

Consultation Statement

Islamia Primary School in partnership with Brent Council has worked together to form a consultation plan. The joint aim is:

To consult and engage with the local community and key stakeholders over the redevelopment proposals for the Islamia Primary School.

To inform and seek the views of the local community and key stakeholders and to enhance the relationship between the school and the local community.

Summary:

Public Consultation:

- June 8th - Queens Park Forum IPS, Annalisa
 - 20th - Family Fun Day Queens Park IPS, MBA JB HT
- July 26th - meeting at school QPARA, Councillors, Church, Garden History Society IPS, Brent Ed, MBA, T&T, Landscape
 - 30th - Leaflet Drop (1500) + Open Day IPS
- August 12th - Open Day IPS
 - 16th - Brent Website goes live Brent, IPS, MBA
 - 18th - Library Displays – Kilburn & Willesden Grn IPS, MBA
 - 19th - Open Day + Leaflet Drop (1500)
 - BME & QP Councillors IPS, MBA
 - Kilburn & Kensal Area Con. Forum IPS, MBA
 - 26th - Open Day + Councillors IPS
 - 30th - Brent Magazine Brent
- September 8th - MBA offered to present at QPARA meeting but was not taken up MBA
 - 12th - Queens Park Day IPS, MBA
 - 30th - Newsletter (3000 drop) IPS
- October 1st - School Banner IPS
 - 5th - Kilburn & Kensal Area Con. Forum IPS, MBA, Brent Ed.
- December 9th - meeting at St Anne's Church with QPARA, Councillors, St Anne's Church and local community IPS, IGS, IST, Brent Ed, MBA, Robert West, St Anne's Church

Private Consultation:

- St Anne's Church 28th June, 29th June, 26th July, 17th Aug, 22nd Sept, 18th Nov.

Statutory Consultation

Date	Consultation	Invitees/ Attendees	Location	Action
November 2006	The school along with Brent published a statutory public notice in November 2006 announcing the increase in pupils	Statutory Public Notice	n/a	

	at the school. Pupils places increased from 210 pupils to 350 pupils in 2007 and to a new maximum of 420 pupils places in the future. The pupils places will increase from 350 to 380 from September 2010 onwards.			
30 th March 2010	Pre- planning	MBA, Islamia Primary School, Brent Planning - Andy Bates and Mark Smith	Planning Department, Brent House, Wembley	MBA to develop scheme to allow it to be presented by Andy Bates at the Departmental Major Cases Forum.
27 th April 2010	Secure by Design – Metropolitan Police	MBA and Kilburn Metropolitan Police - Sergeant Peter Kane	Kilburn Metropolitan Police Station	MBA issued meeting minutes and have incorporated comments within the design proposals
2 nd June 2010	Brent Building Control pre-meeting	MBA and Brent Building Control – John Flynn, Colin French	Brent House, Wembley	Comments included in design development.
17 th June 2010	Brent Planning internal Departmental Major Cases Forum	Internal Brent Planning and internal Departments	Planning Department, Brent House, Wembley	Andy Bates issued notes and comments of the meeting to MBA 23 rd June 2010.
16 th July 2010	Pre-planning	MBA, Islamia Primary School, Pincke Landscape Architects, Capital Project Manager, Asset Management Service Children & Families Department – Christine Moore, Brent Planning - Andy Bates, Area Team Manager (South), Ben Martin, Planning Officer (South), Mark Smith, Team Manager Design + Regeneration, Brent Council Senior Landscape Designer - Debbie Laporte	Planning Department, Brent House, Wembley	Comments and project to be developed. A further meeting is to be held once scheme has developed further.
26 th July 2010	Heritage Consultation with Registered Parks and Gardens	The Garden History Society – Linden Grove. Conservation Officer. MBA -Gemma Collins, Julia Barfield, Hui Hui Teoh	Islamia Primary School, 7.30pm	
11 th August 2010	Pre-planning Highways Department	Brent Council, Development Projects, Transportation - John Fletcher, Highway Department Team Leader, Robert West - Rachel Gennery, Principal Transport Planner, MBA - Gemma Collins	Highways Planning Department, Brent House, Wembley	School has sent a letter to request relocation of bus stop outside school on 16 th August 2010. Rachel Gennery, Transport Consultant from Robert West emailed John Fletcher on 8 th September 2010 to follow up too. A reply was received from London Bus Services via Brent Senior Public Transport Officer that the bus stop cannot be relocated back to its previous location. Should a new location be found for the shelter and stand, London Bus Services will require a payment of £4,500 + VAT.
2 nd September 2010	Site Visit from Brent Tree Officer regarding street planting along Salusbury Road	Brent StreetCare - Gary Rimmer, Assistant Arboricultural Officer	Islamia Primary School	Tree Officer prefer Option 2 – 6 new trees. This was feedback to Brent Planning who prefer Option 1 – retaining 3 existing trees and plant 3 new trees in between.
2 nd September 2010	Heritage Consultation with Registered Parks and Gardens	The Garden History Society – Linden Grove. Conservation Officer	n/a	MBA emailed latest project development updates to follow up consultation with The Garden History

