

**MINUTES OF THE EXECUTIVE MEETING**  
**Monday, 4<sup>th</sup> August 2008 at 7.00 pm**

PRESENT: Councillor Lorber (Chair), Councillor Blackman (Vice Chair), and Councillors Allie, D Brown, Colwill, Detre, Matthews, Sneddon, Van Colle and Wharton.

Councillors Butt, Gupta, Hashmi and Hirani also attended the meeting.

1. **Chief Executive**

The Executive were informed that the Chief Executive would not be in attendance at the meeting, having been called away unexpectedly. The Executive wished him and his family well.

2. **Declarations of Personal and Prejudicial Interests**

None.

3. **Minutes of the Previous Meeting**

RESOLVED:-

that the minutes of the previous meeting held on 14<sup>th</sup> July 2008 be approved at an accurate record.

4. **Petition – Roundwood Café**

Camilla Clayton, on behalf of the Save Roundwood Lodge Campaign, addressed the meeting in support of keeping the Roundwood Café under the current leasing arrangements a report on which was before members for consideration. She referred to the unique contribution the Café made to the community, helping to care for young children, in an atmosphere of respect and providing good quality food all year round. The Café was an invaluable resource for parents, the community and all residents. Ms Clayton referred to the petition, which was still being circulated, and which currently had approximately 18,000 signatures, a factor she felt was significant. She felt the Café should be viewed as both a partner and a business enterprise, adding that prior to the current leaseholder, it struggled to remain open. The current arrangements commenced in 1997 and were due to be reviewed after three years, however, it was felt that to now charge an open market rent was excessive and inappropriate for the area, given also that the business only operated during park hours. Ms Clayton put that the Council had been inconsistent in its approach to the Café at one time promoting it and using it to enhance the park's status. She asked to Executive to consider that should the Café close, the community would lose a unique and convenient meeting point and children would be adversely affected. The Council should instead encourage a facility that enticed people outdoors all year round and to invest in its success.

## 5. Roundwood Café

The report from the Director of Environment and Culture was prepared in response to a petition presented to Brent Council with regard to the Café in Roundwood Park. The Executive earlier in the evening, had heard representations from Ms Clayton on behalf of the Save Roundwood Lodge Campaign, in connection with the renewal of the lease and the continued operation of the café. Councillor Van Colle (Lead Member, Environment, Planning and Culture) responded stressing the need for it to be understood that there was a clear separation between the issue of subsidy and that of rental. He referred to the long standing policy of seeking open market rents and emphasised that negotiations should proceed in a methodical and orderly manner and that the Council, as landlord, had an obligation to consider the value of a Café in that location. Once this had been established, a separate process of considering what subsidy could be given could commence. Councillor Van Colle stated that discussions had to take place between the Council and the current tenant who was the leaseholder, who was free to keep the Campaign Group informed if she so wished.

Councillor Sneddon (Lead Member, Human Resources and Diversity, Local Democracy and Consultation), ward councillor, expressed support for the café and was heartened that negotiations would continue over the lease. Richard Barrett (Head of Property and Asset Management) confirmed that the lessee had not provided audited accounts and therefore, in the absence of agreement between the parties, an independent arbitrator would recommend an appropriate level of rent for the back dated review and relevant market evidence would be considered to establish this rent. The issue of renewal of the lease would also go back to court for a decision if the parties were unable to agree the rent, although in this case the lessee had appointed a surveyor to act on her behalf and the Council was willing to look at any rental evidence put forward by the lessee.

Councillor Van Colle proposed the recommendations in the report, namely that negotiations should continue and officers report back. This was agreed.

### RESOLVED:-

- (i) that the content of the report be noted;
- (ii) that the Council's long standing policy for seeking open market rent when leasing this type of facility be reconfirmed;
- (iii) that it be noted that the terms of the lease signed by the tenant included a requirement to pay to the Council at least an open market value rent, including insurance rent;
- (iv) that officers be instructed to continue to ensure that an appropriate café facility is provided in the park, through the existing tenant

completing a lease, or if this fails, through a lease with an alternative tenant.

