

**London Borough of Brent  
Summary of Decisions taken by the Executive  
on Monday 11 November 2013**

PRESENT: Councillor Butt (Chair), Councillor R Moher (Vice-Chair) and Councillors A Choudry, Crane, Denselow, Hirani, Mashari, McLennan and Pavey

ALSO PRESENT: Councillors Chohan, Aden, S Choudhary and Hashmi

<b>Agenda Item No</b>	<b>Item</b>	<b>Ward(s)</b>	<b>Decision</b>
1.	Declarations of personal and prejudicial interests		
2.	Minutes of the previous meeting		
3.	Matters arising		
4.	Supporting People Services - accident prevention	All Wards	<p>(i) that approval be given to the award of the contract for Supporting People - Accident Prevention and Handyperson Service to Elders Voice for an initial contract period of two (2) years with the option to extend for a further period of one (1) plus one (1) years.</p> <p>(ii) that it be noted that the value of the contract for the provision of Accident Prevention and Handyperson Services is estimated to be circa £137,000 per annum for up to four year duration of the contract over the contract period stated at paragraph (i) above.</p> <p>(iii) that it be noted the successful bidder is also the incumbent and therefore no transition period for contract implementation is required.</p>
5.	Supporting People Services - emergency response	All Wards	<p>(i) that approval be given to the award of the contract for Emergency Response to the Barnet Group for an initial contract period of two (2) years</p>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

<b>Agenda Item No</b>	<b>Item</b>	<b>Ward(s)</b>	<b>Decision</b>
			with the option to extend for a further period of one (1) plus one (1) years; (ii) that it be noted that the value of the contract for the provision of Emergency Response Service is estimated to be circa £100,000 per annum for the contract period stated at paragraph (i) above.
<b>6.</b>	Registered Children's Homes Block Contract	All Wards	(i) that approval be given to participate in a collaborative procurement of a 12 bed block contract for therapeutic children's homes placements led by one of the other West London Alliance boroughs; (ii) that approval be given to the collaborative procurement exercise described in paragraph (i) being exempted from the normal requirements of Brent's Contract Standing Orders in accordance with Contract Standing Orders 85(c) and 84(a) on the basis that there are good financial and operational reasons as set out in paragraph 3.4 to 3.8 of the report.
<b>7.</b>	Determination proposal to permanently expand St Joseph's Catholic Primary School by September 2014	All Wards	(i) that approval be given to the permanent expansion of St Joseph's Catholic Primary School (Voluntary Aided) by one form of entry from September 2014, conditional upon the grant of full planning permission under the Town and Country Planning Act 1990 by December 2013 or other such date as agreed by the Director of Children and Families and the Strategic Director of Regeneration and Growth. (ii) that it be noted that the reason for approving the alteration of St Joseph's Catholic Primary School is to provide permanent primary places in areas of the borough which have severe shortages of Reception and Year 1 school places.
<b>8.</b>	Cycle Training Contract Tender	All Wards	(i) that approval be given to officers to invite tenders to provide cycle training for adults and children; (ii) that approval be given to the proposed evaluation criteria set out in paragraph 5.1 of the report. (iii) that approval be given to delegate authority to the Strategic

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

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			Director of Environment and Neighbourhoods to award the contract, subject to notification of the award on the Executive Forward Plan.
9.	Appointment of Certificated Bailiffs for the collection of Penalty Charge Notice debts	All Wards	<p>(i) that approval be given to the award of a contract for the recovery of parking debts, to Collect Services Limited (who will initially act as Primary Bailiffs) subject to satisfactory performance, for a period of 3 years with the option of extending the contract for a further 2 years;</p> <p>(ii) that approval be given to the award of contracts for the recovery of parking debts, to Newlyn PLC, Task Enforcement Limited, and J.B.W. Group Limited (who will initially act as Secondary Bailiffs) for a period of 3 years with the option of extending the contracts for a further 2 years;</p> <p>(iii) that the process proposed for changing the appointment of Primary Bailiffs described in paragraph 3.9 and delegate future decisions around this process to the Director of Environment and Neighbourhoods be noted;</p> <p>(iv) that approval be given to an exemption from the usual tendering requirements of Contract Standing Orders in respect of the direct award of contracts as detailed in (i) and (ii) above for the good financial and/or operational reasons set out in paragraphs 3.7 and 3.8 of the report.</p>
10.	Delegation of Powers to Birmingham City Council	All Wards	<p>(i) that approval be given to delegate to Birmingham City Council the function of the enforcement of Part III of the Consumer Credit Act 1974 within the London Borough of Brent and delegate to Birmingham City Council the power to institute criminal proceedings for any matters associated with illegal money lending or discovered during investigations by the Illegal Money Lending Team (ILMT) at Birmingham City Council;</p> <p>(ii) that approval be given to the “Protocol for Illegal Money Lending Team Investigations” attached as Appendix 1 and delegate authority to Strategic Director of Environment and Neighbourhoods in consultation with the Head of Consumer &amp; Business Protection to enter into the protocol</p>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