		and MBA		Society.
8 th September 2010	Heritage Consultation with Registered Parks and Gardens	The Garden History Society – Linden Grove, Conservation Officer and MBA	n/a	The Garden History Society replied to MBA's email consultation on 2 nd September that they envisage to have no objection to the proposal and the proposed use of subdued materials already in use in the area, the need for the school to avoid ad hoc roof top development (brightly coloured litter bins, etc), and the need to avoid a use of high-profile windows that would give the cemetery an overly over-looked feel.
9 th September 2010	Pre-planning consultation	Pincke Landscape Architects, Capital Project Manager, Asset Management Service Children & Families Department - Christine Moore, Brent Planning - Andy Bates, Area Team Manager (South), Ben Martin, Planning Officer (South), MBA - Julia Barfield and Hui Hui Teoh	Planning Department, Brent House, Wembley	Planner confirmed for Planning Submission, Option 1 to be shown in drawings but should raise in report that there are two tree options for further discussions at committee meeting.
26 th November 2010	Planning consultation	Brent Planning - Andy Bates, Area Team Manager (South), Ben Martin, Planning Officer (South), Mark Smith, Team Manager Design + Regeneration, IPS – Head Teacher, Zahida Shaheem, Project Co-ordinator from Turner and Townsend – Matt Summerill, MBA - Julia Barfield and Hui Hui Teoh	Planning Department, Brent House, Wembley	Discuss and update Planners with recent project development, public consultation progress, confirm requirement for revised information submission and subsequent planning timeline.

Key Stakeholders Consultation and Workshops held to date and future dates

Date	Consultation	Invitees/ Attendees	Location	Action
24 th February 2010	Pupil Workshop	Class 3B and MBA	Islamia Primary School	Further presentations to be given as scheme develops.
24 th March 2010	Staff and Parents	All staff and all parents of Primary and Secondary School	Islamia Primary School	Further presentations to be given as scheme develops.
26 th March 2010	Governors and Trustees	All Governors and Trustees invited	Islamia Primary School	Further presentations to be given as scheme develops.
30 th April 2010	Governors and Trustees	All Governors and Trustees invited	Islamia Primary School	Further presentations to be given as scheme develops.
5 th May 2010	Staff and Parents	All staff and all parents of Primary and Secondary School	Islamia Primary School	Further presentations to be given as scheme develops.
1 st July 2010	Landscape Pupil /Staff Workshop	Pupils and Staff Consultation with Pincke Landscape Architects	Islamia Primary School	Further presentations to be given as scheme develops.
23 rd July 2010	Governors and Trustees	All Governors and Trustees invited	Islamia Primary School	Further presentations to be given as scheme develops.
26 th August 2010	Governors and Trustees	All Governors and Trustees invited	Islamia Primary School	Further presentations to be given as scheme develops.

