finance and Portfolio Co-ordination introduced the Council's Corporate Plan 2007-2010, which also incorporated the Best Value Performance Plan. He drew attention to the Council's new long term vision 'To be recognised as one of the best London Councils by 2012, in a borough that was cosmopolitan, confident and cohesive', which also linked into the Council's Corporate priorities. The Plan identified various flagship actions, some long term and some short term, which the authority was under an obligation to fulfil, and by which the Council would be assessed. He emphasised that the Plan was a partnership document and had been subject to extensive consultation.

Having agreed that the commitments the Corporate Plan 2007-2010 proposed for the Council were compatible with Harrow's vision, priorities and strategy, it was

**Resolved to RECOMMEND:**

That the draft Corporate Plan 2007-2010 be adopted.

**Reason for Recommendation:** To outline what the Council was going to achieve during 2007- 08 in relation to the Administration's corporate priorities

(See also Minutes 248 and 260).

**PART II - MINUTES**248. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
4. Petitions	Councillor Mrs Camilla Bath	Declared a prejudicial interest in that she lived in Holland Walk, the subject matter of the second petition. Following advice from the Director of Legal and Governance Services the Member presented the petition to Cabinet.
13. Key Decision - Corporate Plan 2007-2010	Councillors David Ashton and Marilyn Ashton	Both declared a personal interest in that the Bentley Priory site, which was mentioned in the plan, was near their residence. The Members remained in the room whilst the matter was considered and voted upon.
19. Key Decision - Tyneholme Nursery site, Headstone Drive	Councillor Mrs Camilla Bath	Declared a personal interest in that her husband had previously worked at one of the sites detailed in the confidential report. The Member remained in the room whilst the matter was considered and voted upon.

249. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 15 May 2007 be taken as read and signed as a correct record.

250. **Arrangement of Agenda:**

**RESOLVED:** (1) 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>
18. Key Decision - Land adjacent to former Mortuary site Byron Park	Both reports contained exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 in that they contained information relating to the financial or business affairs of a particular person (including the Authority) holding that information.
19. Key Decision - Tyneholme Nursery site, Headstone Drive	

(2) to note that agenda item 14 - Improvement Programme - was withdrawn from the agenda.

251. **Petitions:**

(1) Councillor Mrs Camilla Bath presented a petition containing 30 signatures requesting the provision of car parking for the residents of Bruce House. She read the terms of the petition to the meeting, which were as follows:-

"We all residents of Bruce House, Sovereign Place request that you please provide us permanent resident parking for one car for each flat. Please find attached signature of all flat holders for permanent resident parking facility. Please also avoid double yellow line in our street."

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

- (2) Councillor Mrs Camilla Bath presented a petition containing 7 signatures requesting the provision of a street sign for the residents of Holland Walk, Stanmore. She read the terms of the petition to the meeting, which were as follows:-

"I agree with the request by my neighbour Mr Ziegler for a sign underneath the Holland Walk street sign, stating "Leading to Holland Close". We also often get people ringing our doorbell who really want Holland Close. This would be ameliorated if there was such a sign."

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

(See also Minute 248).

- (3) Councillor Bill Stephenson presented a petition containing 200 signatures requesting the installation of a push button crossing near Harrow View, Headstone Gardens and Headstone Drive. He read the terms of the petition to the meeting, which were as follows:-

"Two partially sighted people were nearly knocked down on the crossing at Harrow View, Headstone Gardens and Headstone Drive, we are, therefore, proposing to Harrow Council that a push-button crossing be installed and would ask your help by signing the petition"

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

- (4) Councillor Mrs Kinnear presented a petition containing 100 signatures requesting that BRS Hardware be permitted to display their wares outside the shop premises. She read the terms of the petition to the meeting, which were as follows:-

"We the undersigned agree that BRS Hardware should be permitted to leave the stock display of buckets and brooms etc in front of the shop. And in doing so, keep up the tradition of the traditional Hardware and Ironmongers shop."

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

- (5) Councillor Ms Nana Asante presented a petition containing 161 signatures requesting funding from Harrow Council for the Black History Month. A petition in the same terms had previously been submitted to Cabinet on 15 May 2007. She read extracts from the petition to the meeting, as follows:-

"We, the undersigned, petition Harrow Council to fund Black History Month (BHM) 2007. Harrow Council has supported BHM for a number of years, and it is an event to which all sections of the community are invited to celebrate and find out more about Black History. This promotes community cohesion."

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

[Note: A petition in the same terms containing 241 signatures had been submitted by Councillor Ms Nana Asante to the Cabinet meeting on 15 May 2007, and also stood referred to the Community and Cultural Services Portfolio Holder for consideration].

252. **Public Questions:**

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

1.

**Questioner:** Ann Freeman

**Asked of:** Councillor Eric Silver, Adult Services Portfolio Holder

**Question:** What is the reason for closing the highly successful Harrow Consortium for Special Needs' hostel at 7 Kenton Road to those with severe mental health problems, and changing its use to a different sector, when there is a shortage of 24-hour supported accommodation for the mental health sector, that is already causing bed-blocking at the Mental Health Centre, that is putting the lives of vulnerable people with complex mental health problems at risk by having to accommodate those with illegal drug and alcohol dependency (Dual Diagnosis) under the same roof or putting them in flats, alone, before they are ready to live independently?

[Note: An oral answer was provided to this question. Under the provisions of Executive Procedure Rule 16.4, the questioner asked a supplementary question which was additionally answered].

253. **Councillor Question Time:**

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

1.

**Questioner:** Councillor Navin Shah

**Asked of:** Councillor David Ashton, Finance and Portfolio Co-ordination Portfolio Holder

**Question:** Would Councillor Ashton confirm whether he still believes that the poll tax was 'the right tax but at the wrong time' and is this the view of the Conservative Group on Harrow Council?

2.

**Questioner:** Councillor Bill Stephenson

**Asked of:** Councillor David Ashton, Finance and Portfolio Co-ordination Portfolio Holder

**Question:** Would Councillor Ashton confirm that in this year's budget:

- there are still contingencies of £500K for the outcome of the ongoing consultation on 'Free Access to Care' and of £48K for a possible increase in councillors' allowances later in the year;
- the cost of servicing the capital budget has decreased by £180K;
- the 28% (£255K) increase in utilities is unrealistically high in the light of the tumbling prices for the utilities, particularly, for gas?

3.

**Questioner:** Councillor Navin Shah

**Asked of:** Councillor Chris Mote, Strategic Overview, HSP and External Affairs and Property Portfolio Holder

**Question:** Would Councillor Mote confirm that it is the policy of his administration and of Harrow Council to fully support the Freedom Pass in its current form and that any proposal to change this policy should be brought to a full meeting of Council for proper discussion?

4.

