



General Purposes Committee

Monday 29 January 2018 at 6.00 pm

Board Room 2 - Brent Civic Centre, Engineers Way,
Wembley HA9 0FJ

Membership:

Members

Councillors:

Butt (Chair)
McLennan (Vice-Chair)
Farah
Hirani
M Patel
Southwood
Tatler
Warren

Substitute Members

Councillors:

Aden, Denselow, Kabir, Mahmood, Miller, Moher and
Krupa Sheth

Councillors:

Maurice and Ms Shaw

For further information contact: Nikolay Manov, Governance Officer
Tel: 020 8937 1348, Email: nikolay.manov@brent.gov.uk

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:

democracy.brent.gov.uk

The press and public are welcome to attend this meeting.

Notes for Members - Declarations of Interest:

If a Member is aware they have a Disclosable Pecuniary Interest* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest** in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also a Prejudicial Interest (i.e. it affects a financial position or relates to determining of any approval, consent, licence, permission, or registration) then (unless an exception at 14(2) of the Members Code applies), after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

***Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences**- Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

****Personal Interests:**

The business relates to or affects:

(a) Anybody of which you are a member or in a position of general control or management, and:

- To which you are appointed by the council;
- which exercises functions of a public nature;
- which is directed is to charitable purposes;
- whose principal purposes include the influence of public opinion or policy (including a political party of trade union).

(b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward affected by the decision, the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who employs or has appointed any of these or in whom they have a beneficial interest in a class of securities exceeding the nominal value of £25,000, or any firm in which they are a partner, or any company of which they are a director
- any body of a type described in (a) above

Agenda

Introductions, if appropriate.

Item	Page
1 Apologies for absence and clarification of alternate members	
2 Declarations of interests Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary, personal or prejudicial interests in the items on this agenda and to specify the item(s) to which they relate.	
3 Deputations (if any) To hear any deputations received from members of the public in accordance with Standing Order 67.	
4 Minutes of the previous meeting To approve the minutes of the previous meeting as a correct record.	1 - 4
5 Matters arising (if any) To consider any matters arising from the minutes of the previous meeting.	
6 Review of Polling Places 2018 The report summarises the results of a non-statutory review of polling places across the Borough and puts forward suggestions for replacement polling stations as required. Wards Affected: Alperton; Dudden Hill; Kilburn; Northwick Park; Tokyngton	5 - 14
	Contact Officer: Thomas Cattermole Head of Member Services Tel: 020 8937 5446 Email: thomas.cattermole@brent.gov.uk
7 Appointments to Sub-Committees / Outside Bodies To be tabled (if any)	
8 Any other urgent business Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services or his representative before	

the meeting in accordance with Standing Order 60.



Please remember to set your mobile phone to silent during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.



LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PURPOSES COMMITTEE Wednesday 6 December 2017 at 6.00 pm

PRESENT: Councillor Butt (Chair), Councillor and Councillors Farah, Hirani, M Patel and Miller

Also present: Councillors

Apologies for absence were received from: Councillors McLennan, Southwood, Tatler and Warren

1. **Apologies for absence and clarification of alternate members**

Apologies for absence were received from Councillors McLennan (Vice-Chair), Southwood, Tatler and Warren.

2. **Declarations of interests**

There were no declarations received from Members.

3. **Deputations (if any)**

There were no deputations received at the meeting.

4. **Minutes of the previous meeting**

RESOLVED that subject to the following amendment the minutes of the previous meeting held on 21 November 2017 be approved as an accurate record of the meeting:

- The closing time for the meeting being amended from 6:45pm to 5:45pm

5. **Matters arising (if any)**

None.

6. **Calculation of Council Tax Base 2017-18**

Ravinder Jassar (Head of Finance) introduced a report setting out the Council Tax base for 2018/19 in order to enable the Council to fulfil its statutory role under the Local Government Finance Act 1992 (as amended).

