	<p style="text-align: center;">Executive 11 February 2013</p> <p style="text-align: center;">Report from the Director of Regeneration and Major Projects</p>
For Action	Ward Affected: Tokyngton
<p style="text-align: center;">Disposal of the Former Tokyngton Library</p>	

Not For Publication

Appendix 5

Appendix 5 of this report is not for publication as it contains the following category of exempt information in paragraph 3 Schedule 12(A) of the Local Government Act 1972 namely:

“information relating to the financial or business affairs of any particular person (including the Authority) holding the information.”

1.0 Summary

- 1.1 On 11 April 2011, in a report to the Executive titled “Libraries Transformation Project” Members approved the closure of a number of libraries including Tokyngton.
- 1.2 At the 21 May 2012 Executive meeting Members were informed of the intended disposal of the surplus former Tokyngton library.
- 1.3 This report details the marketing exercise undertaken for the former Tokyngton Library and makes recommendations to the Executive in respect of the disposal.

2.0 Recommendations

- 2.1 That the Executive approve the disposal of the surplus former Tokyngton Library to the Islamic Cultural Association in accordance with the terms outlined in the Confidential Appendix in particular the financial offer but that if this bid does not proceed to also approve, as a reserve, a disposal to Tokyngton Homes Ltd., again on terms outlined in the Confidential Appendix

including the financial offer and that the Director of Regeneration and Major Projects to be authorised to agree the final terms and to complete the disposal to either party.

- 2.2 That the Executive agree to authorise the Director of Regeneration and Major Projects in consultation with the Director of Legal and Procurement to appropriate the Tokyngton Library site shown heavily outlined in black on the plan in Appendix 2 ("the Site Plan ") for the planning purposes of facilitating the development or redevelopment of the site pursuant to the provisions of section 122 of the Local Government Act 1972.
- 2.3 That Officers advertise in the local newspaper in accordance with Section 122 of the Local Government Act 1972 the proposed appropriation of public open space shown cross hatched black on the Site Plan Appendix 2 for planning purposes and to proceed with the disposal unless in the opinion of the Assistant Director Property and Asset Management significant objections are received in which case this should be reported back to the Executive for it to consider.

3.0 Detail

- 3.1 Following review of its strategy for the provision of Library services within Brent, the former Tokyngton Library has become surplus to the Council's requirements. The Executive in May 2012 were informed of the intention to dispose of the freehold interest of the former Library.
- 3.2 The subject site is situated in Monks Park in Wembley, it is located on the edge of the Tokyngton Recreation Ground and next to Monks Park Primary Care Centre with the surrounding area predominantly comprising residential use.
- 3.3 There are a variety of local amenities close by and the site is highly accessible by public transport with Stonebridge Park Station located approximately 0.3 miles (0.5 km) and a number of local bus routes.
- 3.4 The property itself comprises a building that is currently occupied by guardians for security purposes, it occupies a plot of land extending to approximately 0.11 hectares (0.27 acres), rights of way in favour of the neighbouring clinic and Brent Council will be retained on part of the site.

Title Matters

- 3.5 There is a historic restrictive covenant on the title restricting the land to public open space and not permitting any building on the land without the consent of the original owner. In order to build the library the Council appropriated the land to an appropriate statutory function, there have been no issues to our knowledge since, however this position may change on the disposal.

Planning Context

- 3.6 The current planning class is D1 non-residential institutions allowing for the following types of use to fall within the use class: clinic, health centres, crèches, day nursery, day centres, halls, places of worship, education and training centres.
- 3.7 In order to inform the marketing process and to assist bidders with formulating a deliverable bid, Brent's planning design team was commissioned to undertake a feasibility study, which set out specific to redevelopment relevant planning policy issues.
- 3.8 Brent's Core Strategy CP23 is noteworthy as this requires the protection of existing and provision of new Community and Cultural Facilities, this aims to ensure that the continuing needs of Brent's diverse community are met by existing community and cultural facilities, supporting community participation and development aiming to protect or mitigate their loss.
- 3.9 The study informed the site could be re-developed with residential suggesting the following options:
1. Two new build town houses, refurbishment and extension, community space plus residential.
 2. Five new build town houses, community space plus residential (large homes).
 3. Five new build town houses, community space plus residential (mix of sizes).