Public Consultation undertaken to date and moving forward

Date	Consultation	Invitees/ Attendees	Location	Action
8 th June 2010	Islamia Primary School governor attended and spoke at Queen's Park Forum regarding proposed scheme	Parent Governor attended on behalf of the school - Ms Annalisa Saba,	Queens Park Forum	Minutes note potential development.
11 th June 2010	Head Teacher writes to Friends of Paddington Cemetery informing them of the new build	Friends of Paddington Cemetery	n/a	The school receives confirmation that the Friends of Paddington Cemetery has been dissolved. David Wetter, Paddington Cemetery Development Manager is invited to the consultation 26 th July consultation day. They cannot attend but David and colleague attends the first open day 30 th July 2010.
11 th June 2010	Head Teacher writes to Parks and Gardens Heritage Society informing them of the new build	Parks and Gardens Heritage Society	n/a	Linden Groves responded by email 14 th June 2010 offering pre- planning consultation. Linden Groves invited by MBA to public consultation 26 th July 2010.
20 th June 2010	Islamia Primary School Family Fun Day in conjunction with City of London Corporation	Leaflets dropped to local residents. Leaflet mentions proposed new development	Queen's Park 1-6pm	Julia Barfield + Hui Hui Teoh from MBA attended stall with Islamia School at the Family Fun day with presentation boards describing the potential development
26 th June 2010	Consultation with Islamia School, T+T and Father Fergus	Father Fergus, Interfaith Centre- St Anne's Church and St Andrew's Church, Grant Islamia Primary School	Islamia Primary School	Agreed to hold presentation next day to wider church council within the Interfaith Centre
29 th June 2010	Consultation with Islamia School, T+T and Father Francis and Church Council	Father Fergus and Church Council	Interfaith Centre - St Anne's Church and St Andrew's Church	Question raised regarding rights of lights to Vicarage and sunlight to garden. Rights of Lights and Party Wall Consultant appointed and asked to consider the affect of the scheme on the Vicarage and its garden. Church invited to further consultation meeting 26 th July 2010.
8 th July 2010	Head Teacher writes to Elaine Henderson, Chair of Queen's Park Area Residents Association	Queen's Park Area Residents Association	n/a	Jamie Hope, Vice Chair of QPARA emails MBA 14 th July 2010. T+T, Brent Planning voicing concern. Julia Barfield, MBA speaks to Jamie Hope by telephone. QPARA to be invited to public consultation 26 th July 2010
21 st July 2010	Consultation	Ahmed Shahzad (former Mayor of Brent), MBA - Gemma Collins	Islamia Primary School	Islamia School to invite directly.
25 th July 2010	Ward Councillors	Councillor Simon Green Councillor James Denselow MBA - Gemma Collins, Julia	Islamia Primary School	Islamia School to invite directly. Councillor Michael Adeyeye cannot attend but is happy to meet on return from 25 th July 2010.

		Barfield, Hui Hui Teoh		
26 th July 2010	Public Consultation	Queen's Park Area Residential Association, Brondesbury Residential Association, St Anne's Church and St Andrew's Churches. MBA - Gemma Collins, Julia Barfield, Hui Hui Teoh.	Islamia Primary School, 5.30pm	Islamia School to invite directly. Julia Barfield to invite QPARA as well in response to Jamie Hopes email
30 th July 2010	Open Day	All local residents. 1500 leaflets dropped to local residence/ businesses undertaken.	Islamia Primary School, 3.00pm until 7.00pm	Leaflet drop to all local residents by school 19 th and 20 th June 2010.
2 nd August 2010	Email correspondence with QPARA	Marks Barfield Architects emailed Jamie Hope, QPARA on project update and send Bat and Ecology Survey Report	n/a	
2 nd August 2010	Design Review with design enabler	With another architect, Deborah Saunt. MBA - Gemma Collins, Ian Rudolph, Client - Zafar Ashraf	At MBA, 4.30pm	
12 th August 2010	Open Day	All local residents.	Islamia Primary School, 3.00pm until 7.00pm	
12 th August 2010	Email correspondence with QPARA	Marks Barfield Architects emailed Jamie Hope, QPARA on project update- including school numbers and potential planning dates	MBA suggest they present at the QPARA general meeting on the 9 th August 2010, as previously invited.	
17 th August 2010	Meeting with Father Fergus Capie, St Annes + St Andrews Church - neighbour and London of Diocese representative from Advance Project Solutions	Father F. Capie, Steve Gilbert, Advance Project Solutions, Gemma Collins, MBA, Zafar Ashraf + Sheik Ahmed	St Annes and St Andrews Churches- adjacent to Islamia Primary School.	
18 th August 2010	Library Display : Kilburn Library	Public display and information regarding the proposed rebuild on display at Kilburn Library	Kilburn Library- ongoing 42 Salusbury Road Kilburn London NW6 6NN	
18 th August 2010	Library Display: Willesden Green Library	Public display boards and information regarding the proposed rebuild on display at Willesden Green Library	Willesden Green Library- ongoing 95 High Road Willesden London NW10 2SF	
19 th August 2010	Open Day	All local residents. 1500 further leaflets dropped to local residence/ businesses undertaken.	Islamia Primary School, 3.00pm until 7.00pm	
19 th August 2010	Kilburn and Kensal Area Consultative	All Councillors invited by school. MBA - Gemma Collins	Islamia Primary School, 2.00pm	