**6. Wembley Masterplan 2008 Supplementary Planning Document: approval for consultation**

This report from the Director of Environment and Culture sought approval for public consultation on a Supplementary Planning Document (SPD) for a new Wembley Masterplan covering the area to the north and east of the Quintain Phase 1 development. The proposed consultation draft and consultation strategy were attached to the Director's report. The Sustainability Appraisal Report for the document had been made available to members via the Members' Room and the Council's website. The Masterplan was intended to provide up-to-date guidance to developers in achieving the Council's vision for Wembley through the promotion of long term comprehensive sustainable development.

The Lead Member (Environment, Planning and Culture) Councillor Van Colle welcomed the Masterplan which he felt was comprehensive and an exciting opportunity to enhance the Borough. He proposed an amendment to the consultation strategy extending the consultation period to 3<sup>rd</sup> October.

RESOLVED:-

- (i) that the draft SPD (set out in appendix 1 to the report from the Director of Environment and Culture) for the purposes of public consultation be agreed;
- (ii) that the extent and timetable for consultations as set out in appendix 2 to the report, as amended, be agreed;
- (iii) that authority to make any minor changes to the final consultation draft be delegated to the Director of Environment and Culture.

**7. Sudbury Primary School and Stonebridge Primary School – determination of the proposal by the Governing Bodies to expand by one form of entry each by September 2008**

The Lead Member (Children and Families), Councillor Wharton introduced the report which reminded members that the demand for primary school places in the Borough continued to rise due to the increase in the resident population of the Borough, rising live birth rates, rising fertility rates, increased housing developments and the popularity of Brent schools driven by the continuous improvements in the standards of educational achievements. The Executive heard that the Authority was projecting a shortfall of eight forms of entry (8FE) by 2010 and the report sought the proposed expansion of two schools – Sudbury Primary School and Stonebridge Primary School – by 1FE each from Year R (reception) from 1<sup>st</sup> September 2008. A further report on the allocation of resources, such as Primary Capital Programme (PCP), mainstream capital currently in the

Council's Capital Programme and options for addressing the funding gap, would be presented to the Executive by November 2008.

Councillor Wharton advised that the public consultation carried out on the proposal to expand both schools with effect from 1<sup>st</sup> September 2008 did not elicit a huge response but, of the replies received, most were in favour. He asked that the Council's gratitude to both schools for assisting with the current shortage in school places, to the benefit of parents and children, be placed on record.

RESOLVED:-

- (i) that the expansion of Sudbury Primary School by 1FE (210 additional pupils) from 3FE to 4FE, with effect from 1<sup>st</sup> September 2008 initially by providing modular accommodation be approved, noting that a subsequent expansion of existing buildings would deliver the accommodation required to raise the quality of provision at the school on a permanent basis, subject to planning permission being obtained. 30 additional pupils would attend the school in Year R in September 2008 and in Year R each September thereafter until 2013 when the total number will be 210;
- (ii) that the expansion of Stonebridge Primary School by 1FE (210 additional pupils) from 1FE to 2FE, with effect from 1<sup>st</sup> September 2008 in existing, modestly refurbished accommodation be approved, noting that the Council intends (resources allowing) to relocate the school to new build premises within the area formerly owned by the HAT as shown in Appendix 6 to the report from the Director of Children and Families and marked with a red line. 30 additional pupils would attend the school in Year R in September 2008 and in Year R each September thereafter until 2013 when the total number would be 210;
- (iii) that the approach in resourcing both schemes, as set out in paragraphs 3.31 – 3.40 of the report from the Director of Children and Families be approved.

**8. Civic Centre - Project Authority to Tender Contracts for a Design Team and to Award Consultancy Contracts**

This report from the Chief Executive followed the report considered in June 2008 where members agreed the Design and Build procurement route to deliver the new Civic Centre. The report now requested approval for the tendering strategy for the design team. It also requested approval to award contracts for project management, quantity surveying and CDM co-ordination through the Council's Property Consultants Frameworks.