Appropriation

- 3.10 In order to provide sensitive re-use and possible redevelopment within the former Tokyngton Library site it is considered in the public interest that the site be appropriated under Section 122 of the Local Government Act for planning purposes. This will enable the Council to utilise powers under Section 237 and Section 241 to facilitate reuse or redevelopment to take place and for proposals that will secure a long term community provision.
- 3.11 In making a decision as to whether to appropriate land for planning purposes of facilitating development or redevelopment the following considerations are relevant:
1. Whether the land is no longer required for the purposes for which it is held immediately before appropriation?
- 3.12 The site is surplus to requirements of the Council and therefore no longer required for the purpose which it is held immediately before the appropriation.
2. The likely extent of infringement?

3.13 The former Tokyngton Library site was formerly part of the Tokyngton Recreation Ground and was appropriated to library service on 25th August 1971. However the site is subject to rights and a covenant by the Wembley Urban District Council in a Conveyance dated 3rd March 1933 that the land be used as public open space for the recreation of the public and not to erect any buildings on the property without the consent of the Vendor.

3.14 On disposal there is the risk that the above covenant could be capable of being enforced by injunction thus preventing the construction and use of the site for any development redevelopment or improvement. The appropriation and use of Section 237 and Section 241 powers is required with the object of removing this risk and to facilitate the carrying out of any reuse development or redevelopment scheme.

3. Whether acquisition will facilitate the carrying out of development or a redevelopment scheme?

3.15 The acquisition will generate reuse or redevelopment of the consistent with the design feasibility scheme for the area.

4. Whether the reuse development or redevelopment scheme will contribute to one or more of the following and thus be in the public interest:

a) The promotion or improvement of the economic well being of the area?

b) The promotion or improvement of the social well being of the area?

c) The promotion or improvement of the environment well being of the area?

3.16 The Executive is referred to the site feasibility study in 3.9 above that sets out the mixed use proposal for the site against relevant Council policies the development plan and other material considerations.

3.17 It is considered that the use of Section 237 and Section 241 powers will contribute to the achievement and improvement of the economic well being of the area as a whole and the environmental and social well being of the area.

5. Are the public benefits proportionate to the interference?

3.18 Human rights issues arise in respect of the proposed arrangements, following the introduction of the Human Rights Act 1988, the Council is required to act in accordance with the European Convention on Human Rights (ECHR) in deciding whether or not to implement the arrangements.

3.19 However the rights to peaceful enjoyment of possessions is a qualified rather than absolute right as the wording of Article 1 of the Protocol 1 permits the deprivation of an individual's possessions where it is in the public interest and subject to the conditions provided for by law, and Article 8(2) allows for interference which is:

“in accordance with the law and necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the protection of health and morals, or for the protection of the rights and freedoms of others”.

- 3.20 There must be a balancing exercise between the public interest and the individual's right whereby any interference in the individual's rights must be necessary and proportionate. 'Proportionate' in this context means the interference must be no more than is necessary to achieve the identified legitimate aim. A 'fair balance' must be struck between the rights of the individual and the rights of the public.
- 3.21 The infringement with the individual's rights is set out in 2 above. Any lawful holder of the benefit of the restriction may have a claim for compensation for the interference or breach of the restriction.
- 3.23 The public benefits arising from the redevelopment are set out therefore, the surplus nature of the site and the planning guidance for its reuse provide support for the appropriation for planning purposes so that it can be reused and redeveloped in the public interest.
- 3.24 It is considered that the public interest in facilitating the development, redevelopment and improvement outweighs the rights of individuals to peaceful enjoyment of their possessions and that the proposed use of Section 237 and Section 241 powers amounts to proportionate interference in all the circumstances.
- 3.25 The proposed appropriation of the public open space will need to be advertised in the local newspaper under Section 122 of the Local Government Act 1972 on two consecutive dates and provide at least 21 days for objections in response to the notice.