Agenda Item No	Item	Ward(s)	Decision
			agreement on behalf of the London Borough of Brent with Birmingham City Council and, if required, approve minor alterations.
11.	Housing Revenue Account - Asset Management Strategy	All Wards	<p>(i) that approval be given to the HRA Asset Management Strategy which is appended to the report and authorise its implementation from 1 April 2014;</p> <p>(ii) that agreement be given to an indicative five-year capital budget of £86.3m for stock investment, with the final budget being reported annually to the Executive for approval;</p> <p>(iii) that approval be given to proceed with an initial programme for the development of between 75 and 100 new affordable homes within the HRA estate for let at Affordable Rents with local consultation and scheme development to be managed by Brent Housing Partnership and with the final schemes to be subject to approval by the Executive;</p> <p>(iv) that capital receipts that are realised from the disposal of HRA stock be ring-fenced for the development and acquisition of affordable housing through the HRA subject to annual approval in the capital programme, and that replacement receipts that have arisen from Right-to-Buy sales since April 2012 and that arise in the future, are additionally ring-fenced for the development or acquisition of affordable housing through the HRA;</p> <p>(v) that further examination is made of approaches to maximise the provision of new affordable housing with the intention being to develop one thousand affordable homes, including replacement homes, from 2014-2022, with this including examination of the use of corporate land-holdings, prudential borrowing, the contribution of BHP and relevant partnership arrangements to achieve this, and to report further to the Executive in respect of specific projects in relation to this;</p> <p>(vi) that approval be given to the rent policy set out in the Asset Management Strategy for the period 2014-19 with actual rent increases</p>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

Agenda Item No	Item	Ward(s)	Decision
			<p>being subject to annual approval by the Executive;</p> <p>(vii) that under the HRA prudential borrowing regime, additional HRA borrowing of up to £20.6m be approved, to be used by March 2016.</p> <p>(viii) that it be noted that the responses to the consultation regarding the draft HRA Asset Management Strategy which are set out in Appendix 2 to this report;</p> <p>(ix) that the content of the Equality Impact Assessment which is set out in Appendix 3 to the report be noted.</p>
12.	School Expansion Programme - Phase 2 Permanent Primary School Expansion Works Contract, Preston Manor and Portfolio Update	All Wards	<p>(i) that the update on school place planning and pupil projections be noted;</p> <p>(ii) that the update on the current status of the Temporary Primary School Expansion Programme 2013/14 be noted;</p> <p>(iii) that the update on the current status of the Phase 1 and 2 Permanent Primary School Expansion Programmes be noted;</p> <p>(iv) that authority be delegated to the Strategic Director of Regeneration &amp; Growth in consultation with the Director of Legal &amp; Procurement and the Lead Member for Regeneration &amp; Growth to award the works contracts for the following Phase 2 Permanent Primary School Expansion projects: Harlesden Primary, St Josephs Primary, Wembley High Technology College and Preston Park Primary;</p> <p>(v) that in the event that the current procurement process referred to in paragraphs 3.16-3.24 fails to provide a tender that can be accepted, approval be given to a further procurement process via an open or restricted tender procedure through an OJEU advertisement as set out in Appendix 1, and agreement to the pre-tender considerations for this as set out in Appendix 2;</p> <p>(vi) that the update on the current status of the Phase 3 and 4 Permanent Primary School Expansion Programmes, in particular the inclusion of Islamia Primary School within the Phase 3 expansion</p>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