**Questioner:** Councillor Ms Nana Asante

**Asked of:** Councillor Paul Osborn, Strategy and Business Support Portfolio Holder

**Question:** How many Court cases has Harrow fought in the last financial year and how many of these have been lost or settled out of court and at what overall cost including payment of any settlements and costs of the other side?

5.

**Questioner:** Councillor Navin Shah

**Asked of:** Councillor Camilla Bath, Housing Portfolio Holder

**Question:** What progress has been made on the BME Housing Strategy and when can a detailed report on this issue be expected to be made to Cabinet?

[Notes: (i) In accordance with Executive Procedure Rule 34.1, the time limit in relation to Councillor Questions, as set out in Rule 17.1, was waived to enable all of the questions to be put;

(ii) an oral answer was provided to all questions. Under the provisions of Rule 17.4, each of the questioners asked a supplementary question which was also duly answered;

(iii) the Leader of the Labour Group, Councillor Navin Shah, reported that due to the late circulation of the Corporate Plan 2007-2010, Members had not had time to digest the Plan and submit written questions. The Chairman agreed that written questions could be submitted to the Portfolio Holder, Finance Co-ordination for a response].

254. **Strategic Performance Report - Quarter 4 - 2006/2007:**

The Portfolio Holder for Strategy and Business Support introduced the report and highlighted key challenges, the areas requiring further work and the key improvers for the last quarter. The Portfolio Holders made the following statements referring to the Best Value indicators detailed in the officer report.

The Portfolio Holder for Schools and Children's Development reported the following achievements within her remit:

- BV12 - The post 16 reorganisation project moved to Good following the allocation of LSC funding to help establish the Harrow sixth form collegiate. The confirmation of funding was behind the better status for the Post-16 reorganisation project.
- BV44-47 - Once again, 2006 saw some excellent achievements by pupils of Harrow schools. Performance against Key Stage 2 targets all improved, with a special recognition for English where the very challenging DFES target had been met, and results for pupils gaining 5 or more GCSEs at grades A\* to C were also hit target.

The Portfolio Holder for Planning, Development and Enterprise reported the following achievements within her remit:

- BV64-65 - Following the reallocation of staff resources and streamlining of the service, turnaround against all three categories of planning application had exceeded target in quarter 4 and the Council could confidently look forward to having its designation as a Planning Standards Authority removed next year. She noted that it was disappointing that it could not be removed earlier.

The Portfolio Holder for Housing reported the following achievements within her remit:

- BV203 - The same factors as applied in Quarter 3\*\* continued to affect the length of time homeless families were in Bed and Breakfast and temporary accommodation. Work was continuing on the actions to address these, namely:
  - Developing a sub-regional direct letting scheme to improve the supply of private sector homes.
  - Auditing the use of temporary accommodation to eliminate fraudulent occupancy.

- Negotiating arrangements with partner RSLs and the Council's targets for the current year reflected the improvement it had expected to see in these indicators.

\*\* An increase in the number of families for whom the Council was obliged to find accommodation, a shortage of "finder's fee" properties in the private sector, a shortage of suitable permanent council housing stock, and a reduction in temporary accommodation to meet Government targets).

The Portfolio Holder for Adult Services reported the following achievement within his remit:

- BV40 - Performance on reviews of adult clients had improved, through management actively identifying additional clients for review.

The Portfolio Holder for Strategy and Business Support reported the following achievements within his remit:

- BV78 - It was critical to the successful delivery of the Council's services that staff were clear about their personal objectives and their development needs were assessed. The processes and documentation for IPADs (Individual Performance Appraisal and Development) were actively under review and the scheme would be re-launched in November. This would help significantly improve the completion rate (80% against a target of 96%).
- BV72 - Against a background of limited recruitment during the year, staff turnover had largely been responsible for the target for the proportion of staff who declared a disability not being met. This was not something that could be changed quickly but policies were in place and it would be addressed over a period of time.

The Portfolio Holder for Environment Services reported the following achievements within her remit:

- BV126-127 - Being aware that crime and fear of crime was of the highest importance to residents, it was reassuring to see the improvement across several crime indicators this quarter, due to the efforts of both the Police and Harrow Council staff. Further reassurance was also offered by the Safer Neighbourhood Teams.

The Portfolio Holder for Children's Services concurred with the Schools and Children's Development Portfolio Holder's statement and reported that:

- BV163 – Although currently at intervention level, 2007/08 was set to improve with Children Looked After, following the newly established partnership with Coram.

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

(2) Portfolio Holders work with officers to achieve improvement against identified key challenges and receive monthly updates.

**Reason for Decision:** To enable Cabinet to be informed of performance against key measures and to identify and assign corrective action where necessary.

255. **Forward Plan 1 June 2007 - 30 September 2007:**

**RESOLVED:** To note the contents of the Forward Plan for the period 1 June – 30 September 2007.

256. **Reports from the Overview and Scrutiny Committee or Sub-Committees:**

**RESOLVED:** To note that no reports had been received.

257. **Amendments to the Reserve Membership of the Education Admissions and Awards Panel:**

**RESOLVED:** That the revised Reserve Membership of the Education Admissions and Awards Panel submitted by the Conservative Group, be agreed as follows:

1. G Chowdhury
2. Julia Merison
3. Narinder Singh Mudhar.

258. **Representation on the Primary Care Trust Joint Working Bodies for the Municipal Year 2007/08:**

**RESOLVED:** That the following representation on the Primary Care Trust Joint Working Bodies for the Municipal Year 2007/08 be noted:

<u>Body</u>	<u>Appointment</u>
Health and Social Integration Board	Councillor Eric Silver Councillor Mrs Margaret Davine
Adult Health and Social Care Partnership	Councillor Eric Silver Councillor Mrs Margaret Davine
Children and Young People's Partnership	Councillor Miss Christine Bednell Councillor Bill Stephenson

259. **Revenue and Capital Outturn 2006-2007:**

The Corporate Director of Finance introduced the report and advised that the Council's accounts for 2006/07 had now been provisionally closed, subject to the annual audit. The Director indicated an overspend of £0.3 million but highlighted that the overall financial position was good.

**RESOLVED:** That (1) the provisional revenue and capital outturn and balances position for 2006-2007 be noted;

(2) the carry forward of some capital budgets, as set out in the Appendix to the report, be approved;

(3) it be noted the previous decision to apply 25% of all the Council's capital receipts to fund Housing Revenue Account (HRA) capital expenditure was not possible in 2006-2007 due to the HRA capital underspend.

**Reason for Decision:** To confirm the provisional financial position as at 31 March 2007.

260. **Urgent Key Decision - Corporate Plan 2007- 2010:**

Further to Recommendation I, it was noted that the Plan would be presented to the Overview and Scrutiny Committee prior to its approval by Council in July 2007.

**RESOLVED:** That authority to make some editorial and minor amendments to the wording of the plan in advance of the Council meeting in July be delegated to the Leader and Chief Executive.

**Reason for Decision:** To allow minor amendments to be made, if necessary.

(See also Minute 248).