	Forum			
19 th August 2010	BME Councillors (Black, Asian and Ethnic Minority Councillors)	All Councillors invited by school. MBA - Gemma Collins	Islamia Primary School, 4.00pm	
25 th August 2010	Queens Park councillors	Councillor Adeyeye, Cllrs Green and Denselow to respond. MBA - Gemma Collins	Islamia Primary School, 6.30pm	Councillor cancelled last time and another meeting was rescheduled to 8 th September.
26 th August 2010	Open Day	All local residents.	Islamia Primary School, 3.00pm until 7.00pm	
End of August _ September 2010 Issue	Brent Magazine	The Brent Magazine is a full colour, glossy magazine produced by Brent Council every month. Islamia Primary School are to be included within the September addition with the proposed re- build project.	It is a free publication for all residents and businesses in Brent. Has a print run of over 105,000 copies - highest circulation of any local publication It is delivered to 99,000 households, all libraries, One Stop Services, Sports Centres and an extensive mailing list. It is accessible - available in large, audio and features on the homepage of the council website	
2 nd September 2010	Glenda Jackson MP	Project presentation	To be confirmed	Fatima emailed her the new build information on Brent Website. MP confirmed her office will get into contact to confirm suitable date and venue to meet.
3 rd September 2010	A follow up Design Review with design enabler	With another architect, Deborah Saunt. MBA - Julia Barfield, Yevgeniy Belkin, Amy Gaspar, Ian Rudolph, Hui Hui Teoh	At MBA, 12pm	
7 th September 2010	Consultation with Reverend Maggie Hindley and building advisor from St Anne's Church	Reverend Maggie Hindley, Church's building advisor, IPS Head Teacher, MBA - Chris Smiles, Plinke Landscape Architects	St Annes Church, 10am	This was cancelled due to tube strike. Fatima to reschedule this meeting again to enable site visit and view study from first floor Church towards proposal.
8 th September 2010	Queens Park councillors	Update on transport proposals and mitigation measures with Councillor Green and Denselow. Robert West - Rachel Gennery, MBA - Chris Smiles	Islamia Primary School, 6pm	
9 th September 2010	QPARA General Meeting	Presentation at the General Meeting to QPARA	7.30pm- location to be confirmed	QPARA confirmed they do not want MBA to present the proposal as this is not a suitable forum but encourage the school to have a stall at the Queen's Park Day. MBA confirm the school already has a stall booked.
10 th September 2010	Email correspondence with QPARA	Marks Barfield Architects emailed Jamie Hope, Robin Sharp, Elaine Henderson,	n/a	MBA will send updated Ecology Survey Report and Transport Proposal.

		Brian Loudon, Richard, QPARA, copy to Father F Capie, Councillors Green and Denselow, MP Glenda Jackson and Andy Bates, Brent Planner on project update and send again Bat Survey Report		
12 th September 2010	Queen's Park Day. Islamia Primary School to have a stall.	Queen's Park Day is run by the Queen's Park Area Residents' Association every September. This is a popular local event which attracts thousands of visitors. There's something for everyone: stalls, exciting arena events, children's fancy dress, music and so much more. IPS – Head Teacher, Zahida Shaheem, Fatima Khan and Annalisa Saba, MBA – Julia Barfield + Hui Hui Teoh	Sunday 12th September 12-5.30pm in Queen's Park, London NW6	Many comments and supports received from local residents, St Annes Church, Councillor Adeyeye and MP Glenda Jackson. Transport proposals had been shared with local residents and Robin Sharp, QPARA Traffic and Transport Sub-Group and further ideas received. MBA also corrected incorrect understanding of some local residents that the school is already a 1.5 form entry Primary School with this September becoming 380 pupil places. There will only be a further increase of 40 pupil places in the new 420 two form entry Primary School. In addition, the school will begin to accept pupils from a local catchment area, rather than the whole of London.
22 nd September 2010	Meeting with David Skipp, representative The United Reformed Church – neighbour, from Thames NorthSynod	PA to governors of Islamia Primary School - Fatima Khan, MBA – Hui Hui Teoh	St Annes and St Andrews Churches- adjacent to Islamia Primary School.	MBA took site photos from the first floor of the Church to enable view study of proposal.
30 th September 2010	Email correspondence with QPARA	Marks Barfield Architects emailed Robin Sharp, QPARA, on feedback of positive response received from consultation in 12 th September 2010 Queen's Park Day, following up on discussions on proposed transport mitigation measures and providing information of pupil numbers.		
30 th September 2010	Islamia Primary School Newsletter (First edition)	First Issue of Islamia Primary School Newsletter is expected to be circulated week commencing Monday 27 th September 2010. Circulation approximately 3000	Newsletter to inform parents and local community of projects progress and key dates. Newsletter will be ongoing and continue while project is on site.	
30 th September 2010	MP Glenda Jackson visit the School	Site Visit the School and present the rebuild project, MBA – Julia Barfield	Islamia Primary School, 11-1pm	
1 st October 2010	Email correspondence	Marks Barfield Architects emailed Jamie Hope, Robin		