Agenda Item No	Item	Ward(s)	Decision
			<p>programme be noted;</p> <p>(vii) that the update on the Secondary School Expansion Programme, including the Priority Schools Building Programme and free school be noted;</p> <p>(viii) that the update on the current status of Schools Capital Portfolio including SEN programme be noted;</p> <p>(ix) that authority be delegated to award a services contract for Project Management/Employers Agent services for the Schools Capital Portfolio using a framework to the Strategic Director of Regeneration &amp; Growth in consultation with the Director of Legal &amp; Procurement and the Lead Member for Regeneration &amp; Growth.</p> <p>(x) that the Borough Solicitor be authorised to finalise and complete all required legal documentation in relation to the Phase 2 Permanent Primary School Expansion projects outlined in the report and in relation to the external project manager referred to at recommendation (ix).</p>
<b>13.</b>	Award of Contract for Mail Services	All Wards	<p>(i) that the Council's participation in a collaborative procurement under a framework agreement for contracts for mail services be noted;</p> <p>(ii) that approval be given to the award of a contract for Collection and Delivery of Mail to Royal Mail Group Limited, for a period of two years from 1<sup>st</sup> December 2013 with an option to extend from 1<sup>st</sup> December 2015 to 9<sup>th</sup> August 2016;</p> <p>(iii) that approval be given to the award of a contract for Hybrid Mail to Royal Mail Group Limited, for a period of two years from 1 December 2013 with an option to extend from 1 December 2015 to 9 August 2016.</p>
<b>14.</b>	South Kilburn Regeneration Programme	Kilburn	<p>(i) That the Executive note the progress made on the South Kilburn Regeneration Project as set out in this report.</p>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

Agenda Item No	Item	Ward(s)	Decision
			<p><b>Phase 1b Recommendations</b></p> <p>(ii) That the Executive note the Strategic Director of Regeneration &amp; Growth's proposed amendments to the Development and Sales Agreement with Catalyst Housing Ltd in relation to former Cambridge Court, Wells Court and Ely Court and Bond Hicks Bolton and Wood House (together defined as <b>Phase1b</b>), as set out in section 3 below.</p> <p>(iii) That the Executive authorise recycling the Phase 1b overage payment back into the South Kilburn Regeneration Programme to enable the early acquisition of leasehold interests.</p> <p><b>Site 18 Recommendations</b></p> <p>(iv) Members are asked to note that if the Hybrid Parliamentary High Speed 2 (HS2) Bill (<b>'HS2 Bill'</b>) once laid includes provision for a ventilation shaft on Site 18, that the question as to whether to oppose the HS2 Bill will be put to Full Council.</p> <p><b>Post Office Plus Site Recommendations</b></p> <p>(v) That the Executive delegate authority to the Strategic Director of Regeneration and Growth in conjunction with the Borough Solicitor and the Chief Finance Officer to enter into a Collaboration Agreement with Woodville Properties the landowner of 5-9 Chippenham Gardens and the Post Office site to bring forward a comprehensive redevelopment of 5-9 Chippenham Gardens and the Post Office site with the Council's adjoining land at 4-26 Stuart Road (together defined as the <b>'Post Office Plus Site'</b>) as shown edged red on Plan A at Appendix 1.</p>

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Agenda Item No	Item	Ward(s)	Decision
			<p>(vi) That the Executive authorise the removal of 4-26 Stuart Road as shown edged red on Plan B at Appendix 1, from the South Kilburn Regeneration Programme <b>if</b> the Strategic Director of Regeneration and Growth in conjunction with Borough Solicitor and Chief Finance Officer is unable to agree and enter into a Collaboration Agreement with Woodville Properties in respect of Post Office Plus Site.</p> <p><b>[Recommendations (vii) to (ix) are subject to entering into a Collaboration Agreement with Woodville Properties in respect of the Post Office Plus Site];</b></p> <p>(vii) That the Executive award a contract for a full architectural design team to PRP Architects to lead the design team through to a full planning application (RIBA Stage 3) for the redevelopment of the Post Office Plus Site.</p> <p>(viii) That the Executive authorise the Director of Regeneration and Growth to develop a draft allocation policy for allocating homes to secure tenants living within 4 -26 Stuart Road.</p> <p>(ix) That the Executive authorise the Director of Regeneration and Growth to commence statutory consultation with secure tenants residing in 4-26 Stuart Road on three proposals (i) statutory consultation in connection with seeking approval of the Secretary of State for use of Ground 10A of Schedule 2 to the Housing Act 1985 ("Ground 10A") (ii) consultation on the Council's proposal to make a CPO on properties in 4 -26 Stuart Road that are currently occupied by secure tenants (iii) consultation in connection with the draft allocation policy for allocating homes to secure tenants living within 4 -26 Stuart Road. Officers will report</p>