261. **Public Realm Infrastructure Enhancement – Camrose Avenue / Taunton Way, Edgware:**

The Corporate Director of Community and Environment introduced the report, which detailed improvements to the public realm infrastructure in Camrose Avenue and Taunton Way, following the proposed development of the Prince Edward and William Ellis Playing Fields.

Members noted the three stage approach comprising a short, medium and long term strategy. If successful it could be rolled out elsewhere within the Borough.

**RESOLVED:** That (1) the principle of progressing a 'pilot' proposal to enhance the Public Realm in Camrose Avenue and Taunton Way in the short, medium and long term three staged approach, as set out in the officer report, be approved, subject to the availability of funding from Transport for London (TfL);

(2) a further report on possible funding contributions from the Capital programme be considered if funding under provision results from current and future bids to TfL;

(3) the principle of 'rolling out' Public Realm enhancement in residential areas within the Borough, in line with the 'pilot' proposals, be agreed, subject to funding availability.

**Reason for Decision:** To facilitate the enhancement of the Public Realm in Camrose Avenue and Taunton Way encompassing and complementing the Prince Edward Playing Fields (PEPF) Barnet Football Club stadium development and the William Ellis Playing Fields (WEPF) site.

262. **Waste Management - Annual Progress Report:**

Cabinet considered a report of the Corporate Director, Community and Environment which updated Members on the progress made by the waste collection services since July 2006, following the introduction of compulsory recycling. An officer reported that the Mayor of London's Judicial Review of the West London Waste Authority (WLWA) had not been successful. WLWA had now published the Notice in the Official Journal of the European Union for the procurement of alternative waste disposal methods (to landfill). He further advised that the government had published proposals to establish the London Forum and Fund on a statutory basis (as supported by London Councils). This replaced the London Waste Forum and Recycling Fund and would be incorporated into the Greater London Authority Bill currently going through Parliament. It was anticipated that the Authority would meet the predicted outturn for recycling forecast of 35% for 2006/07.

**RESOLVED:** That (1) progress on the recommendations agreed in October 2006, as set out at Appendix A to the officer report, be noted;

(2) the performance during 2006/07 be noted together with the projections for 2007/8;

(3) the proposals for expanding recycling to flats be noted;

(4) it be noted that compulsory recycling would be extended to flats as the Blue Bin scheme was installed;

(5) the installation of waste disposal units in new flat developments be recommended to developers and the success of this policy to be monitored;

(6) the Local Development Framework Panel be recommended to include the provision for developers of flats to incorporate waste disposal units for the disposal of food waste into the LDF;

(7) the proposed change in the law, which will make it illegal to deposit untreated commercial waste to landfill after 1 October 2007, be noted

**Reason for Decision:** To promote and extend the provision of recycling throughout the Borough.

263. **Key Decision - Land adjacent to former Mortuary site Byron Park:**

Members considered a confidential report from the Corporate Director of Community and Environment in relation to land adjacent to former Mortuary site, Byron Park.

**RESOLVED:** That (1) the sites edged blue and hatched blue in Appendix 1 were surplus to Council requirements, and their disposal be approved;

(2) the Corporate Director of Community and Environment be authorised to negotiate and conclude the disposal on the most favourable terms.

**Reason for Decision:** To generate a capital receipt for the Council, giving value for money in line with its Corporate Objectives.

264. **Key Decision - Tyneholme Nursery site Headstone Drive:**

Members considered a confidential report from the Corporate Director of Community and Environment in relation to land adjacent to former Tyneholme Nursery site, Headstone Drive.

**RESOLVED:** That (1) the site edged blue in the Appendix to the officer report was surplus to Council requirements and its disposal be approved;

(2) the Corporate Director of Community and Environment be authorised to negotiate and conclude the disposal on the most favourable terms.

**Reason for Decision:** To generate a capital receipt for the Council, giving value for money in line with its Objectives.

(See also Minute 248).

(Note: The meeting, having commenced at 7.30 pm, closed at 8.37 pm).

(Signed) COUNCILLOR CHRIS MOTE  
Chairman



CABINET  
ADVISORY  
PANELS



## LOCAL DEVELOPMENT FRAMEWORK PANEL

5 JUNE 2007

Chairman: \* Councillor Marilyn Ashton

Councillors: \* Robert Benson \* Manji Kara  
\* Keith Ferry \* Joyce Nickolay  
\* Thaya Idaikkadar \* Navin Shah

\* Denotes Member present

[Note: Councillor Mrs Kinnear also attended this meeting to speak on the items indicated at Minutes 53 and 55 below].

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Sudbury Hill Conservation Area Character Appraisal and Management Strategy**

The Panel received a report of the Director of Planning, Development and Enterprise, which included, as appendices, the draft Character Appraisal and Management Strategy for Sudbury Hill Conservation Area.

Officers advised that, since the agenda had been printed and circulated, further amendments to the documents had been proposed following discussions with Ward Councillors. An addendum sheet containing the suggested amendments was tabled. The Panel agreed the tabled amendments, with the exception of the proposed amendment relating to paragraph 3 on page 12, which the Panel agreed should be revised to read:

“Development pressures have led to increased potential for urbanisation of parts of the conservation area. This appraisal and management strategy seek to contain the situation, particularly where harm would be caused to the conservation area”.

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

That the draft Sudbury Hill Conservation Area Character Appraisal and Management Strategy, as shown at appendices 1 and 2 to the report of the Director of Planning, Development and Enterprise, and revised in accordance with the tabled amendments agreed by the Panel, be approved for public consultation.

**[Reason for Recommendation:** These documents will form part of the forthcoming Harrow on the Hill Conservation Area Supplementary Planning Document (SPD) and will need to be subject to full public consultation and adoption as part of the Local Development Framework (LDF) programme in due course. In the interim, these documents, once subject to public consultation, will help towards the Council's performance against Best Value Performance Indicator (BVPI) 219, which assesses the number of conservation areas with up to date appraisals and management strategies].

(See also Minute 53).

**RECOMMENDATION 2 - Local Development Scheme 2007 - Saved Policies - Mayor's Representations**

The Panel received a report of the Director of Planning, Development and Enterprise, which set out the Mayor's response to the Council's submission in relation to Saved Policies.

The Panel confirmed their agreement to the suggested responses to the Mayor's letter contained within the report of the Director of Planning, Development and Enterprise and

**Resolved to RECOMMEND:** (to the Leader)

That the suggested Council responses, contained within the report of the Director of Planning, Development and Enterprise, be submitted to the Government Office for London as the Council's response to the Mayor's letter.

**[Reason for Recommendation:** The Council must revise its Local Development Scheme at such time as it considers appropriate or when directed to do so by the Secretary of State].

**RECOMMENDATION 3 - Draft Supplementary Planning Document for RAF Bentley Priory**

The Panel received a report of the Director of Planning, Development and Enterprise, which included, as appendices, the draft Supplementary Planning Document (SPD) and Sustainability Appraisal (SA) for Bentley Priory. Officers advised that the SPD, which had been produced by planning consultants Development Planning Partnership (DPP), would shape the future use and development of the RAF site.