Members noted that calculation of the Tax Base was based on a fixed formula involving two elements:

- (a) the number of taxable properties shown as “Band D equivalents” which for 2018/19 had been calculated at 98,000 net properties; and
- (b) the expected collection rate for the year, which was 97.63% and remained unchanged from 2017/18;

In response to a query from members, Ravinder Jassar advised that the collection rate was based on an historical analysis of rates, recognising that the collection of Council Tax would continue for a number of years after the first payment was due. He also pointed out it was important to distinguish between the “budgeted” and “in year” collection rates. The budgeted rate was a lifetime collection rate whereas the “in year” rate reflected payments received within the financial year to which the Council Tax related. Based on the assumptions made, as detailed in section 4 of the report, it was felt realistic to assume an overall collection rate of 97.63%, with members supportive of the efforts being made in relation to ongoing collection activity.

In relation to the setting of the Council Tax base, members were advised that the assumptions on which this had been based had taken account of the number of sizeable new housing developments taking place across the borough. The proposed Tax Base for 2018/19 represented an increase of 2,358 over the figure for 2017/18 which whilst similar to the assumption made in the budget report to Cabinet in February 2017 had been adjusted to reflect a slight slowdown in housing growth.

Having noted the basis of the calculation and assumptions on which it had been based the Committee **RESOLVED:**

- (1) To agree that the Band D equivalent number of properties was calculated, as detailed in Section 3 of the report, in accordance with Government regulations;
- (2) To agree that the collection rate for Council Tax for 2018/19 be set at 97.63%;
- (3) To approve a Council Tax Base for 2018/19 of 95,677 Band D equivalent properties (being 98,000 x 97.63%).

7. **Stopping Up Order - The Un-Named Road which links Kilburn Lane and Salusbury Road. (also known as Premier Corner)**

Tony Kennedy (Head of Highways & Infrastructure) introduced a report seeking authorisation to make a Stopping Up Order for an area of public highway located to the east of No.313 Kilburn Lane on The Un-Named Road which linked Kilburn Lane and Salusbury Road (also known as Premier Corner) under Section 247 of the Town & Country Planning Act 1990.

Members noted that the Stopping Up Order was required to complete a development within Phases 3a/3b of the South Kilburn Regeneration Programme. The proposal had also been advertised in accordance with the requirements of Section 247 of the Town & Country Planning Act 1990 and that in response to the consultation eight consultees had informed the Council that they either had no

objections or no record of apparatus in the immediate vicinity of the enquiry. Thames Water had sought assurances that their apparatus would not be affected by the proposed works, that their rights of access would not be impeded and that there were no proposals to build over or close to their apparatus. Westminster City Council had not objected to the Order being made but had commented on the potential impact on traffic congestion and road safety. Following assurances provided, it was confirmed that the initial comments raised by Westminster City Council and Thames Water had now been withdrawn with details of all responses received set out in Section 3 of the report. Correspondence confirming the formal withdrawal of comments from Westminster City Council and Thames Water had been included in Appendix A & B of the report.

RESOLVED

- (1) To note that all responses received during the statutory consultation had been considered and resolved.
- (2) To approve the making of the Stopping Up Order for the area of public highway located to the east of No.313 Kilburn Lane on The Un-Named Road which linked Kilburn Lane and Salusbury Road (also known as Premier Corner) under Section 247 of the Town & Country Planning Act 1990 and that a notice of making be advertised.

8. Appointments to Sub-Committees and Outside Bodies (if any)

There were no appointments to be considered.

9. Any other urgent business

None.