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			<p>back to the Executive on the outcome of the statutory consultation and may, depending on the outcome of the consultation seek Executive approval to (i) authorise the Director of Regeneration and Growth to seek the Secretary of State's consent to the disposal and development of 4 - 26 Stuart Road for the purpose of Ground 10A, (ii) authorise the final Allocation Policy for 4 - 26 Stuart Road, and (iii) proceed with securing vacant possession of properties within 4 - 26 Stuart Road occupied by secure tenants through negotiation and private treaty and then, if necessary, via possession proceedings based on Ground 10A and CPO.</p> <p><b>Peel Recommendations</b></p> <p>(x) That the Executive note Officers intention, subject to the approval of the Borough Solicitor, to progress procurement of a full architectural design team to develop a hybrid planning application for 8 to 14 Neville Close (all numbers inclusive), 97 to 112 Carlton House, Peel Precinct (together defined as '<b>Peel</b>') as shown edged red on Plan C at Appendix 1 by calling off either the Homes and Communities Agency (HCA) Multidisciplinary Panel or the GLA Architecture and Urbanism Consultants Framework Agreement Panel and report back to the Executive following award of contract.</p> <p>(xi) That the Executive authorise the Strategic Director of Regeneration and Growth to procure a specialist health care provider through an open market tender process to enter into an agreement to take a lease of and manage the South Kilburn Health Centre to be developed within Peel and report back to the Executive to secure approval for award of the contract.</p> <p>(xii) That the Executive approve the Strategic Director of Regeneration</p>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

Agenda Item No	Item	Ward(s)	Decision
			<p>&amp; Growth undertaking a mini competition under the Greater London Authority (GLA) London Development Panel subject to the approval of the Borough Solicitor, to identify a developer partner for the regeneration of Peel and report back to the Executive to secure approval for award of the contract.</p> <p>(xiii) That the Executive agree to set rent levels for the affordable units at Peel once complete, at a rent equivalent to HCA Target Rent Levels.</p> <p>(xiv) That the Executive agree to proceed with securing vacant possession of the properties and commercial units within Peel through negotiation and private treaty and then, if necessary, via possession proceedings based on Ground 10A in relation to the secure tenants and then CPO for all remaining interests.</p> <p>(xv) That the Executive authorise the Operational Director of Property and Projects (where the Operational Director of Property and Projects in conjunction with the Chief Finance Officer considers applicable) to acquire third party interests and rights within Peel as necessary to progress the project by way of negotiation.</p> <p>(xvi) That the Executive authorise the Strategic Director of Regeneration and Growth to seek Secretary of State's consent to appropriate for planning purposes all interests in Peel.</p> <p>(xvii) That the Executive authorise the Strategic Director of Regeneration and Growth to develop a draft allocation policy for allocating homes to secure tenants living within Peel;</p> <p>(xviii) That the Executive agree and authorise the Strategic Director of</p>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

Agenda Item No	Item	Ward(s)	Decision
			<p>Regeneration and Growth to commence statutory consultation with secure tenants residing in blocks earmarked for redevelopment within Peel on three proposals (i) statutory consultation in connection with seeking approval of the Secretary of State for use of Ground 10A of the Housing Act 1985 (ii) consultation on the Council's proposal to make a CPO on properties in Peel that are currently occupied by secure tenants (iii) consultation in connection with the draft allocation policy for allocating homes to secure tenants living within Peel. Officers will report back to the Executive on the outcome of the statutory consultation and may, depending on the outcome of the consultation seek Executive approval to (i) authorise the Director of Regeneration and Growth to seek the Secretary of State's consent to the disposal and development of Peel for the purpose of Ground 10A of the Housing Act 1985, (ii) authorise the final Allocation Policy for Peel, and (iii) proceed with securing vacant possession of properties within Peel occupied by secure tenants through negotiation and private treaty and then, if necessary, via possession proceedings based on Ground 10A and CPO</p> <p><b>Compulsory Purchase Order (CPO) Recommendations</b></p> <p>(xix) That the Executive authorise the acquisition by agreement pursuant to section 227 of the Town and Country Planning Act 1990 and the making of a compulsory purchase order (CPO) pursuant to section 226 of the Town and Country Planning Act 1990 to acquire all non-Council interests (excluding secure tenancies) in the areas shown edged red on Plan C attached at Appendix 1 ('the <b>CPO Land</b>') being Peel respectively together with any new rights which may be required under section 13 of the Local Government (Miscellaneous) Provisions Act 1976 to facilitate the development of the CPO Land in furtherance of the regeneration of Peel</p>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