Public Open Space

- 3.26 The rear of the site was used by Parks for storage and premises this is shown cross hatched black on the Site Plan Appendix 2 and is deemed to be public open space that forms part of the Tokyngton Recreation Ground disposal of this space under section 123 of the Local Government Act 1972 was advertised in the local press on 5 July 2012 see Appendix 4 and 12 July 2012 and no objections were received.

Marketing

- 3.27 On behalf of Brent, Savills were instructed to market the site and marketing started in October 2012.
- 3.28 The Property was offered to the market by way of an informal tender process, with a closing date of 26th November 2012. Offers were sought for

the freehold interest on an unconditional basis. A guide price of £500,000 was stated in the marketing particulars in accordance with the agent's opinion of value.

- 3.29 A bid assessment, appendix 3 was developed which assessed bidders and bids against the following criteria:
1. Financial positioning to check and ensure bidders had in place funds or was able to raise required funds;
 2. Proposed scheme to assess if the proposed use was appropriate;
 3. Deliverability looking at experience and how quickly a bidder could move to contract exchange; and
 4. The financial offer, the top bid was awarded full points, with the second bid awarded a point less and so on.
- 3.30 Savills produced marketing particulars Appendix 1 and advertised the property on their webpage. Linking through to Savills web-page we also advertised the property on Brent's webpage. Adverts were placed in Estates Gazette and in local papers. A prominent For Sale board was erected on the land fronting the property.
- 3.31 A total of twelve parties expressed an interest and were in dialogue with Savills over the marketing period.
- 3.32 At bid close eight offers were received seven of these were on an unconditional basis, with one on a conditional basis.
- 3.33 Savills recommendation on the preferred bid was contained in a report dated 10th December 2012.
- 3.34 Having considered the contents of Savills report the Assistant Director of Property & Asset Management came to the conclusion that the bids were acceptable in that they had matched expectations. However the information provided did not provide enough confidence to the Council that, given the closeness of the bids financially, that Officers were able to make a clear recommendation to Executive. Indeed the Savills report was less than clear in its own recommendation's to Officers.
- 3.35 Therefore the Agents were instructed to revert to the bidders to seek clarification of the bids requesting reconfirmation of bids with additional details as to their financial standing and proposed use. The Agents approached the six highest bidders as it was deemed unnecessary to seek clarification from the lowest bid and the conditional offer.
- 3.36 At the second round five offers were received all on an unconditional basis with Savills unable to obtain a response from one of the previous bidders. Some of the bidders choose to increase their original financial offer and all provided confirmation of their proposed use and financial standing.

Contract issues

- 3.37 Heads of Terms need to be agreed with the first preferred bidder with a requirement to exchange contracts within 28 days of approval by the Executive with completion to follow up to 28 days later.

Planning Permission

- 3.38 Should negotiations proceed with the first preferred bid their proposed use will fall within existing planning D1 use and would not need permission.

4.0 Financial Implications

- 4.1 This property is not included within the Council's Capital Disposals Programme and as such the additional receipt arising will contribute positively to the funding of the Council's overall Capital Programme.
- 4.2 The use of Capital Receipts in the funding of the Capital Programme restricts the level of unsupported borrowing required to fund capital schemes and accordingly the level of associated debt charges falling upon the revenue account.
- 4.3 Movement against the forecast levels of capital receipts could require reduced/additional levels of unsupported borrowing or changes to the approved Capital Programme.
- 4.4 Costs arising directly from the sale of the property will be met from the derived capital receipt in line with accounting guidelines.
- 4.5 Costs associated with the current occupation of the site by guardians for security purposes will be met from existing revenue budget provisions.

5.0 Legal Implications

- 5.1 Under Section 123 of the Local Government Act 1972 the Council has a general power to dispose of properties including the sale of a freehold or the grant of a lease. The essential condition is that the Council obtain (unless it is a lease for 7 years or less) the best consideration that is reasonably obtainable.
- 5.2 Disposals on the open market including by way of auction or after proper marketing will satisfy the best consideration requirement.
- 5.3 The Council can appropriate land under section 122 Local Government Act 1972 which states the following:

“.... a principal council may appropriate for any purpose for which the council are authorised by this or any other enactment to acquire land by agreement any land which belongs to the

Council and is no longer required for the purpose for which it is held immediately before the appropriation”.