The meeting closed at 6.10 pm

M BUTT
Chair

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Agenda Item 6

 Brent	General Purposes Committee 29 January 2018
	Report from the Chief Executive and the Returning Officer
Review of Polling Places 2018	

Wards Affected:	Alperton, Dudden Hill, Tokyngton, Kilburn, Northwick Park
Key or Non-Key Decision: (only applicable for Cabinet, Cabinet Sub Committee and officer decisions)	YES
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	None
Background Papers:	N/A
Contact Officer(s): (Name, Title, Contact Details)	Thomas Cattermole Head of Executive and Member Services Tel: 020 8937 5446 Email: thomas.cattermole@brent.gov.uk Melanie Adams Electoral Registration and Services Manager Tel: 020 8937 1302 Email: melanie.adams@brent.gov.uk

1.0 Purpose of the Report

- 1.1 All local authorities must review their polling districts and polling places at least once every five years. The last formal review of Polling Places took place in 2014 prior to the General Election in May 2015. Non-statutory reviews have taken place annually since 2014.
- 1.2 Normal practice prior to any election is to carry out a non-statutory review of polling places across the Borough, based on experience and feedback at the previous election and investigation into the availability of premises for the forthcoming elections, in this case the Local Elections in May 2018.
- 1.3 This report summarises the results of this non-statutory review, and puts forward suggestions for replacement polling stations as required.

2.0 Recommendations

2.1 That the polling stations listed below be adopted as polling stations for the Local Elections on 3 May 2018:

- NAL1: Lyon Park Infant School: use of nursery on Mount Pleasant Road instead of the main school.
- NAL2: Change from Alperton Community School back to Alperton Baptist Church, Ealing Road, HA0 4BY.
- CDU1 and CDU2: Use the main building in St Catherine's Church, Dudden Hill Lane, NW10 1QB.
- HKI4: Replace the OK Club with The Carlton Centre, Granville Road, NW6 5RA.
- CTO1: Replace the hut outside Amex House on North End Road with The Yellow Pavilion, Engineers Way, HA9 0EG.
- CTO4: Change from Oakington Manor Primary School back to St Michael's Church Hall, Babington Rise HA9 6SN.
- NNP3: Remain in Byron Court Primary School, Spencer Road, HA0 3SF. All electors will be informed that there will be no parking available at this polling place.
- NKE4: Remain in Harrow District Masonic Centre, Northwick Circle, Harrow, HA3 0EL.

2.2 That all other polling stations remain unchanged for this poll and until the next statutory review of polling districts and polling places in 2020.

2.3 That, in the event of any other polling places becoming unavailable before the May 2018 Local Elections, authority be delegated to the Chief Executive and Returning Officer to make any further changes required to polling places for the 3 May Local Elections.

3.0 Detail

3.1 Any wards not listed below are unaffected by changes since the last General Election held in June 2017.

3.2 Polling districts, polling places and polling stations may be defined as follows:

A **polling district** is a geographical sub-division of an electoral area, i.e. a UK Parliamentary constituency, a European Parliamentary electoral region, a ward or an electoral division.

A **polling place** is a geographical area in which a polling station is located. However, as there is no legal definition of what a polling place is, the geographical area could be defined as tightly as a particular building or as widely as the entire polling district. Most commonly in Brent, it has been defined as the premises inside which voting takes place.

A **polling station** is the actual area where the process of voting takes place, and must be located within the polling place designated for the particular polling district.

- 3.3 If a building becomes unavailable before an election, the polling place can be changed by the local authority in accordance with their decision making arrangements.

3.4 **Alperton Ward NAL1**

Lyon Park Infant School could not offer us the main school as the school would have to be shut during polling day. The school has instead proposed their nursery on Mount Pleasant Road. A site visit to the nursery school has been conducted and no issues identified.

3.5 **Alperton Ward NAL2**

We have previously used Alperton Baptist Church as a polling station, but it was unavailable for the General Election in 2017, when we relocated to Alperton Community School. However, Alperton Community School is only willing to offer their Ealing Road site, which is on the boundary of another polling district, and there is no parking at the Ealing Road site. We will now be using Alperton Baptist Church as a polling station.

