

**Meeting of the Executive
Monday 12 July 2004 at 7.00 pm
LIST OF DECISIONS**

PRESENT: Councillor John (Chair), Councillor Coughlin (Vice-Chair) and Councillors Fox, Jones, D Long, Lyon, R S Patel and Thomas.

Councillors Arnold, Mrs N Blackman, R Blackman, Colwill, Mrs Fernandes, Freeson H B Patel and Sayers also attended the meeting.

Apologies for absence were received from Councillor Kagan.

ITEM 1 South Kilburn Master Plan

Summary:	This report seeks Members approval for the South Kilburn Master Plan (SKMP). The report advises Members of the extent of the funding gap as it stands at present. In light of the timing constraints attached to the London Housing Board funding authority is also sought for the Director of Housing to seek expressions of interest for works to commence under the Single Regeneration Pot (SRP) allocation. The report contains an update on the progress of the ALMO application submitted in December 2003 and the impact assessments carried out in January and February 2004. Members are finally requested to authorise the Director of Housing to explore a number of options for a the delivery of the SKMP including the possibility of the procurement of a Delivery Partner and to conduct market testing if necessary to deliver the SKMP framework.
Ward(s):	Kilburn, Queens Park
Decision Taken:	<ul style="list-style-type: none"> (i) that the suggestions made by the New Deal for Communities Board at their meeting on 5 July be noted and that officers consider the feasibility of the recommendations and report back; (ii) that the number of concerns expressed by residents at this meeting and suggestions put forward be noted and also considered by officers in the report back; (iii) that approval be given to the SKMP framework as set out in Appendix 1. and delegated authority be given to the Director of Housing to publish an illustrated version with minor editorial amendments as necessary; (iv) that officers produce a final plan with sufficient flexibility to accommodate additional costs without recourse to further Council funding; (v) that the recommendations arising from the completion of relevant Impact Assessment Studies (appendix 5) be noted; (vi) that the successful outcome of the fourth round ALMO application be noted in respect of which the exact allocation of borrowing approval will not be known until after the completion of the Comprehensive Spending Review, and also that a further report on the implications of the ALMO bid will be submitted in due course;

	<p>(vii) that it be noted that the Single SRP application made in January 2004 to the London Housing Board, resulted in an award of £9.850m, which is less than the £19M bid for (appendix 3);</p> <p>(viii) that the Director of Housing be authorised to invite expressions of interest for a Contractor to enter into a works contract with the Council for the construction of the units that are the subject of the SRP funding allocation, given the deadline for delivery of March 2006. Pre-Tender Considerations for this proposed contract are detailed at paragraph 8.23 below. A further tender award report to submitted in the winter of this year;</p> <p>(ix) that it be noted that the regeneration for South Kilburn will require a CPO process and that a further report will be submitted to seek approval for the CPO process;</p> <p>(x) that the possible Delivery Partner options detailed below be noted that the Director of Housing be authorised to explore these options further, such exploration to include possible market testing if necessary. A further report to be submitted on the preferred option (if any) and seeking authority for the Director of Housing to seek expressions of interest from potential Delivery Partners later in the year, should that be the preferred option;</p> <p>(xi) that the Delivery Vehicle Principles Paper (appendix 4) be approved;</p> <p>(xii) that it be noted that as the need to produce a Masterplan is set out in Policy H7 of the Housing Chapter of the Council's Unitary Development Plan (adopted January 2004), the SKMP would constitute a material consideration in determining any future planning applications;</p> <p>(xiii) that the approximate timescale for further reports and the delivery options for the regeneration process be noted.</p>
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ITEM 2 Furniture Removals & Storage Contract

Summary:	This report seeks the Executive's approval to the extension of the existing contract for a Furniture Removals and Storage Service (of personal property of homeless and other displaced households) with Dymocks International Limited. The report also seeks authority in accordance with Contract Standing Orders 89 and 90 to invite tenders for a new contract for a Furniture Removals and Storage Service for a period of three years with an option to extend for up to a further two years (the "new Contract").
Ward(s):	ALL
Decision Taken:	(i) that approval be given to the extension the authority's current contract with Dymocks International Limited for a Furniture Removals and Storage Service for a further eight months from 01 August 2004 until 31 March 2005 on terms as noted