	with QPARA	Sharp, Brian Loudon, QPARA, and Andy Bates, Brent Planner the submitted Traffic Information – Transport Statement and Travel Plan reports as requested for QPARA to understand the traffic analysis study made and proposed transport mitigation measures.		
Beginning of October 2010	School banner on display about the rebuild project at school fence		Islamia Primary School	
5 th October 2010	Kilburn & Kensal Area Consultative Forum	Robert West – Rachel Gennery, Turner and Townsend – John Allen, MBA – Julia Barfield and Hui Hui Teoh	Granville Centre, 80 Granville Road, Kilburn NW6 5RA	
7 th October 2010	Meeting with Councillor Butt	Turner and Townsend – Matt Summerill, MBA – Chris Smile	Islamia Primary School	
16 th October 2010	School's Open Day		Islamia Primary School	
28 th October 2010	Meeting with Islamic Artist, Ahmed Moustafa	Islamia Primary School – the Iman, Sheikh Ahmed, Cevahir Holding – Yusuf Cevahir, MBA – Julia Barfield, Hui Hui Teoh	Artist's Studio	Discussion on design input with International Islamic Artist to reflect Ethos of the school. Proposed design elements discussed include screen design and Prayer Hall.
29 th October 2010	Email correspondence with QPARA	Marks Barfield Architects emailed Robin Sharp, QPARA, to clarify queries on proposed playground areas and extent of sunlight into the courtyard		Lighter colour brick was proposed as an option for the entire building to enhance lighting condition in the courtyard.
12 th November 2010	Meeting with Sarah Teather	Islamia Primary School, Turner and Townsend – Matt Summerill		
18 th November 2010	Follow up meeting with Father Fergus Capie, St Annes + St Andrews Church – neighbour and Steve Gilbert, London of Diocese representative from Advance Project Solutions	Vicar of St Anne's / Multi Faith Centre - Father Fergus Capie, Building Advisor representing London Diocese - Steve Gilbert, The United Reformed Church - Reverend Maggie, Architect advisor to St Anne's Church - Tamala Anderson, Islamia Schools Trust - Zafar Ashraf, Project Co-ordinator from Turner and Townsend – Matt Summerill, Party Wall Surveyor from GVA, Schatunowski Brooks - Bradley Burden, MBA – Julia Barfield	St Anne Church- adjacent to Islamia Primary School.	It was a positive meeting with quite a number of suggestions made and agreements established. 1) Suggestion to have trellis on perimeter wall to make it more green and attractive to the South boundary flank wall. 2) MBA provide % of reduction to GIA/footprint since meeting on 26 th July 2010. 3) The agreed preferred option is to have a perimeter wall as replacement for boundary wall. 4) URC agreed to assist with lines of communication with the community
9 th December 2010	Meeting with QPARA, St Anne's Church	All local communities, IPS staff, parents + pupils are invited. IPS – Head Teacher,	St Anne Church, 8pm	Physical model and power point presentation were presented to provide the project information and update the community on recent design development further to

		Zahida Shaheem, the Imam, Sheikh Ahmed and Annalisa Saba, IST – Zafar Ashraf, Brent Interim Principal Schools Organisation Officer – Rajesh Sinha, Brent Head of Admissions – Raj Parmar, IGS Head Teacher, Robert West – Rachel Gemmery, Jonathan Howard, MBA – Julia Barfield + Hui Hui Tech, Yevgeniy Belkin, Chris Smiles		previous meets.

End.