3.6 **Dudden Hill Ward CDU1 and CDU2**

As Christ Embassy (former Neasden Library, CDU1) is unavailable, St Catherine's Church in the neighbouring polling district (CDU2) will be used as a double station for this poll. As the previous room used is too small for this, the main church will be used and all religious icons will be screened off.

3.7 **Kilburn Ward HKI4**

The OK Club has been replaced with the Carlton Centre as the OK Club has limited disabled access.

Other options for this polling place were also explored:

- William Dunbar House – The community room in William Dunbar House is not suitable for use as a polling place. Access from the main door would mean leaving that door open all day, allowing access to the residents' elevator, as well as voters going past the door of someone's residence to get access to the room. There is no lighting and an uneven path to the outside of the building, meaning the exterior door is not suitable either.
- South Kilburn Studios – South Kilburn Studios will be demolished by May.
- Granville Centre – The Granville Centre is currently under renovation and it is unlikely that the site will still be under construction on polling day.

3.8 Tokyngton Ward CTO1

The usual polling place is a hut outside Amex House. However, there is currently no suitable site due to ongoing building works. We therefore propose to use the Yellow Pavilion, which is just outside of the polling district in CTO2.

3.9 Tokyngton Ward CTO4

We have previously used St Michael's Church Hall, but as this was unavailable during the EU Referendum and 2017 General Election, this polling place was relocated to Oakington Manor Primary School. As the church has now become available, it will be used as the polling place for the 3 May elections.

3.10 Northwick Park NNP3

There is currently no parking at Bryon Court School due to building works. Electors within the polling district will be informed of this in advance through an insert in the Household Notification Letter being sent out on 23 February 2018.

Members may recall a historical polling district consisting solely of the university campus and the hospital accommodation and that the polling place was a social club on the site of the hospital. Turnout at elections in that polling district was regularly less than 10%, and the decision was taken to merge that polling district with its neighbour. As there can only be one polling place in a polling district, the proposal could only be implemented by amending polling district boundaries. This will be taken into consideration in the upcoming full review of polling districts and places in October 2018.

3.11 Kenton Ward NKE4

In 2017 for the General election, the The Haridham Temple was not available. We therefore relocated to the Harrow District Masonic Centre. As this is a more suitable location, and they offer their space free of charge, we are using it again for the 2018 elections.

4.0 Financial Implications

- 4.1 The costs of the Local Elections will be met by Brent Council. It is anticipated that the costs of the proposed changes to polling place arrangements will be neutral, because the costs of the new polling place designations will not be greater than the costs of existing arrangements.

5.0 Legal Implications

- 5.1 The Representation of the People Act 1983 requires the council to divide every parliamentary constituency or part thereof within its area into polling districts and that these are kept under review. The council must also ensure that all electors are given such facilities for voting as may be reasonable
- 5.2 It should be noted that for the purpose of taking the poll in England and Wales, the Returning Officer is entitled to use, free of charge, schools maintained or assisted by a local authority, as well as those schools that receive grants made out of moneys provided by Parliament. This includes academies and free

schools. However, where possibly, we have avoided secondary schools as GCSEs are taking place.

6.0 Equality Implications

- 6.1 Local authorities have a duty to review the accessibility of all polling places and to ensure that every polling place, and prospective polling place, for which it is responsible for is accessible to disabled voters 'so far as is reasonable and practicable'.