Officers advised that, following circulation of the agenda, the proposed consultation dates had been changed to 18 June to 30 July 2007. Officers also brought to Members' attention the fact that the number '8' had not printed on the SPD, and provided assurances that this technical problem would be rectified.

During the discussion on the report, Members of the Panel proposed a number of detailed amendments to the wording of the SPD, which were noted by officers. The issues that were raised included the following:

- The documents should avoid terms which are unlikely to be understood by a non-specialist audience, for example, "baseline assessment" (p.3).
- It would be helpful if the SPD included an executive summary at the front of the document.
- The overall tone of the SPD could be improved by the inclusion of precise authoritative statements.
- The beginning section of the SPD could be improved by inclusion of more directional statements, in a similar vein to those in Section 11 "Opportunities for Future Development".
- The "Planning Requirements" should require a Travel Plan as part of the Transport Statement (p.31), and require potential developers to provide a clear and sustainable business plan for a museum facility (p.32).

The Panel was in agreement that:

- the consultation should be as wide as possible, and include letters in the local press and contact with non-local people who might have an interest in Bentley Priory, such as RAF personnel;
- in order to maximise publicity for the consultation, officers be requested to investigate the possibility of holding the planned exhibition in more venues;
- it would be helpful if a site visit could be arranged, during the consultation period, for all Members of Council who wished to attend;
- officers investigate the possibility of members of the public attending Open Days at Bentley Priory and, if appropriate, advertise any such dates with the consultation literature.

In response to suggestions from Members that the consultation period be extended by several weeks to end in mid-September, officers advised that it would be necessary to consult with DPP to ascertain how much time would be needed to collate the consultation responses in order to meet the October timetable for adoption of the SPD. The Panel acknowledged the importance of meeting the timetable for adoption and requested that officers extend the duration of the consultation for as long as was practicable. The Panel agreed that, if necessary, a special meeting of the Panel be held to consider the consultation responses.

**Resolved to RECOMMEND:** (to the Leader)

That the draft Supplementary Planning Document and Sustainability Appraisal for RAF Bentley Priory, as shown at appendices 1 and 2 to the report of the Director of Planning, Development and Enterprise, and amended in accordance with comments made by the Panel, be approved for public consultation.

**[Reason for Recommendation:** Harrow Council is committed to the production of a Supplementary Planning Document (SPD) for RAF Bentley Priory to inform the redevelopment of this sensitive site once it closes in early 2008. The SPD needs to be adopted by the autumn of 2007 and it is therefore essential that public consultation on the SPD and its associated Sustainability Appraisal begin as soon as possible].

[Note: The Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in this item and left the room, the Vice-Chairman, Councillor Joyce Nickolay, took the Chair].

(See also Minute 49).

## **PART II - MINUTES**

### 46. **Appointment of Chairman:**

**RESOLVED:** To note the appointment at the meeting of Cabinet held on 15 May 2007 of Councillor Marilyn Ashton as Chairman of the Local Development Framework Panel for the Municipal Year 2007/08.

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

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

### 48. **Appointment of Vice-Chairman:**

Councillors Keith Ferry and Joyce Nickolay were both nominated and seconded. Having been put to a vote it was

**RESOLVED:** That Councillor Joyce Nickolay be appointed Vice-Chairman of the Local Development Framework Panel for the Municipal Year 2007/08.

[Note: Councillors Keith Ferry, Thaya Idaikkadar and Navin Shah wished to be recorded as having voted for Councillor Keith Ferry to be appointed Vice-Chairman].

### 49. **Declarations of Interest:**

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

- (i) Agenda item 10 – Draft Supplementary Planning Document for RAF Bentley Priory  
Councillor Marilyn Ashton declared a prejudicial interest in the above item arising from the fact that she lived next door to the site. Accordingly, she would leave the room and take no part in the discussion or decision-making on this item.

### 50. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
10. Draft Supplementary Planning Document for RAF Bentley Priory (Appendices 1 and 2)	It was not possible to print the appendices due to technical problems with the files. Members were asked to consider this item in order to ensure that all relevant information was available.
13. Local Development Scheme 2007 Saved Policies – Mayor's Representations	The representations from the Mayor were not received in time to compile a report for the main agenda. The next meeting of the Panel was not until 24 September 2007, which would have been too late for the Council to respond to the representations.

(2) it be noted that agenda item 12 – Copse Farm, Brookshill Drive – Guiding Principles for Redevelopment, had been withdrawn, but that it was intended to report to the Panel later in the year with a range of options for consultation with local residents;

(3) agenda item 10 – Draft Supplementary Planning Document for RAF Bentley Priory be taken after agenda item 13 – Local Development Scheme 2007 Saved Policies – Mayor's Representations;

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

51. **Minutes:**

**RESOLVED:** That (1) the minutes of the Special meeting held on 23 January 2007 be taken as read and signed as a correct record;

(2) the minutes of the ordinary meeting held on 26 February 2007 and of the Special meeting held on 24 April 2007 be deferred until printed in the Council Bound Minute Volume.

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

**RESOLVED:** To note that no public questions, petitions or deputations were received under the provisions of Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 respectively.

53. **Sudbury Hill Conservation Area Character Appraisal and Management Strategy:**

Further to Recommendation 1, Members expressed concern that the timetable for production of the Harrow on the Hill Supplementary Planning Document (SPD) had slipped, and that this would have a knock-on effect for other SPDs. Officers advised that there had been slippage in the Local Development Scheme (LDS) timetable and that a revised timetable would be submitted to a future meeting of the Panel for consideration.

The Panel agreed that it would be helpful to Members if a schedule showing which reports were due to come to meetings could be submitted to the Panel's next meeting.

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

54. **Local Development Scheme 2007 Saved Policies - Mayor's Representations:**  
(See Recommendation 2).

55. **Draft Supplementary Planning Document for RAF Bentley Priory:**  
(See Recommendation 3).

(Note: The meeting having commenced at 7.30 pm, closed at 9.08 pm)

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

## GRANTS ADVISORY PANEL

11 JUNE 2007

Chairman: \* Councillor Joyce Nickolay

Councillors: \* Ms Nana Asante \* Mrs Myra Michael  
 \* Don Billson \* Asad Omar  
 \* Ashok Kulkarni \* Stanley Sheinwald  
 \* Dhirajlal Lavingia (4) \* Mrs Sasi Suresh  
 \* Julia Merison (2)

Adviser: † Deven Pillay, Chief Executive, Mencap

\* Denotes Member present

(2) and (4) Denote category of Reserve Members

† Denotes apologies received

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Community Premises Update**

The Panel received a report of the Director of Financial and Business Strategy updating the Members on the Community Premises review.