	<p>in paragraph 7.5 of the report from the Director of Housing;</p> <p>(ii) that delegated authority be given to the Head of Housing Resource Centre to finalise the terms for the extension in consultation with the Borough Solicitor;</p> <p>(iii) that approval be given to the pre-tender considerations for a new contract for a Furniture Removals and Storage Service and the criteria to be used to evaluate tenders as set out in paragraph 8.1 of this report;</p> <p>(iv) that the Head of Housing Resource Centre be authorised to invite tenders for a new contract for a Furniture Removals and Storage Service for three years with an option to extend for up to a further two years to commence on 01 April 2005 in accordance with the timetable as noted in paragraph 8.1 of this report and to evaluate them in accordance with the approved evaluation criteria referred to in 2.3 above;</p> <p>(v) that the reasons why a re-tendering exercise did not take place as intended during 2003 be noted.</p>
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ITEM 3 Procurement of Frozen Asian Vegetarian Meals

Summary:	Following the report to the Executive on 26 th April 2004 and the decision to commence a new procurement process for the supply of Asian Vegetarian meals this report sets out the revised evaluation criteria and weightings for approval by Members.
Ward(s):	ALL
Decision Taken:	<p>(i) that approval be given to the evaluation criteria and weightings to be used in the award of the contract as set out in paragraph 7.2 and at appendix 1 to this report;</p> <p>(ii) that approval be given for Officers to award the contract in accordance with approved criteria.</p>

ITEM 4 Treasury Management Annual Report 2003/04

Summary:	The report details treasury management activity and performance during 2003/04.
Ward(s):	ALL
Decision Taken:	That the report be recommended to full Council.

ITEM 5 2003/4 Capital Budget Outturn and 2004/5 Capital Budget Monitoring Report

Summary:	This report sets out the provisional outturn for the 2003/2004 Capital Budget and reviews the latest position on the 2004/2005 budget. It
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	also highlights significant issues for future years.
Ward(s):	ALL
Decision Taken:	<ul style="list-style-type: none"> (i) that the provisional outturn for the 2003/2004 programme be noted; (ii) that all usable capital receipts received in 2003/2004 be applied to fund capital expenditure per Section 60 Part IV of the Local Government and Housing Act 1989; (iii) that the Revised Budget in respect of the 2004/2005 Capital Programme as per paragraph 7.8 of the report from the Director of Finance be agreed; (iv) that the deficit that is forecast on the 2004/2005 Capital Programme be noted, and that this will be closely monitored and reported back if it appears that action will be required to balance the Programme at 31st March 2005; (v) that usage of the capital receipt arising on the John Billam Sports Pavilion, as per paragraph 7.13 be considered when this is received; (vi) that the decisions of the Capital Board made to date, as per paragraph 7.11 be confirmed and agreed.

ITEM 6 National Non Domestic Rate - Discretionary Relief for Charities & Non Profit Making Organisations

Summary:	The Council has the power to grant discretionary relief to charities and to non-profit making organisations which meet specified criteria.
Ward(s):	ALL
Decision Taken:	SEE ATTACHED RESOLUTION

ITEM 7 NNDR Hardship Relief

Summary:	The Council has the discretion to remit an individual National Non Domestic Rate liability in whole or part on the grounds of hardship. This report includes all the applications received since March 2004.
Ward(s):	ALL
Decision Taken:	that none of applications included in the report be considered to be of a sufficiently exceptional nature to warrant the granting of hardship relief. All the applications are therefore refused apart from the An-Nisa Society which will be reconsidered after the organisation's application for discretionary rate relief is considered by the Executive later in the financial year.

ITEM 8 Council Tax Special Local Discounts

Summary:	The Local Government Act 2003 amends the Local Government Finance Act 1992 to give Councils the discretion to grant special local discounts for Council Tax. This power came into force on 18 December 2003. The Council can either define a class or classes of cases that will qualify for a discount and/or can consider applications individually.
Ward(s):	ALL
Decision Taken:	<ul style="list-style-type: none"> (i) that classes of cases that will qualify for a local discount be not specified at this stage; (ii) that individual applications for local discounts be only granted where the applicant shows that they have or will suffer exceptional hardship in the event that a local discount is not granted; (iii) that individual applications for local discounts to be determined under the Director of Finance's delegated powers.