The Executive also had before them an appendix to the report which was not for publication as it contained the following category of exempt information as specified in Schedule 12 of the Local Government (Access to Information Act) 1972:

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The Borough Solicitor advised that there would be member involvement in the appointment of the design team and that tenderers' experience in such projects would be taken into account.

RESOLVED:-

- (i) that approval be given to the pre-tender considerations and the criteria to be used to evaluate tenders for the Design Team for the Civic Centre as set out in paragraph 3.10 of the report from the Chief Executive;
- (ii) that approval be given to officers to invite tenders for the Design Team in accordance with European procurement regulations using the Restricted Procedure and to evaluate them on the basis and in accordance with the approved evaluation criteria referred to in paragraph 3.10 (vi) of the Chief Executive's report;
- (iii) that it be noted that a report would now be brought to members for approval to tender for a design and build contractor at a later date;
- (iv) that a contract be awarded for a Civic Centre project manager to Turner & Townsend, through the Council's property consultants framework, this to include the construction-stage project manager;
- (v) that a contract be awarded for quantity surveying services for the Civic Centre project to Turner & Townsend through the Council's property consultants framework;
- (vi) that a contract be awarded for CDM co-ordinator for the Civic Centre project to Frankhams Consultancy Group Ltd through the Council's property consultants framework.

## 9. **The Treasury Management Annual Report 2007/08**

The purpose of the report from the Director of Finance and Corporate Resources was to provide information to members on borrowing and investment activity during 2007/08. It also set out how the Council performed against prudential indicators set in the 2007/08 budget. Finally, it proposed the adoption of a new policy on provision for repayment of debt following changes to government regulations. It was noted that both the Treasury Management Annual Report and the policy on provision for repayment of principal need to be agreed by Full Council.

The Lead Member (Resources), Councillor Blackman, was pleased to point out the positive impact of borrowing and investment activity on Council Tax levels for the year.

RESOLVED:-

- (i) that Full Council be recommended to approve the Treasury Management Annual Report;
- (ii) that the outturn for prudential indicators be noted;
- (iii) that a new policy on repayment of principal in response to the government issuing new capital finance and accounting regulations be adopted.

10. **Working Neighbourhoods Fund 2008-2011**

Councillor Detre (Lead Member, Regeneration and Economic Development) introduced this report which detailed the proposed Working Neighbourhoods Fund (WNF) programme for 2008-2011. It provided a brief background to WNF, its link to the Local Area Agreement and how it would be used to achieve the LAA targets. This report was accompanied by a brief outline of the current employment programme, Brent in2Work that would provide the basis for the WNF spend. Councillor Detre acknowledged that the LAA target of a 2.2% in the number of out of work benefits claimant over the next three years, was challenging but one to which the Administration was committed.

RESOLVED:-

that the overall approach to Working Neighbourhood Fund as set out in the report from the Director of Policy and Regeneration, subject to the final budget details being considered as part of the overall review of Area Based Grants to be undertaken as part of the Council's budget setting process, be noted and approved.

11. **South Kilburn New Deal for Communities Succession Strategy**

This report made proposals for replacing the current NDC Board by a Neighbourhood Partnership Board, a requirement of the Government Office for London. It also explained the Advisory Board proposal to cover the period between the NDC Board winding up and the new arrangements being in place in October and described the Community Trust model which would be considered further by officers before being reported back.