The Director of Community and Cultural Services reminded Members of the Panel that this item would be included in the Council's community development strategy, and the subsequent review of support to the voluntary sector, which would start this summer. He further reminded Members that the original allocation of office space was intended for a three-year period to allow groups to establish themselves, although this strategy had not been implemented.

It was proposed to advertise the Community Premises in order to get an indication of interest without guaranteeing space.

A Member expressed concern that certain voluntary groups were funded solely by the Council and felt that these groups needed to look for alternative sources of funding.

Another Member expressed concern that in the case of over-capacity of the Community Premises following the advertising of office space, some voluntary groups could experience difficulties in finding new office space.

Another Member proposed a nominal charge for using the Premises meeting room prior to implementing charges for use of the office space. Members understood that these charges would produce a relatively small income and that a few groups with heavy use of the meeting room would find this financially difficult. Members asked the officer to consult the voluntary groups on this proposal at his next meeting with them. The officer subsequently informed the Panel that organisations had expressed disquiet to any such proposals to implement charges particularly in light of the recent reduced grants allocation.

A suggestion was made to look for alternative funding to help set up a Community Trust.

**Resolved to RECOMMEND:** (To the Portfolio Holder for Finance and Portfolio Co-ordination)

That (1) all available space at Community Premises be advertised to assess levels of interest for occupancy (categories – individual office, designated desk, casual desk or postal address for correspondence) of any new and existing users;

(2) the implementation of charges for use of the Community Premises after three years occupancy be deferred until after the review of support to the voluntary sector;

(3) the items listed under 2.2.1 and 2.2.11 of the published officer report be closed until the budgets are available to carry out this work and, in the meantime, grants officers explore any external funding opportunities for this work.

**[Reason for Recommendation:** To ensure the implementation of the recommendations of the Community Premises review.]

(See also Minute 68).

**PART II - MINUTES**59. **Appointment of Advisory Panel Chairman:**

**RESOLVED:** To note the appointment at the Cabinet meeting held on 15 May 2007 of Councillor Joyce Nickolay as Chairman of the Grants Advisory Panel for the Municipal Year 2007/2008.

60. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Mrs Anjana Patel  
Councillor Mrs Rekha Shah

Reserve Member

Councillor Julia Merison  
Councillor Dhirajlal Lavingia

61. **Declarations of Interest:**

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

Agenda Item

10. Community Premises Update

Member

Councillor Lavingia declared a personal interest in that he was a founder of the Hindu Council Harrow. Accordingly, he would remain in the room whilst this matter was considered and voted upon.

62. **Arrangement of Agenda:**

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

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

Nominations were received and seconded for Councillor Mrs Anjana Patel. It was

**RESOLVED:** To appoint Councillor Mrs Anjana Patel as Vice-Chairman of the Panel for the Municipal Year 2007/2008.

64. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held on 22 January 2007 be taken as read and signed as a correct record;

(2) the minutes of the meeting held on 7 March 2007 be deferred until printed in the Council Bound Minute Volume.

65. **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 16 (Part 4E of the Constitution).

66. **Petitions:**

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

67. **Deputations:**

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

68. **Community Premises Update:**

Further to Recommendation 1 above, a Member queried what facilities were currently offered to groups that could not use the Community Premises and only required a postal address. The officer responded that this was one of the options being offered to groups.

A Member queried whether any comparative information was available from Merton Council, Harrow Council's closest demographic neighbour, in relation to their Grants Budget. Responding, the officer stated he would include the information at the next meeting.

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

(2) the Director of Community and Cultural Services include the setting up of a Community Trust in the community strategy review.

69. **Any Other Urgent Business:**

Appointment of the Advisor to the Panel

**RESOLVED:** That Deven Pillay be appointed Advisor to the Panel for the Municipal Year 2007/2008.

(Note: The meeting having commenced at 7.35 pm, closed at 8.50 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY  
Chairman



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****13 JUNE 2007**

Chairman: \* Councillor Mrs Janet Cowan

Councillors: \* Joyce Nickolay \* Asad Omar (1)

Advisers: † Mr D A Jones  
(Vacancy)

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

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

On 13 June 2007, there were 3 children for whom 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 offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H141	10	Bentley Wood
H143	10	Canons
H144	10	Harrow

[Note: Cases H140 and H142 were withdrawn from the agenda as an offer of a place had already been made to each applicant].

**PART II - MINUTES**162. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Mrinal Choudhury	Councillor Asad Omar

163. **Declarations of Interest:**

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

164. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
8. Admissions to County Schools	The application detailed in this report was received after the main agenda was printed and circulated. Members were asked to consider the application, in order to allocate an appropriate place to the applicant.
9. Appointment of an Advisor	This item had been erroneously omitted from the agenda. Members were asked to consider this item so that the appointment could be formally made in order to allow the Advisor to assist the work of the Panel.

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

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 in that it contained information relating to individuals.

165. **Minutes:**

**RESOLVED:** That the minutes of the meetings held on 6 February, 6 March, 18 April, 2 May, 16 May and 30 May 2007 be deferred until printed in the next Council Bound Minute Volume.

166. **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 16 (Part 4E of the Constitution).

167. **Petitions:**

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

168. **Deputations:**

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

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

170. **Appointment of an Advisor:**

**RESOLVED:** That Mr D A Jones be appointed Advisor to the Panel for the Municipal Year 2007/2008.

(Note: The meeting having commenced at 3.00 pm, closed at 3.15 pm)

(Signed) COUNCILLOR JANET COWAN  
Chairman

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****27 JUNE 2007**

Chairman: \* Councillor Mrs Janet Cowan

Councillors: \* Mrinal Choudhury \* Joyce Nickolay

Advisers: † Mr D A Jones  
(Vacancy)

\* Denotes Member present  
† Denotes apologies received

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

On 27 June 2007, there were 7 children for whom 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 offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H145	10	Whitmore
H146	10	Nower Hill
H147	10	Nower Hill
H148	8	Whitmore
P2	3	Pinner Park
P3	6	Whitefriars
P4	6	Whitefriars

[Note: Two additional cases were added to the agenda after cases H147 and P3; these became cases H148 and P4].

**PART II - MINUTES**171. **Attendance by Reserve Members:**

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

172. **Declarations of Interest:**

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

173. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
8. Admissions to County Schools	The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider the applications, in order to allocate an appropriate place to the applicants.

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

- 
- | <u>Item</u>                     | <u>Reason</u>  |
|---------------------------------|--|
| 8. Admissions to County Schools | This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals. |
174. **Minutes:**  
**RESOLVED:** That the minutes of the meetings held on 6 February, 6 March, 18 April, 2 May, 16 May, 30 May and 13 June 2007 be deferred until printed in the Council Bound Minute Volume.
175. **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 16 (Part 4E of the Constitution).
176. **Petitions:**  
**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).
177. **Deputations:**  
**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
178. **Admissions to County Schools:**  
(See Recommendation 1).  
  
