

## Notice of NON KEY Executive Decision containing exempt information

This Executive Decision Report is part exempt, and Appendix A is not available for public inspection as it contains or relates to exempt information within the meaning of paragraph 3 of Schedule 12A to the Local Government Act 1972. It is exempt because it refers to financial and business affairs of the Tenant and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

<b>Subject Heading:</b>	<p><b>Subject Property:</b> Europa Centre, The Walk, Hornchurch, RM11 3TL (“the Property”)</p> <p><b>Event:</b> Licence for Alterations</p>
<b>Decision Maker:</b>	Mark Butler - Assistant Director of Regeneration & Place Shaping
<b>Cabinet Member:</b>	Councillor Paul McGeary – Cabinet Member for Housing and Property
<b>SLT Lead:</b>	Neil Stubbings - Strategic Director of Place
<b>Report Author and contact details:</b>	<p>London Borough of Havering (LBH)          Luke Kubik          Estates Surveyor          Property Services          Town Hall          Main Road          Romford          RM1 3BD</p> <p>Tel: 01708 434 176          E: <a href="mailto:luke.kubik@havering.gov.uk">luke.kubik@havering.gov.uk</a></p>
<b>Policy context:</b>	Asset Management Plan
<b>Financial summary:</b>	The financial aspects for the transaction are detailed in the <u>EXEMPT Appendix A</u> to this Report

**Non-key Executive Decision**

<b>Relevant Overview &amp; Scrutiny Sub Committee:</b>	Place
<b>Is this decision exempt from being called-in?</b>	<b>The decision will be exempt from call in as it is a Non key Decision</b>

**The subject matter of this report deals with the following Council Objectives**

- People - Things that matter for residents ( )
- Place - A great place to live, work and enjoy (x)
- Resources - A well run Council that delivers for People and Place (x)

## Non-key Executive Decision

### Part A – Report seeking decision

#### **DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION**

To approve the tenants proposed alterations. The lease allows the alterations to be made under clause 24 of the lease with the landlord's permission.

#### **Recommendation**

It is recommended that the Council approves the alterations, the Estates Surveyor, LBH - Property Services will instruct legal to draw up a licence for alterations.

#### **Decision**

Formal authority is hereby given to approve the alterations, the Estates Surveyor, LBH - Property Services is to instruct legal to draw up the licence for alterations.

#### **AUTHORITY UNDER WHICH DECISION IS MADE**

Havering Council's Constitution Part 3.3 scheme 3.3.5 (2<sup>nd</sup> April 2024 - current)

8.1 To be the Council's designated corporate property officer, responsible for the strategic management of the Council's property portfolio, including corporate strategy and asset management, procurement of property and property services, planned and preventative maintenance programmes, property allocation, security and use, reviews, acquisitions and disposals, and commercial estate management.

#### **STATEMENT OF THE REASONS FOR THE DECISION**

The Property is leased to the tenant for a term 5 years commencing on 2 September 2024 and is contracted out of the security of tenure provisions of the Landlord & Tenant Act 1954. The Property is used for educational services only.

The tenant is proposing to build a new external pathway, a new gate in the fence for better emergency access and to install a new kitchen. The proposed alterations are non-structural in nature.

The lease permits alterations to be made under clause 24 of the lease provided that the Council's consent is provided. Planning permission and building control approval are not required for the proposed works. A plan and method statement has been provided by the tenant and the client department (Education and Starting Well) has approved the alterations.

**Non-key Executive Decision**

**OTHER OPTIONS CONSIDERED AND REJECTED**

Option: Not to agree to the non-structural alterations.  
Rejected The lease allows for non-structural alterations and the client department (Education and Starting Well) has approved the works.

**PRE-DECISION CONSULTATION**

None

**NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Luke Kubik  
Designation: Estates Surveyor  
Signature:



Date: 7 January 2026

## Part B - Assessment of implications and risks

### **LEGAL IMPLICATIONS AND RISKS**

Pursuant to clause 24 of the lease, the tenant is permitted to undertake non-structural alterations to the Property provided that the Council's written consent is obtained, such consent not to be unreasonably withheld or delayed. The tenant has provided the plans and method statement to the respective client department for approval and clearance for the works has been given. In order to record the consent and the works to be undertaken, the report recommends that a licence for alterations be prepared.

The Council has a general power of competence under Section 1 of the Localism Act 2011, which gives the power to do anything an individual can do, subject to any statutory constraints on the Council's powers. The recommendation in this report is in keeping with this power.

### **FINANCIAL IMPLICATIONS AND RISKS**

The tenant has agreed to pay the Council's legal and surveyors fees for drawing up the licence for alterations.

### **HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)**

No Human Resources implications and risks have been identified.

### **EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have 'due regard' to:

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

**Non-key Executive Decision**

An EqHIA (Equality and Health Impact Assessment) is usually carried out and on this occasion this isn't required.

The Council seeks to ensure equality, inclusion, and dignity for all in all situations.

There are no equalities and social inclusion implications and risks associated with this decision.

**ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

No Environmental and Climate Change implications identified.

**BACKGROUND PAPERS**

None

**APPENDICES**

<b>Appendix A:</b>	Licence for Alterations Summary	Exempt
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**Non-key Executive Decision**

**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

**Details of decision maker**

Signed 

Name: Mark Butler

Position: Assistant Director of Regeneration & Place Shaping

Date: 08/01/2026

**Lodging this notice**

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_