- 5.4 The purposes for which land may be acquired are defined in Section 226(1) Town & Country Planning Act 1990 as follows:
- (a) If the authority thinks that the acquisition will facilitate the carrying out of development/redevelopment or improvement on or in relation to the land; or
 - (b) If the land is required for a purpose which it is necessary to achieve in the interests of proper planning of an area in which the land is situated.
- 5.5 In this case, the purposes fall within the ambit of section 226(1)(a) as the carrying out of the redevelopment of the site would be facilitated as described in this report.
- 5.6 A local authority must not exercise the power under paragraph (a) unless they think that the development, redevelopment or improvement is likely to contribute to the achievement or the promotion or improvement of one of more of the following objects (namely) the economic, social or environmental well-being of their area.
- 5.7 Under Section 237 of the Town & Country Planning Act 1990 the erection, construction or carrying out or maintenance of any building or work on land or the use of any land which has been acquired or acquired or appropriated by a local authority for planning purposes (whether done by the local authority or by a person deriving title under them) is authorised by virtue of this section if it is done in accordance with planning permission, notwithstanding that it involves interference with an interest or right to which this section applies. The appropriation will be subject (if applicable) to the payment of compensation in respect of third party interests or rights interfered with.
- 5.8 Under Section 241 of the Town and Country Planning Act 1990 land comprising open space which has been appropriated by a local authority for planning purposes may be used by any person in any manner in accordance with planning permission.
- 5.9 The land must no longer be required for the purpose for which it is held immediately before appropriation. Once the appropriation is effected, the appropriated land will be held for planning purposes.

6.0 Diversity Implications

- 6.1 These are no diversity implication, see attached INRA report Appendix 7.

7.0 Staffing/Accommodation Implications

- 7.1 There are no staffing implications.

Background Papers

Report to the Executive 11th April 2011 entitled “Libraries Transformation Project” (available to the public online).

Report to the Executive 21st May 2012 entitled “Libraries Transformation Project Update” (available to the public online).

Appendix Papers

Appendix 1 – Marketing Particulars

Appendix 2 – Disposal Plan

Appendix 3 – Bid assessment Form

Appendix 4 – Public open space notice advertised in Times Classified on 5 July 2012

Appendix 5 – Confidential Recommendation for the disposal of the Former Tokyngton Library

Appendix 6 – INRA Assessment

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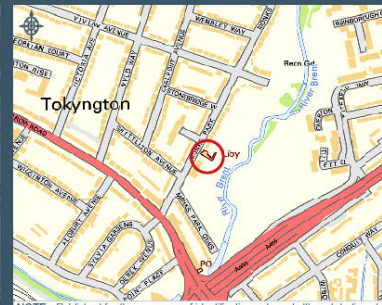
Andrew Donald
Director of Regeneration & Major Projects

Appendix 1

Community Use or Residential Development Opportunity Former Tokyngton Library

Monks Park, Wembley, HA9 6JE

For Sale

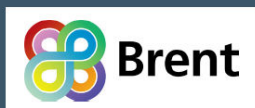


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- Freehold development opportunity in Wembley
- 0.11 hectare (0.27 acre) site occupied by a 1970's vacant building comprising a total gross internal area of approximately 320 sq m (3,444 sq ft)
- Potential for residential, community or a mixed use development, subject to the necessary planning consents
- Freehold with vacant possession
- For sale on behalf of the London Borough of Brent



Location

The site is situated on Monks Park in Wembley.

The site is located on the edge of Tokyngton Recreation Ground, and next to Monks Park Primary Care Centre, with the surrounding area predominantly comprising residential use.

There is a wide variety of local amenities located on Harrow Road and Wembley Stadium is located 1.3 miles (2.1 km) to the north.

The site is highly accessible by public transport. Stonebridge Park Station is located approximately 0.3 miles (0.5 km) to the South West providing London Underground services on the Bakerloo line to Paddington in 18 minutes and Oxford Circus in 27 minutes, as well as Overground services to Euston in 22 minutes. The site is also very well served by local bus routes direct to Central London locations.