ITEM 9 Retendering of the Parking Contracts

Summary:	This report concerns the provision of parking enforcement, notice processing and I.T. system support services. The report requests approval from the Executive for the Director of Environment to commence the tendering process leading to the award of new contract(s) commencing on 4 th July, 2005.
Ward(s):	ALL
Decision Taken:	<ul style="list-style-type: none"> (i) that approval be given to the pre-tender considerations and the criteria to be used to evaluate tenders as set out in section 8 of the report from the Director of Environment; (ii) that approval be given to officers inviting tenders and evaluating them in accordance with the approved evaluation criteria referred to in section 8 of the report.

ITEM 10 Findings of the Best Value Review of the Sports Service

Summary:	This report provides members with an overview of the main findings of the Best Value Review of the Sports Service and the key recommendations and the action plan arising from the review.
Ward(s):	ALL
Decision Taken:	<ul style="list-style-type: none"> (i) that the findings of the self assessment report and challenge panel report be noted; (ii) that the review recommendations and associated action plan be approved;

	(iii)
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ITEM 11 Arrangements for preparing Brent’s Local Development Framework

Summary:	The report proposes a process for preparing Brent’s Local Development Framework (LDF) which will eventually replace the recently adopted UDP as the development plan for the Borough. It also presents for approval a draft Local Development Scheme (LDS). The LDS is a detailed project plan showing the various documents which will comprise the LDF, and the timetable and procedures to be followed in producing them. Please note the list of abbreviations used within the report included at paragraph 9.3.
Ward(s):	ALL
Decision Taken:	<ul style="list-style-type: none"> (i) that the proposed arrangements for preparing the Local Development Framework be supported; (ii) that the draft Local Development Scheme be approved for preparing Brent’s LDF; (iii) that having considered the recommendation of the Planning Committee at its meeting on 7th July, agreement be given to the Area Action Plans for Wembley and Park Royal, as set out in the schedule of proposed Local Development Documents with the consideration being given to further Area Action Plans in the future, when suitable resources become available.

NOT FOR PUBLICATION REPORTS

ITEM 12	Authority to Award Contract for Granville Plus Development, Granville Centre, South Kilburn (Carlton Ward)
Summary:	This report requests authority to award contracts as required by Contract Standing Order No 89. This report summarises the process undertaken in tendering this contract and, following the completion of the evaluation of the tenders, recommends to whom the contract should be awarded.
Ward(s):	KILBURN
Decision Taken:	<p>(i) that agreement be given to award a construction contract for the proposed extension and refurbishment of the Granville Centre to William Verry Ltd for the sum specified in the report from the Directors of Corporate Services and Education, Arts & Libraries subject to:</p> <ul style="list-style-type: none"> (i) the authority entering into a funding agreement with Brent Primary Care Trust (the PCT) and other funding bodies including South Kilburn NDC to ensure that the agreed funding is delivered (ii) the grant of a 30 year lease of the newly constructed upper floor and other parts of the premises to the PCT on the terms detailed in report 16/2004 from The Director of Education Arts and Libraries and already approved by the Executive (iii) agreement being reached with South Kilburn NDC to retract the condition on the provision of their funding that they be given ownership of the premises or a 99 year lease at a peppercorn rent (iv) the funding agreement clearly specifying an appropriate apportionment of any project overspends between the parties to the funding agreement (v) the Borough Solicitor being satisfied with (i) – (iv) above. <p>(ii) that the departures from Standing Orders be noted;</p> <p>(iii) that the funding gap of £39,875 be noted and officers instructed to bridge the funding gap so that the construction phase of the project commences in credit balance.</p> <p>(iv) that the Director of Corporate Services in consultation with the Director of Education, Arts & Libraries may agree a reduced specification or amended programme to avoid any possibility of a cost overrun, or in order to address the</p>

	<p>funding gap on the contract should negotiations with the LDA to secure additional funding be unsuccessful</p> <p>(v) that the Manager, Corporate Property be authorised, in consultation with the Borough Solicitor and the Director of Finance, to agree the detailed terms of the legal agreements with the partners to the project</p> <p>(vi) that the report of EFM Ltd as initial consultants to advise on aspects of finance, risk, and deliverability be noted, and that a Clerk of Works will need to be appointed in due course to manage the construction contract. The EFM Report forms Appendix 3 of the Report.</p>
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ITEM 13 Chesterfield House – Floors 5 and 6