(Note: The meeting having commenced at 3.02 pm, closed at 3.13 pm)

(Signed) COUNCILLOR JANET COWAN  
Chairman

## TOWN CENTRE AND MAJOR PROJECTS PANEL

19 JUNE 2007

Chairman:	* Councillor Marilyn Ashton	
Councillors:	* David Ashton	* Phillip O'Dell
	* Susan Hall	* Bill Stephenson (1)
	* Chris Mote	
Advisers (non-voting):	* Mr Abe Hayeem	– Canons Park Residents' Association
	* Mr David Summers	– Harrow Agenda 21
	* Mrs J Verden	– Harrow Heritage Trust
	* Mr A Wood	– Harrow Public Transport Users' Association

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**39. **Appointment of Chairman:**

**RESOLVED:** To note the appointment at the meeting of Cabinet held on 15 May 2007 of Councillor Marilyn Ashton as Chairman of the Town Centre and Major Projects Panel for the Municipal Year 2007/08.

40. **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 Navin Shah	Councillor Bill Stephenson

41. **Declarations of Interest:**

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

Agenda Item 15 – Priorities and Progress 2007 – Update

- (i) During consideration of this item, Councillor Susan Hall declared a personal interest in that her business was situated on Wealdstone High Street.
- (ii) During consideration of this item, Councillors David Ashton and Marilyn Ashton declared a personal interest in that they lived next to Bentley Priory. They clarified that their interests were personal as the report before the Panel was for noting only.

Accordingly, they would remain in the room whilst the matter was considered and subsequently noted.

42. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held on 30 January 2007 be taken as read and signed as a correct record;

(2) the minutes of the meeting held on 30 March 2007 be agreed as a correct record and that the Chairman be authorised to sign them when printed in the Council Minute Volume;

(3) that any contributions made by the advisers should be attributed to them in the minutes.

43. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
12. Project and Programme Management	This report was being consulted on at the time the agenda was printed and circulated. Members were requested to consider the scope of work to improve project and programme management arrangements for major projects in order to ensure that a detailed review was completed in time for the next Panel meeting.
14. Land at Harrow on the Hill Station	This report was not available at the time the agenda was printed and circulated in order to allow the officers to include up to date information on the site and surrounding area. Members were requested to consider this item, as a matter of urgency, in order to avail themselves with proposals for developments around Harrow on the Hill Station.

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

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

**RESOLVED:** That Councillor Susan Hall be appointed Vice-Chairman of the Town Centre and Major Projects Panel for the Municipal Year 2007/08.

45. **Appointment of Advisers:**

**RESOLVED:** That the following non-voting advisers be appointed for the Municipal year 2007/08:-

Mr Abe Hayeem	Canons Park Residents' Association
Mr David Summers	Harrow Agenda 21
Mrs J Verden	Harrow Heritage Trust
Mr A Wood	Harrow Public Transport Users' Association

46. **Petitions:**

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

47. **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 16 (Part 4E of the Constitution).

48. **Deputations:**

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

49. **Public Realm and Access Strategy:**

The Panel received a presentation from Urban Initiatives, a consultant design team, appointed by the Council to prepare a Public Realm Strategy for Harrow Town Centre and to work on related projects, such as the Urban Design Framework and the Access and Movement study.

Representatives from Urban Initiatives stated that following their presentation on the Public Realm Strategy to the Panel on 30 January 2007, workshops and meetings had been held with key stakeholders in order to gauge their views on preliminary proposals. The draft Public Realm Strategy was nearing completion and would shortly move to the consultation phase. The purpose of their second presentation, that evening, was to share details of the consultation exercise proposed and to brief the Panel on the schemes that would be consulted on.

### Public Realm Strategy

Representatives from Urban Initiatives stated that consultation on the Strategy would be diverse. An exhibition would be held in St Ann's Shopping Centre, which would be advertised in the local press informing all stakeholders of how they could participate in the consultation. A questionnaire would provide 12 statements on which participants could indicate their preferences. It would also allow them to make general comments on the proposals in order to encapsulate their views. An analysis of the responses received would be presented to the Panel in due course. In addition, the Council's website would also display the proposals, and the provision of on-line consultations would be explored. Interactive games would contribute to the excitement of the exhibition. Other means of encouraging the stakeholders to participate in the consultation would also be explored.

Members and advisers were briefed on the displays that would form the basis of the exhibition in St Ann's Shopping Centre and the wider consultation. The exhibition would focus on the seven projects being proposed as part of the Public Realm. The display boards would define a hierarchy of streets and spaces within the Town Centre, a design "palette" for paving materials, street furniture, lighting and concept designs for the seven specific schemes. An Adviser commented that the size of display panels might not be considered user-friendly. A Member acknowledged the need to strike a balance here and suggested the use of the Council's website where the proposals should also be shown.

Representatives from Urban Initiatives spoke about introducing different paving materials with colours that were distinctive and durable with a view to unifying the Town Centre. Uniform streetlighting and bespoke furniture would also help rejuvenate a 'tired' Harrow Town Centre. The use of buff concrete paving, together with York stone in key areas of the Town Centre, would compliment the street scene and transform the area into a distinctive and attractive environment. An adviser commented on the suitability and sustainability of York stone paving and suggested that the samples of various materials proposed ought to be displayed at the exhibition.

Urban Initiatives stated that the longevity of York stone was its main feature and that it was not intended to pave over vast areas with York stone. They had also given due consideration to the type of paving brick that ought to be used for the benefit of the visually impaired. Disability organisations would be consulted.

The following seven projects were identified by Urban Initiatives for improvement: St Ann's Road, College Road, Greenhill Way, Station Road, Station Road North, St George's area and Lowlands Road.

Urban Initiatives briefed Members and advisers on how these key areas could be improved and transformed. Existing problems in each of the areas were defined and features that would improve them were highlighted at the meeting. It was noted that from the seven projects proposed, St Ann's Road, the prime shopping street in Harrow, could be delivered first (by 2008). The Panel was shown how the road could be improved by comprising 'fun' elements, such as water features, improved street furniture, creation of public spaces at either end of this long linear road and by ensuring a seamless interface with Havelock Place.

### Project Delivery

The Panel was advised that delivery of the entire programme was dependent on Transport for London (TfL). However, the St Ann's scheme would be delivered with resources from the Council's Capital Programme, which had already been approved. The Council should expect to receive money from the TfL for schemes for College and Lowlands Roads. The schemes would also incorporate variable message signage.

### Transport Strategy

The exhibition would also focus on the Transport Strategy and the following key points were outlined by Urban Initiatives in relation to the Town Centre:-

- Restricted zone – the existing zone could be restricted further or it could be reduced.
- Bus trends – these could be improved by creating a two-way traffic flow taking buses to the 'heart' of the Town Centre, including a two-way working on Station Road.
- Walkability – whilst some parts of the Town Centre were walkable, the area would benefit from additional safer crossing points to make it easier to access

all parts. A Strategy had been devised to achieve this initiative. The proposals at Gayton Road – exhibition space/library – were at the periphery of the Town Centre and would benefit from this Strategy.