RESOLVED:-

- (i) that it be agreed that the NDC Board be wound up with immediate effect;
- (ii) that it be agreed to establish a Neighbourhood Partnership Board by the end of October 2008 which from that date will be the designated delivery body for the remaining two years of the NDC programme, subject to GOL and CLG approval. The Partnership Board will be

chaired by the current Independent Chair of the NDC Board and have the membership outlined in paragraph 3.3 below

- Independent Chair
- Residents x4 (one of whom will be the Vice Chair)
- Elected Members x2 (1x ward councillor + Lead Member for Regeneration)
- LBB Education
- LBB Housing
- LBB Regeneration
- Brent Police
- Brent PCT
- RSL / Developer Partner
- Local Business / Finance
- Job Centre Plus
- 'Third Sector' representative

With a representative of the Accountable Body, who will attend to advise the Board as appropriate, with the following proposed sub-groups:

- Housing and Infrastructure
- Income and Employment
- Health
- Young people and education

The timetable for implementation is outlined in Appendix 1 to the report from the Director of Policy and Regeneration;

- (iii) that it be agreed that until such time as the new Neighbourhood Partnership Board is established the existing NDC Board members be retained as an Advisory Board only and that during this time decision making responsibility will rest with the Director of Policy and Regeneration, in consultation with the Independent Chair of the Board and the Government Office for London as appropriate;
- (iv) that it be agreed that the Advisory Board and the new Neighbourhood Partnership Board will continue to be serviced by the SKNDC team, within the Policy & Regeneration Unit, for the remaining years of the NDC programme and funded from the current Management and Administration allowance;
- (v) that it be agreed to note that officers, together with the NDC, would explore the options for the future sustainability of the South Kilburn regeneration programme and that this may include the establishment of a Community Trust which could hold community assets.

## 12. **Delegated authority to lease accommodation for Training Centre**

This report sought members' approval for delegated authority for Brent to enter into a lease agreement with 1 Olympic Way, York House or other suitable property to provide a suite of training rooms for the purpose of staff learning and development activity.

The Executive also had before them an appendix to the report which was not for publication as it contained the following category of exempt information as specified in Schedule 12 of the Local Government (Access to Information Act) 1972:

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Councillor Sneddon (Lead Member, Human Resources and Diversity, Local Democracy and Consultation) reminded the Executive that two properties were under consideration for the initiative and that should negotiations be successful in either, the new arrangements would provide a more efficient means of delivering training, to the benefit of Council Tax payers.

RESOLVED:-

- (i) that delegated authority be given to the Head of Property and Asset Management to conclude a lease of floor space in either:
  - (i) 1 Olympic Way or York House; or
  - (ii) such other available property as he sees fit;
- (ii) that the lease be on such terms as the Head of Property and Asset Management considers to be in the best interest of the Council;
- (iii) that the basis for any such lease be that the setting up of the training centre is cost neutral to the Council.

## 13. **Exclusion of Press and Public**

RESOLVED:-

that the press and public be now excluded from the meeting as the following item concerns a category of exempt information as specified in Schedule 12 of the Local Government (Access to Information Act) 1972:

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

14. **Proposed Acquisition and Subsequent Disposal of Property on Hiley Road NW10**

This report recommended the use of the Leasehold Reform Act by the Council to compulsorily acquire the freehold of the currently vacant property referred to in the report from the Director of Finance and Corporate Resources. The report further recommended that after enfranchisement, the property was sold with vacant possession. The difference in the purchase price and the disposal value would be retained by the Council.

The Lead Member (Councillor Blackman) on behalf of the Executive, commended officers for identifying this opportunity which would provide a much needed capital resource.

**RESOLVED:**

- (i) that the terms of the acquisition be agreed by the Head of Property and Asset Management, subject to this figure being confirmed as reasonable in the circumstances by an external professionally qualified valuer;
- (ii) that, as soon as practical after acquisition of the freehold, the disposal of the property with vacant possession by way of auction be arranged by the Head of Property and Asset Management. An auction reserve price to be approved by the Director of Finance and Corporate Resources at the figure shown in the body of this report;
- (iii) that the income generated from the sale of this property be ringfenced for the purchase of an alternative property in order to replace the loss to its overall housing stock subject to a further report being presented to Members exploring the options available.

The meeting ended at 7.40 pm.

P LORBER  
Chair