Description

The property comprises a vacant building (Class D1) and occupies a plot extending to approximately 0.11 hectares (0.27 acres).

The building and the site will be sold with vacant possession. Rights of way in favour of the neighbouring clinic and Brent Council will be retained over part of the site.

Planning

The property falls under the jurisdiction of the London Borough of Brent and is not located within the boundary of a Conservation Area, nor is it a listed building. The site has no planning history, and there are no current planning applications.

Option	Unit Type	No. Of Units	Average GIA		Total GIA		Parking
			Sq m	Sq ft	Sq m	Sq ft	
Option 1	Community	1	240	2,583	240	2,583	3 Spaces
	Houses	2	100	1,076	200	2,153	1 Space per Unit
	Flats	3	50	538	150	1,615	
	Total	6	390	4,197	590	6,351	8
Option 2	Community	1	284	3,057	284	3,057	2 Spaces
	Houses	5	127.2	1,369	636	6,846	1 Space per Unit
	Flats	1	84	904	84	904	
	Total	7	495.2	5,330	1,004	10,807	8
Option 3	Community	1	284	3,057	284	3,057	2 Spaces
	Houses	5	101.4	1,091	507	5,457	1 Space per Unit
	Flats	1	84	904	84	904	
	Total	7	469.4	5,052	875	9,418	8

The mix is indicative and can be changed, subject to relevant consents

Potential Schemes

A detailed Design and Feasibility Study was undertaken by Brent Design in September 2012 which outlines the development potential of the site. Three options have been drawn up with the above areas, however these are indicative only and can be changed.

Tenure

The property is for sale freehold with vacant possession.

Method of Sale

The property will be sold by way of informal tender, with a closing date of 26th November 2012.

Offers are sought for the freehold interest on an unconditional basis only.

Viewings

By appointment with Savills only.

VAT

The site is not elected for VAT.

Price and Offer Presentation

Guide £500,000 for the freehold interest.

Offers are to be submitted to the Democratic Services Manager at Brent Town Hall, as set out in covering correspondence.

Further Information

Further information is available at www.savills.com/monkspark.

Important Notice

Savills, their clients and any joint agents give notice that:

1. They are not authorised to make or give any representations or warranties in relation to the property either here or elsewhere, either on their own behalf or on behalf of their client or otherwise. They assume no responsibility for any statement that may be made in these particulars. These particulars do not form part of any offer or contract and must not be relied upon as statements or representations of fact.
2. Any areas, measurements or distances are approximate. The text, images and plans are for guidance only and are not necessarily comprehensive. It should not be assumed that the property has all necessary planning, building regulation or other consents and Savills have not tested any services, equipment or facilities. Purchasers must satisfy themselves by inspection or otherwise.