Summary:	This report seeks the approval of the Executive to the Council taking an assignment of the lease on the 5 th and 6 th floors of Chesterfield House.
Ward(s):	WEMBLEY CENTRAL
Decision Taken:	<p>(i) that the Council acquire the lease on the 5th and 6th floors of Chesterfield House, Park Lane, Wembley, Middlesex, from the Inland Revenue by way of assignment;</p> <p>(ii) That the terms of the assignment as noted in paragraph 7.6 of the report from the Director of Corporate Services be agreed;</p> <p>(iii) that the Manager, Corporate Property Services be authorised to agree any outstanding terms and conclude the transaction on behalf of the Council;</p> <p>(iv) that it be noted that the capital needed to fit out the 5th and 6th floors of Chesterfield House to make them suitable for Council usage will come from existing allocations to corporate or service areas where not provided by compensation.</p>

ITEM 14 32 Crouch Road, Stonebridge NW10 Brent Primary Care Trust - proposed grant of lease

Summary:	This report informs the Executive of the negotiations for the grant of a lease of the above property to Brent Primary Care Trust (Brent PCT) and seeks Executive approval to grant a lease to Brent PCT on terms as described in this report.
Ward(s):	STONEBRIDGE
Decision Taken:	(i) that the Executive agrees to the granting of a lease of the above property to Brent Primary Care Trust on the proposed heads of terms set out in the detail of the report from the Director of Corporate Services, for a term of 20 years.

	(ii) that the Manager, Corporate Property Services, be authorised in consultation with the Borough Solicitor, to agree all such other terms as are in the Council's best interest.
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ITEM 15

Authority to Invite Tenders and commence advance service diversions for the Wembley Stadium Access Corridor Section 1 Construction Contract

Summary:	This report concerns Section 1 of the Stadium Access Corridor (SAC) project which will provide the main vehicular access to the English National Stadium currently being redeveloped to the west of the SAC. This report requests approval to invite tenders and appoint the Principal Contractor in respect of the construction of Section 1 of the SAC as required by Contract Standing Orders 89 and 90. This report also gives an update on the current budget and estimated costs for Section 1 of the SAC.
Ward(s):	ALL
Decision Taken:	<p>(i) that approval be given to the pre-tender considerations and the criteria to be used to evaluate tenders as set out in paragraph 8.28 of the report from the Director of Environment;</p> <p>(ii) that officers invite tenders for the construction of the Section 1 of the SAC and Western Footbridge over the Chiltern line, and evaluate them in accordance with the approved evaluation criteria referred to in 2.1 above;</p> <p>(iii) that approval be given to commencement of advance services diversions as detailed in 8.22 to 8.25 of the report, which are required to enable the SAC to be constructed within programme, all within delegated sums as per the requirements of the Council's Constitution;</p> <p>(iv) that a further report be submitted in respect of the contract award for Section 1 of the SAC and/or the Western Footbridge over the Chiltern line.</p>

A JOHN
Chair

MEETING OF THE EXECUTIVE

12 JULY 2004

NATIONAL NON-DOMESTIC RATE-DISCRETIONARY RELIEF FOR CHARITIES AND NON-PROFIT MAKING ORGANISATIONS

1. We agree that the following local charities are to be granted 100% discretionary relief for 2004/05:

COST TO COUNCIL

3 rd Wembley Scout Group	£120
18 th Wembley Scouts	£ 108
20 th Willesden Scouts	£ 289
28 th Willesden scout Group	£ 253
34 th Willesden Sea Scout Group	£ 506
37 th Willesden Boys Scout Group	£ 86
Addaction	£ 2018
Afghan Islamic Cultural Centre	£ 274
Afghan Islamic Cultural Centre	£ 657
Age Concern Brent	£ 486
Age Concern Brent	£ 1810
Age Concern Brent	£ 219
Alzahra Women Centre	£ 547
Bengali Community Education Centre	£ 267
(this is agreed in principle but not confirmed until the Executive is satisfied that there are no outstanding management issues.)	
Brahmin Society North London	£ 230
Brahmin Society North London Borough of Brent	£ 450
Brent Community Housing	£ 487
Brent Community Law Centre	£ 906
Brent Community Transport	£ 164
Brent Community Transport	£ 168
Brent Community Transport	£ 657
Brent Deaf Peoples Ltd	£ 106
Brent Indian Association	£ 674
Brent Indian Community Centre	£ 807
Brent Linx	£ 92
Brent Private Tenants Rights Group	£ 328
Brent Private Tenants Rights Group	£ 301
Brent Triangle	£ 438
Brent Triangle	£ 479
Christian Holt Housing Association	£ 650
Cyron Housing Co-operative Ltd	£ 417
Dennis Jackson Centre	£ 992
Elder Voice	£ 636
Energy Solutions	£ 1300
Fortunegate Community Housing	£ 2497