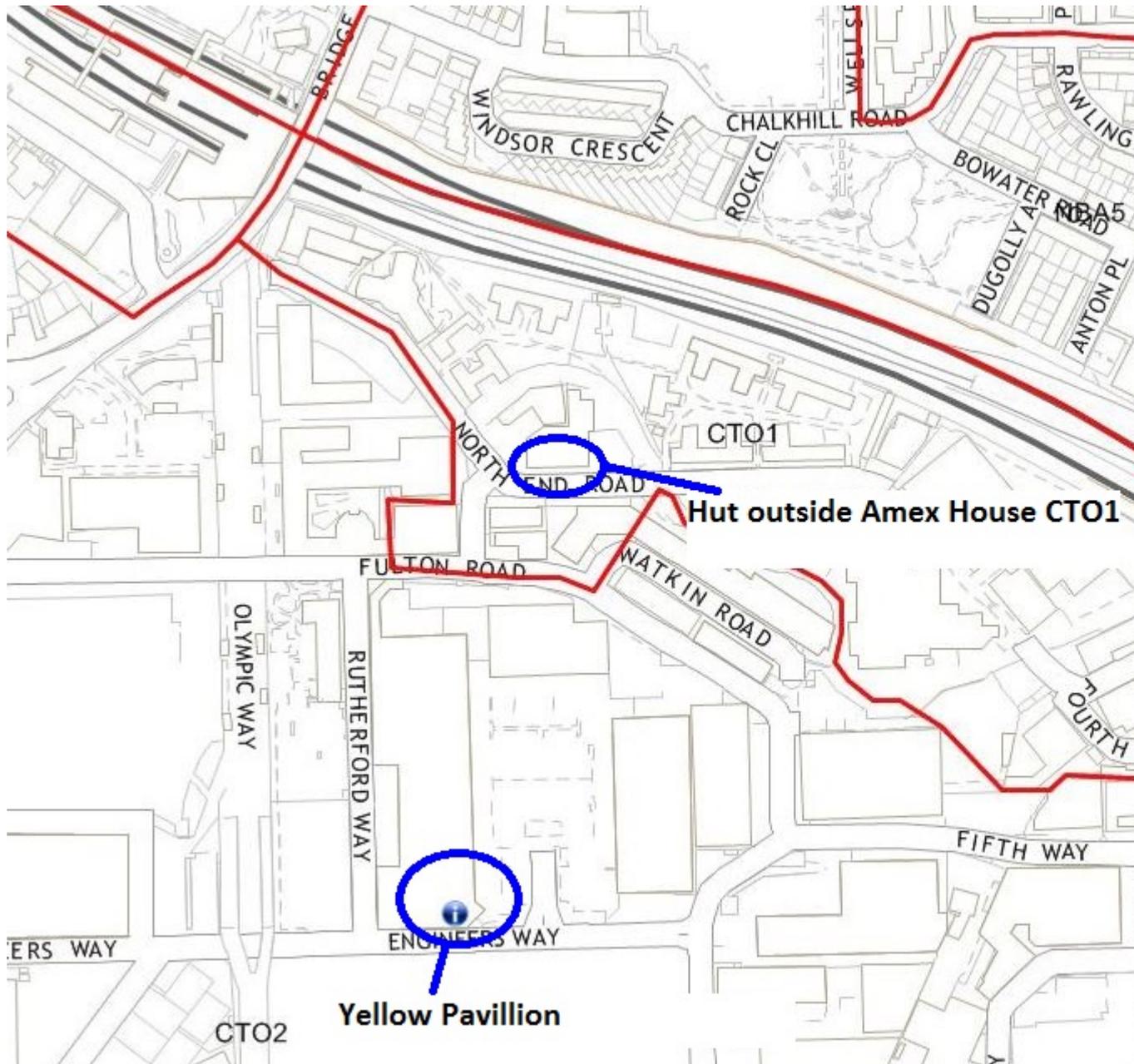
7.0 Consultation with Ward Members and Stakeholders

- 7.1 The Council regularly assesses our polling stations for suitability and accessibility, and survey large numbers of electors at every election. Feedback from electors, polling station staff and ward Members has been taken into account in drafting these proposals.
- 7.2 By law, local authorities must review their polling districts, polling places and polling stations at least every four years. The upcoming statutory review will seek comments on the suitability of current polling stations and for ideas about possible alternatives.