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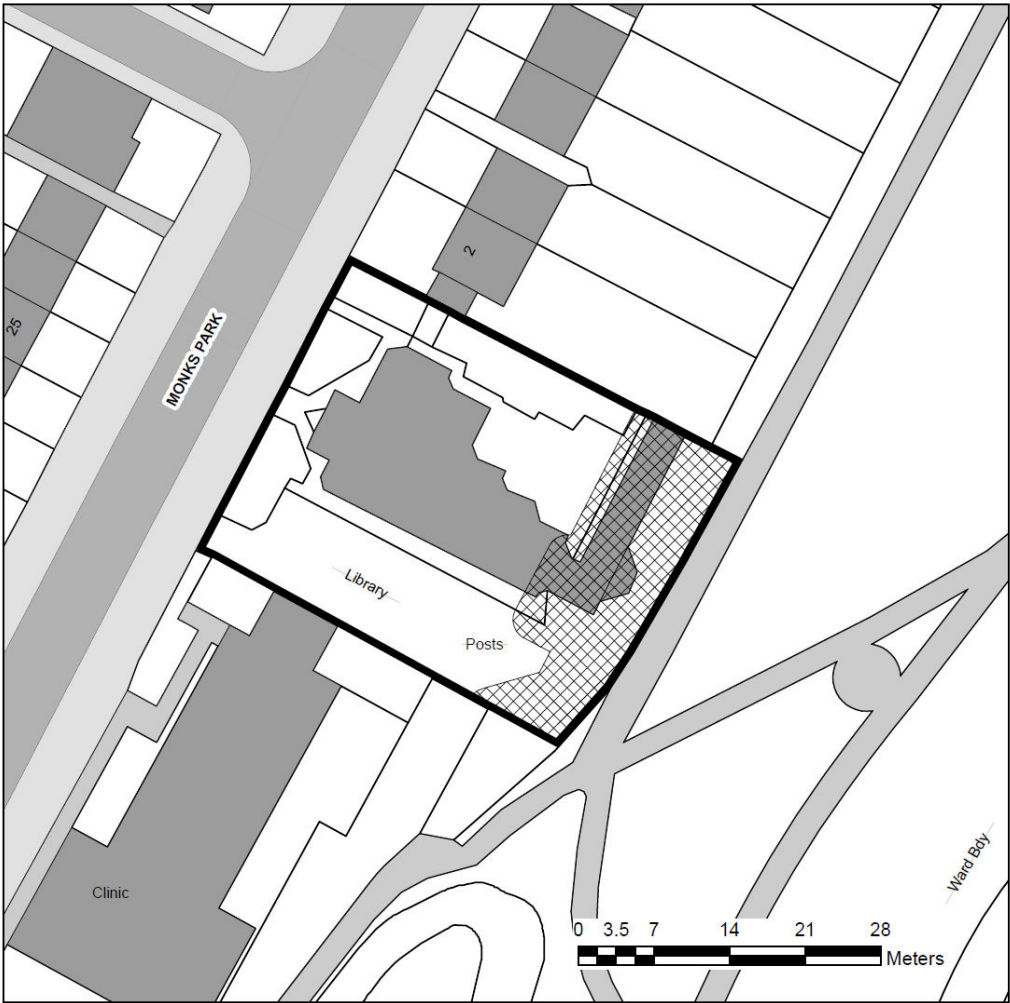
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Appendix 2

EXECUTIVE COMMITTEE
Appendix 2
The Site Plan



Plan for information purposes only.

- Area for disposal
- Former open space

NORTH



PSMA OS copyright statement
© Crown copyright and database rights 2012 Ordnance Survey 100025260
OS Open data copyright statement:
Contains Ordnance Survey data © Crown copyright and database right 2012

Appendix 3

Former Tokyngton Library Bid Assessment Form

Applicant's Name	
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1. Financial positioning

Criteria	Yes/No
Proof of Funds	
Sub Total	

If 'no' then bid will be removed from process.

Scoring Explanation	Score
Very Poor	1
Poor	2
Average	3
Good	4
Very Good	5

2. Proposed use of site

Criteria	Score
Proposed Scheme	
Sensitivity to Location	
Sub Total	

Total Score out of 10		% Score	
------------------------------	--	----------------	--

3. Deliverability

Criteria	Score
Applicants experience of delivering similar projects.	
Exchange time. (28 days or more = 0, 23 – 28 days = 1, 18 – 23 days = 2, 13 – 18 days = 3, 8 – 13 days = 4, 7 days or less = 5)	
Sub Total	

Total Score out of 10		% Score	
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4. Financial Offer

Criteria / Ranking	Score
Price (highest bid = highest score).	
Sub Total	

Total Score out of 5		% Score	
-----------------------------	--	----------------	--

After the Initial process, London Borough of Brent reserves the right to introduce additional processes at which stage applicants will be re-scored based on the criteria in this scoring sheet.

WEIGHTED SCORE SUMMARY

Assessment Criteria	Base Score	Weighting Multiplier	Weighted Score
2. Proposed use of building		25%	
3. Deliverability		25%	
4. Financial Offer		50%	
		Total	

Assessment Sign off by Brent Council Representative:

Name Date

Appendix 6

Impact Needs/Requirement Assessment Completion Form

Department: Regeneration and Major Projects.	Person Responsible: Sarah Chaudhry – Head of Strategic Property
Service Area: Property and Asset Management.	Timescale for Equality Impact Assessment :
Date: 11 December 2012	Completion date: 11 December 2012
Name of service/policy/procedure/project etc: This is a transaction for the sale of the former Tokyngton Library, Monks Park, Wembley HA9 6JE.	Is the service/policy/procedure/project etc: New Y Old <input type="checkbox"/>
Predictive Y Retrospective <input type="checkbox"/>	Adverse impact <input type="checkbox"/> Not found Y Found <input type="checkbox"/> Service/policy/procedure/project etc, amended to stop or reduce adverse impact N/A Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there likely to be a differential impact on any group? Yes <input type="checkbox"/> No N	Please state below: as no I haven't completed points 1 to 6.
1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/Asylum Seekers Yes <input type="checkbox"/> No <input type="checkbox"/>	2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability Yes <input type="checkbox"/> No <input type="checkbox"/>	4. Grounds of faith or belief: Religion/faith including people who do not have a religion Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Grounds of sexual orientation: Lesbian, Gay and bisexual Yes <input type="checkbox"/> No <input type="checkbox"/>	6. Grounds of age: Older people, children and young People Yes <input type="checkbox"/> No <input type="checkbox"/>
Consultation conducted Yes <input type="checkbox"/> No <input type="checkbox"/>	
Person responsible for arranging the review: Sarah Chaudhry	Person responsible for publishing results of Equality Impact Assessment: There will be no Equality Impact to society from this transaction.
Person responsible for monitoring: Sarah Chaudhry	Date results due to be published and where: No results will be published
Signed: Sarah Chaudhry	Date: 11/12/12

Impact Needs/Requirement Assessment Completion Form

Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

1. What is the service/policy/procedure/project etc to be assessed?

The sale of the former Tokyngton Library through an informal tender process.
This building is empty, save for occupation by guardians for the purposes of providing security while the disposal process concludes. After a marketing process the Executive report recommends a sale of the subject site.

2. Briefly describe the aim of the service/policy etc? What needs or duties is it designed to meet? How does it differ from any existing services/ policies etc in this area

To sell the Council owned former Tokyngton Library site that will be surplus property.

3. Are the aims consistent with the council's Comprehensive Equality Policy?

Yes as anybody, regardless of age, creed, religion, sexuality, ethnicity and gender had an opportunity to bid for this property in an open and transparent way.

4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

The property will be sold, subject to the Executive Committee's approval. This has been an open and transparent method for the sale, all sections of society could bid to purchase the property in an open and transparent way. Ensuring there was no discrimination to any potential bidder and by any bidder.

5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make your judgement separately (by race, gender and disability etc).

As detailed in the main report, the method of sale provided that the former Tokyngton Library site be extensively marketed, featuring website advertisements and the production of brochures. Prior to this there have been a series of Library Transformation Executive reports all of which were publically available that eventually suggested the sale of the former Tokyngton Library.

6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

There are no unmet needs or requirements that can be identified that could affect specific groups. Any group of ethnicity, sexual orientation, faith or age can make a bid for this property.

7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

I have not consulted externally as part of my assessment. Although through removal of public open space process adverts have been placed in the local press and no objections received.

8. Have you published the results of the consultation, if so where?

No, because none has been undertaken.

9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

This is not a function of policy.

10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

This is not a service or policy.

11. If the impact cannot be justified, how do you intend to deal with it?

N/A

12. What can be done to improve access to/take up of services?

Impact Needs/Requirement Assessment Completion Form

N/A
13. What is the justification for taking these measures?
N/A
14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.
I will be responsible for the monitoring progress of this sale.
15. What are your recommendations based on the conclusions and comments of this assessment?
That the Council be able move forward with this sale transaction as per the recommendation in the Executive report.
Should you:
1. Take any immediate action? No.
2. Develop equality objectives and targets based on the conclusions? No
3. Carry out further research? No
16. If equality objectives and targets need to be developed, please list them here.
N/A.
17. What will your resource allocation for action comprise of?
N/A

If you need more space for any of your answers please continue on a separate sheet

Signed by the manager undertaking the assessment:

Full name (in capitals please): SARAH CHAUDHRY

Date: 11/12/12

Service Area and position in the council: Head of Strategic Property.

Details of others involved in the assessment - auditing team/peer review:

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**