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			<p>(and such CPO being referred to in this report as "the <b>CPO</b>").</p> <p>(xx) That the Executive authorise the:</p> <ul style="list-style-type: none"> <li>a) Submission of the CPO, once made in respect of the CPO Land, to the Secretary of State for confirmation whilst at the same time seeking to acquire the CPO Land by private negotiated treaty on such terms as may be agreed by the Operational Director Property &amp; Projects</li> <li>b) Operational Director Property &amp; Projects to enter into agreements with and give undertakings to, on behalf of the Council the holders of all interests in the CPO Land or parties otherwise affected setting out the terms for the withdrawal of their objections to the confirmation of the CPO and including the offering back of any part of the CPO Land not required by the Council after the completion of the development at Peel or the acquisition of rights over the CPO Land in place of freehold acquisition, where such agreements or undertakings are appropriate;</li> <li>c) Making of one or more general vesting declarations or the service of Notices to Treat and Notices of Entry (as appropriate) pursuant to the Compulsory Purchase (Vesting Declarations) Act 1981 and the Compulsory Purchase Act 1965 respectively should the CPO be confirmed by the Secretary of State or otherwise;</li> <li>d) Serving of all requisite notices on the holders of the CPO Land relating to the making, confirmation and implementation of</li> </ul>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

Agenda Item No	Item	Ward(s)	Decision
			<p>the CPO;</p> <p>e) Operational Director Property &amp; Projects to remove from the CPO any plot (or any interest therein) no longer required to be acquired compulsorily for the Scheme to proceed and to amend the interest scheduled in the CPO (if so advised) and to alter the nature of the proposed acquisition from an acquisition of existing property interests to an acquisition of new rights (if so advised);</p> <p>f) Operational Director Property &amp; Projects within the defined boundary of the CPO Land, to acquire land and/or new rights by agreement either in advance of the confirmation of compulsory purchase powers, if so advised, or following the confirmation of compulsory powers by the Secretary of State;</p> <p>g) Operational Director Property &amp; Projects, if so advised, to seek to acquire for the Council by agreement any interest in land wholly or partly within the boundary of the CPO Land for which a valid blight notice has been served.</p> <p><b>General Recommendations</b></p> <p>(xxi) That the Executive delegate authority to the Operational Director Property and Projects (where the Operational Director of Property and Projects in conjunction with the Chief Finance Officer consider applicable) to acquire third party leasehold interests, as necessary in Phase 3 and Phase 4 to progress the regeneration programme, at market value by way of negotiation including any compensation amounts properly payable up to a total value equivalent to the overage payment value set out at Appendix 2.</p>

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

<b>Agenda Item No</b>	<b>Item</b>	<b>Ward(s)</b>	<b>Decision</b>
			(xxii) That the Executive authorise the Strategic Director of Regeneration and Growth to develop a Local Lettings Policy for allocating homes within South Kilburn and to undertake any consultation legally required in relation to the Local Lettings Policy.
<b>15.</b>	South Kilburn Regeneration Decentralised Energy Project	Kilburn	<p>(i) that the progress made on the South Kilburn Decentralised Energy System Project be noted;</p> <p>(ii) that approval be given to the Strategic Director of Regeneration and Growth to undertake a competitive procurement procedure (similar to the Competitive Dialogue procedure (as set out in the Public Contracts Regulations 2006) to procure an Energy Supply Company ('<b>ESCo</b>') to deliver the Project;</p> <p>(iii) that approval be given to the evaluation criteria as set out in this report which will form the basis for evaluation of the bids and the ultimate selection of the ESCo to deliver the Project. Further, that the Executive approves the Strategic Director of Regeneration and Growth to develop the detailed evaluation methodology and respective weightings to be applied to the evaluation criteria, within the parameters of the evaluation criteria set out in this report, prior to recommencement of the procurement process.</p> <p>(iv) that a consultancy contract be awarded to Parsons Brinckerhoff Ltd to project manage the delivery of the project, advise on and provide commercial and strategic financial advice in respect of the project.</p>
<b>16.</b>	Mid-year treasury report 2013/14	All Wards	that the 2013/14 mid-year Treasury report as also submitted to the Council and Audit Committee be noted.
<b>17.</b>	Reference of item considered by Call in Overview and Scrutiny Committee (if any)		

**London Borough of Brent – Summary of Decisions taken by the Executive on Monday 11 November 2013 (continued)**

<b>Agenda Item No</b>	<b>Item</b>	<b>Ward(s)</b>	<b>Decision</b>
18.	Any other urgent business		
19.	Exclusion of Press and Public		
20.	Deputation - HRA Asset Management Strategy		
21.	Order of business		