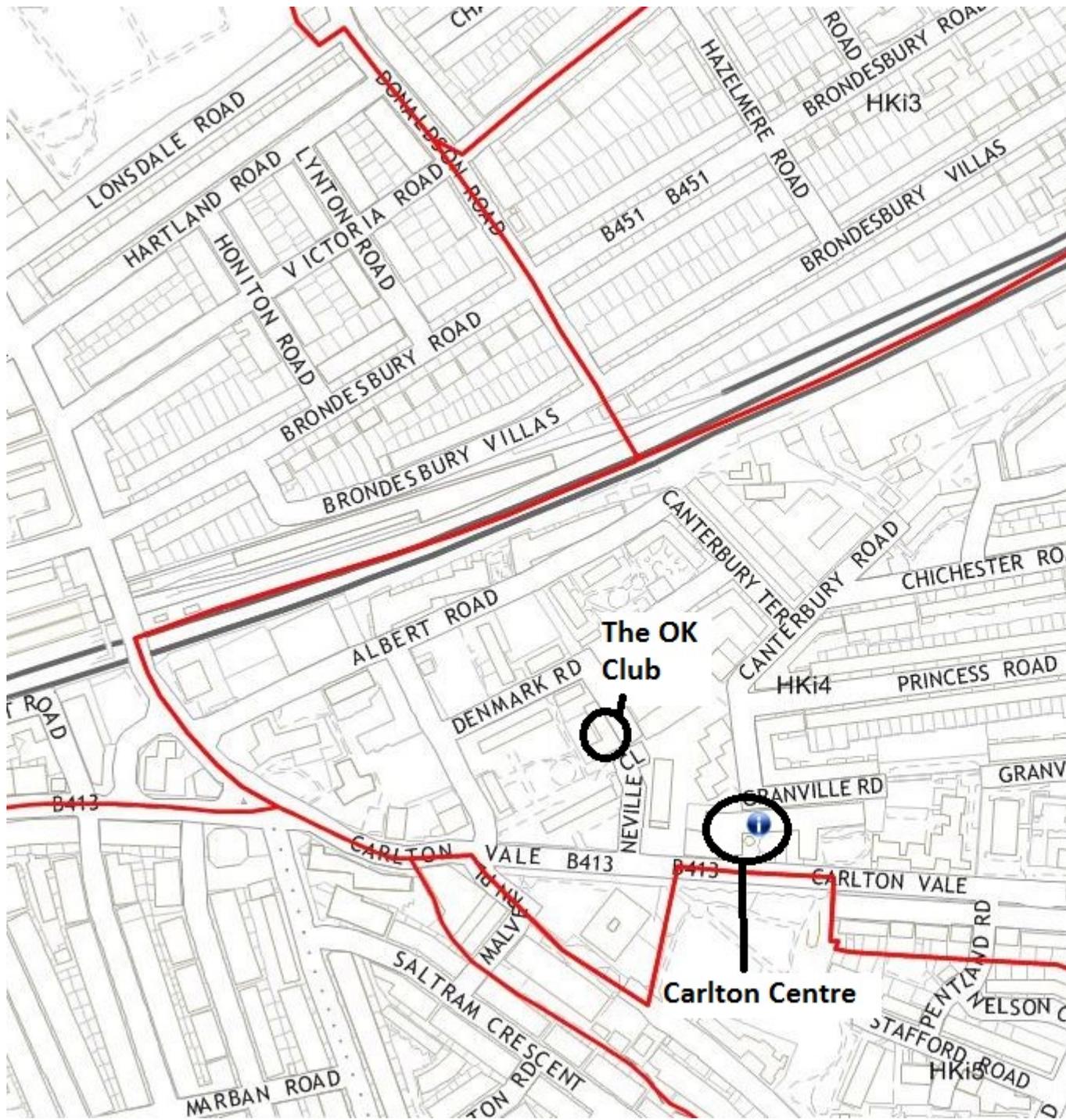
Report sign off:

CAROLYN DOWNS
Chief Executive and Returning Officer

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