In opening the presentation to questions, Members and advisers queried and commented on aspects of the proposals. Of particular note were:-

#### Lowlands Road

An Adviser stated that whilst 'surface dressing' on Lowlands Road would be attractive as it was hard to cross the road because of the fast moving traffic, it ought to be recognised that it was an important highway, which helped the Council's 'Keep Harrow Moving' pledge. Rat running through the Town Centre ought to be discouraged by ensuring increased use of Lowland Road.

The Grove Open Space at Lowlands Road was already an attractive feature and was unlikely to benefit from landscaping, as suggested by Urban Initiatives. The beauty of the Grove was that it already provided visual clarity and this view should not be 'broken-up' with landscaping, which would be detrimental to the area.

In response, representatives from Urban Initiatives stated that traffic on Lowlands Road could be managed and redistributed by rephasing traffic signals.

#### St George's Area

An Adviser stated that the proposal from Urban Initiatives to remove the one-way system was unnecessary. Reversal of the entry and exit points in the area would enable the one-way system to be retained.

Urban Initiatives responded by stating that St. George's area suffered from traffic and heavy parking, poor interface and frontages, which created a sterile environment. Removal of the one-way would simplify access to St. Ann's shopping centre. Two-way traffic here would require the stopping-up of Kymberley Road. Urban Initiatives was also examining a 'stacking' area for cars during high demands for parking. It was intended to stop-up Kymberley Road and create a taxi reservoir there. This scheme was deliverable. The scheme proposed by an Adviser was unworkable. A taxi rank on Kymberley Road would avoid 'sterile' space. The creation of a public open space was not possible on this road.

#### Harrow on the Hill Station

The Director of Planning, Development and Enterprise stated that the proposed lightweight permeable bridge, a striking feature, would provide a 'welcoming' feature for Harrow. On exiting the station, it would provide a view up the Hill. The funnelling of the bridge would provide a dramatic entrance.

#### Town Centre

In response to the suggestion from an Adviser that the Town Centre would benefit from public squares, representatives from Urban Initiatives stated that there was potential for new public squares, as part of the proposed redevelopment of the Town Centre. The company was examining merging Greenhill Way with St John's Church area and creating a 'gateway'. This approach had worked well in other areas of London.

#### Station Road

An Adviser stated that a two-way traffic flow on Station Road ought to be explored. However, there was opposition from residents to this initiative as it would entail the removal of bus stops that served St George's Centre. Both demands needed to be addressed. He added that the creation of a seamless interchange between all the different modes of transport should not be lost when implementing the various proposals, as laid down in the Supplementary Planning Guidance (SPG).

The Director of Planning, Development and Enterprise stated that the results of the consultation exercise would be submitted to the Panel in due course. In addition, the Public Realm Strategy would require formal adoption.

**RESOLVED:** That the presentation from Urban Initiatives be received and the arrangements for public consultation noted.

50. **Project and Programme Management:**

The Director of Planning, Development and Enterprise introduced the report, which outlined the Council's ambitious programme for Harrow and how those key corporate priorities could be delivered in a timely fashion, whilst allowing for essential corrective action to be taken.

The Director responded to questions from an Adviser and explained why advice was being taken from Price Waterhouse Coopers (PWC) instead of the Council's other strategic partners.

A Member expressed concerns about the capacity available within the Council to deliver the programme. The use of external expertise would have revenue implications for the Council in the current challenging financial climate. He stressed that the opportunity to rejuvenate the Town Centre should not be lost as a result of conflicting priorities and demands.

**RESOLVED:** That the report be noted and the Panel receive regular reports on major projects monitored against project plans.

51. **Harrow Town Centre Business Improvement District:**

The Panel received a report of the Director of Planning, Development and Enterprise, which summarised the discussions at the recent Town Centre Forum meeting and provided an update on the proposed establishment of the Business Improvement District (BID) for the Town Centre.

The Director explained how BIDs worked and the types of services they could buy-in. He was pleased to report on the support it had received from the Town Centre Forum. However, the BID was expected to take eighteen months to set up. Suggestions to speed up the process were explored at the meeting but discounted.

The Chairman informed the Panel that the Town Centre Forum was enthusiastic about the proposal and other BIDs could follow once the Town Centre BID had been established. BIDs provided ownership and a degree of independence.

There was cross-party support for the creation of BIDs. It was noted that, whilst small businesses might not necessarily have the financial resources to participate in the BID, they would benefit from improvements that would ensue. Experience had shown that BIDs, by their very nature, improved areas.

**RESOLVED:** To note the report submitted to the Harrow Town Centre Forum annexed as Appendix 1 to the report of the Director of Planning, Development and Enterprise.

52. **Land at Harrow on the Hill Station:**

The Director of Planning, Development and Enterprise introduced the report, which set out the latest position on proposals for development around Harrow on the Hill station and options to secure improvements to public transport. He informed the Panel that the exchange of land between the Council and Harrow College, including the terms, were nearing completion. Redevelopment of the College would be subject to planning permission.

The Director reported that Quintain had sold 79 College Road. As a result, the options for the proposed re-development of Harrow on the Hill station were being explored with Dandara, which was now the major landowner in the area. He was pleased to report that the Council and Dandara were working towards the same goal.

Members of the Panel were briefed on the two options for the redevelopment of the Station, their achievability and anticipated budgets. The Mayor of London had invited the Council to make a presentation on the proposals on 1 August 2007. The schemes would require the full support of Dandara and Harrow College and meet with the requirements set out in the Supplementary Planning Guidance (SPG). Compelling arguments would be made to the Mayor of London for Option 1 as he would be able to influence bodies such as the TfL and Metronet and thereby deliver a significant change to the station and Harrow for the benefit of its residents and transport users. However, Option 1 was costly and would require land that was no longer under the ownership of Quintain. Option 2 was the fallback position, but would deliver 90% of the benefits of Option 1.

The Director acknowledged that a seamless interchange was key to the proposals. However, doing 'nothing' was not on the Council's agenda.

In response to questions from advisers, the Director briefed the Panel on the proposals for a new bridge at the station. He confirmed that the existing station bridge would be

retained and its use would depend on the TfL. Timescales for the options were discussed and it was

**RESOLVED:** To (1) note the progress made with stakeholders and developers in bringing forward proposals for the development of the land at Harrow on the Hill station;

(2) take on board the message from the Panel that the Mayor of London be fully appraised of both options (and not just option 2), including their financial benefits.

53. **Priorities and Progress 2007 - Update:**

The Panel considered a report of the Director of Planning, Development and Enterprise, which set out the latest position in a range of projects that had strategic importance and were currently being pursued. The projects would have an impact on the Borough in terms of the range of services available to the community, their physical presence and environmental impact. It was noted that Headstone Manor had erroneously been omitted from the report.