Greater London Somali Community	£ 58
Greenford & District Scouts	£ 250
Harlesden Church of God	£ 787
Hillsteam Care Ltd	£ 1385
Hopscotch	£ 992
Islamic Cultural Centre	£ 458
Islamic Cultural Centre	£ 349
Islamic Cultural Centre	£ 465
Kensal Green Under Fives Group	£ 246
Kilburn Housing Co-op Ltd	£ 174
Kilburn Youth Centre	£ 5,308
Kingsbury Community Association	£ 284
Kingsbury Veterans Club	£ 383
Kings Hall Community Association	£ 677
Local Employment Access Projects	£ 657
New Life Christian Centre	£ 410
Oxford Boys Club Trust	£ 1813
Sea Cadet Association	£ 253
Sea Cadet Association	£ 376
Sea Cadet Association	£ 43
Shree Vishwakarma Assoc of UK	£ 2018
St Kitts & Nevis Friendly Association	£ 356
St Michaels & St Raphaels Womens Project	£ 256
Turning Point	£ 684
Victim Support Brent	£ 540
Willesden & St Marylebone Sea Cadets	£ 259
Willesden District Scout Council	£ 585
WISE Education Project	£ 1,590

2. We agree that the following non-local charities are to be granted 25% discretionary relief for 2004/05;

Ancient Order of Foresters	£ 171
Asian Womens's Resource Centre	£ 197
Brahma Kumaris World Spiritual University	£ 458
British Association of Psychotherapists	£ 569
British Wizo	£ 139
Dar Al-Islam Foundation	£ 389
FORWARD	£ 111
Greater London Fund for the Blind	£ 87
Hope Charity	£ 171
International College of Islamic Science	£ 248
International College of Islamic Science	£ 57
International College of Islamic Science	£142
Lebanese Welfare Community	£147
Liberal Jewish Synagogue	£128
Muslim Women's Helpline	£ 20
Network Housing Group Ltd	£ 2,907
Oxfam	£ 63
Pakistan Workers Association	£ 153
Preston Mall/Magnolia Club	£ 167
Roadpeace	£ 63

Royal British Legion	£ 57
Salvation Army	£ 171
SCOPE	£ 376
Stagetext Ltd	£ 137
Stadium Housing Association	£ 1,043
Stadium Housing Association	£ 577
Stadium Housing Association	£ 581
Tamil Refugee Training & Education Centre	£ 140
West Kilburn Royal British Legion	£ 342

3. We agree that the following non-profit making organisations should be granted 25% discretionary relief for 2004/05;

Brent Business Venture Ltd	£ 442
Brondesbury Bowling Club	£ 225
Century Bowling & Sports Club Ltd	£ 1089
Coles Green Lawn Tennis Club	£ 73
Innit Project	£ 90
LNER Club	£ 309
Preston & Mall Residents Association	£ 83
Sudbury Court Sports Club	£ 333
Wembley Hill Sports & Social Club	£ 191

4. We agree that the following Community Amateur Sports Club should be granted 25% discretionary relief for 2004/05;

Wembley Sports Association	£ 205
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5. We agree that the following local charities are granted 100% discretionary relief for 2003/04 as they either did apply in time or applied after receiving a late bill;

Afghan Islamic Cultural Centre	£ 111
Depaul Trust	£ 90
Fortunegate Community Housing	£ 2431
WISE Education Project	£ 1820

6. We agree that the following non-local charities are granted 25% discretionary relief for 2003/04 as they applied shortly after receiving a late bill;

Stagetext Ltd	£ 3
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TOTAL COST TO COUNCIL **£ 59,381**

7. We agree that the 13 Voluntary Aided Schools as shown in Appendix 7 are granted 100% discretionary relief for 2004/05.
8. We agree that the 18 Foundation Schools as shown in Appendix 8 are granted 100% discretionary relief for 2004/05.