**Prince Edward Playing Fields**

Barnet Football Club had reached an agreement with the Environment Agency, which would involve amendments to the scheme that had recently been considered for planning permission.

**Reopening of Wealdstone High Street**

In response to comments from an adviser, the Leader of the Council stated that a temporary Traffic Order, which would allow the Council to proceed with the scheme, was not an option and could prove a costly exercise. He stated that TfL would be invited to a public meeting planned soon.

**Sites in Gayton Road**

In response to the concerns expressed by the advisers, the Chairman stated that the design of the library/arts centre would have to be imaginative and energy efficient. The Hatch End Arts Centre would compliment the proposed arts centre at Gayton Road.

It was noted that a design brief would be submitted to the July 2007 Cabinet meeting.

**Kodak**

In response to questions from an Adviser, the Director of Planning, Development and Enterprise confirmed that he was meeting with representatives from Kodak on 20 June 2007. He expected the site to be available for re-development by January 2008. Disposal of the site was a key issue.

**Wood Farm**

Advisers thanked the Deputy Leader of the Council for facilitating a site visit to these premises. The Director of Planning, Development and Enterprise undertook to respond to questions from Advisers, which had been sent to him recently.

(Note: The meeting having commenced at 7.30 pm, closed at 10.00 pm)

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

## PUBLICATIONS ADVISORY PANEL

25 JUNE 2007

Chairman: \* Councillor Paul Osborn

Councillors: \* Mrs Lurline Champagnie \* Bill Stephenson (1)  
 \* Keith Ferry \* Tom Weiss  
 \* Narinder Singh Mudhar

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Harrow People**

The Panel received a report of the Head of Communications on the future of Harrow People magazine. The officer reported that the Harrow Strategic Partnership (HSP) Executive foresaw difficulties in producing a partnership magazine and did not wish to take this further. However, the current budget was sufficient to finance the production of three issues, one in September, one in November/December and one in the New Year.

Referring to resolutions made at the Panel meeting held on 22 March 2007, the officer regretted that it had not been possible to employ a sales representative, as the budget did not allow for it. Nor had it been possible to commission an in-depth business case in view of the Communications Team's restricted capacity. In the light of this, Members were reluctant to recommend that Harrow People be restarted until a business case had been made.

**Resolved to RECOMMEND:** (to the Strategy and Business Support Portfolio Holder)

That production of Harrow People cease until a business plan had been provided and approved.

**Reason for Recommendation:** To decide the future of Harrow People magazine.

(See also Minute 40).

**PART II - MINUTES**31. **Appointment of Chairman:**

**RESOLVED:** To note the appointment at the meeting of Cabinet on 15 May 2007 of Councillor Paul Osborn as Chairman of the Publications Advisory Panel for the Municipal Year 2007/08.

32. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Archie Foulds

Reserve Member

Councillor Bill Stephenson.

33. **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.

34. **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:-

Agenda item

10. Harrow People

Special Circumstances / Grounds for Urgency

This report was not available at the time the agenda was printed and circulated, because consultation with partners,

which had to take place after the Harrow Strategic Partnership Executive meeting on 31 May 2007 could not be completed in time. Members were requested to consider this item, as a matter of urgency.

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

(3) item 11 - Communications Review, be discussed before item 10 - Harrow People.

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

**RESOLVED:** To appoint Councillor Mrs Lurline Champagnie as Vice-Chairman of the Publications Advisory Panel for the 2007/2008 Municipal Year.

36. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held on 22 March 2007 be deferred until printed in the Council Bound Minute Volume;

(2) the Chairman discuss with officers the best way of providing minutes and raising any matters arising.

37. **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 16 (Part 4E of the Constitution).

38. **Petitions:**

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

39. **Deputations:**

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

40. **Harrow People:**

Further to Recommendation 1, Members discussed the possibility of launching Harrow People as a newspaper, with 13 issues a year. It could then publish statutory notices and jobs advertisements. The officer agreed to provide information on how much the Council was spending on advertisements and notices and the cost of producing Harrow People in its current form.

A Member suggested that the relaunch of Harrow People would be an ideal project for the BBC television programme *The Apprentice*, for which the BBC was seeking ideas for the next series.

**RESOLVED:** That officers provide the Panel with information on the production cost of Harrow People and the amount being spent currently on statutory notices and other advertisements.

41. **Communications Review:**

The Director of People, Performance and Policy provided a verbal update on the Strategic Review of Communications presented to Cabinet on 15 May 2007. The officer took Members through the Westminster City Council Review of Harrow Council's Communications, answering Members' questions. Since the May Cabinet meeting the administration had been working on a new vision for the Council, one of the Review's recommendations, and this would be presented at the July Council meeting. Consultation was taking place with staff and Trades Unions. It was hoped to make swift progress, and a report to the July Cabinet meeting was planned.

Members raised the following concerns:

- the importance of the right balance of internal and external expertise to take the review forward;
- the wisdom of possibly allowing Westminster City Council to bid for any external work to implement the recommendations of the Review;

- the fact that the Review, while clearly a priority, was not a flagship action;
- Members' wish to see an agreed and detailed specification of requirements;
- the fact that the proposals to take the Review forward would go to Cabinet before the Panel saw them.

The Chairman informed Members that although the Communications Review was not a flagship action, it formed part of the Corporate Improvement Plan.

The officer reported that the need to bring in outside expertise was driven by the need to make rapid progress. The specification of requirements was still in draft. When finalised, the specification would be emailed to Members of the Panel before being presented to the July Cabinet meeting.

In response to Members' concerns about the need for a more rigorous enforcement culture, discipline and the winning over of the Directorates' trust in relation to the Council's dealings with the media, the Chairman agreed to ensure that these were reflected in the report to Cabinet.

**RESOLVED:** That (1) the verbal report and Members' comments be noted;

(2) officers provide Members of the Panel with a copy of the final version of the specification of requirements before this was presented to the July Cabinet meeting;

(3) Members' concerns about how to achieve centralised dealings with the media be reflected in the report to the July meeting of Cabinet.

42. **Any Other Business:**

(i) New Council Website

The Chairman reported that the website would be launched at the end of July, delayed in part by an agreed review of the content management system. Officers agreed to provide Members with a briefing note on the state of progress of objectives relating to the new website.

**RESOLVED:** To provide Members with written details of progress on the website.

(ii) Role of the Panel

Members discussed the remit and status of the Panel, taking the view that it should cover communications as a whole. Alternatives proposed were:

- a cross-party working group on communications
- a working group on communications
- an Advisory Panel on communications.

**RESOLVED:** That the possibility of changing the remit and status of the Panel be addressed in the report to the July meeting of Cabinet on the Communications Review.

(Note: The meeting having commenced at 7.35 pm, closed at 9.17 pm)

(Signed) COUNCILLOR PAUL OSBORN  
Chairman





