

## Notice of NON KEY Executive Decision containing exempt information

This Executive Decision Report is part exempt and Appendices A is not available for public inspection as it contain) or relates to exempt information within the meaning of paragraph 1 and 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>	<b>Subject Property:</b> 39a High Street Romford, Essex RM1 1JL (“the Property”) <b>Event:</b> New Lease Agreement
<b>Decision Maker:</b>	Mark Butler - Assistant Director of Regeneration & Place Shaping
<b>Cabinet Member:</b>	Councillor Paul McGeary – Cabinet Member for Housing & Property
<b>SLT Lead:</b>	Neil Stubbings - Strategic Director of Place
<b>Report Author and contact details:</b>	Dale Wilkins Commercial Property Manager Property Services Town Hall Main Street Romford RM1 3AR Tel: 01708 433 669 E: <a href="mailto:dale.wilkins@havering.gov.uk">dale.wilkins@havering.gov.uk</a>
<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
<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 ( )

### Part A – Report seeking decision

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

To approve the grant of a new lease as per the detail below and in Appendix A

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

Havering Council's Constitution Part 3.3.5 (2 April 2024 - current)

#### **Specific powers of the Strategic Director of Place**

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.

The above powers are the subject of a sub-delegation to the Assistant Director, Regeneration & Place Shaping.

8.6 To dispose of any Property of asset of the Council provided that the value of the Property or asset is less than £1,000,000. The delegation is subject to the following requirements:

- a) complying with the Code of Practice on the Disposal of Surplus Property
- b) in cases where the Cabinet has already approved the principle but not the terms of a Property disposal without the invitation of competitive bids, the provisionally agreed terms of any disposal exceeding £1,000,000 shall be reported to Cabinet for approval before the transaction is concluded
- c) in cases that have not been the subject of competitive bids but are below £1,000,000 in value, the provisionally agreed terms of disposal shall be reported to the Strategic Director of Resources, before the transaction is concluded
- d) complying with relevant Council policy on Property transactions (e) referring a matter for Member decision

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

The property forms part of a secondary retail parade of Local Authority shops fronting High Street and within easy walking distance of the town centre's prime retail pitch.

The Property is held on a contracted-out lease which expired on the 28<sup>th</sup> October 2025.

External property consultants were recently instructed to provide valuation advice of the Property with new lease terms agreed as detailed in the appendices, noting that the new rent is in excess with the valuation advice.

#### **Recommendations**

It is recommended that the Council agrees to Property Services instructing external solicitors to prepare a new lease agreement as set out in the appendices.

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### **OTHER OPTIONS CONSIDERED AND REJECTED**

Option: Do nothing - Not to proceed with the recommendations detailed above.

Rejected A do-nothing option should be rejected. The new lease will generate additional rental income for the Council, during the lease term.

### **PRE-DECISION CONSULTATION**

The Commercial Property Manager has been in dialogue with the Property consultants representing the Council in this matter to agree final lease terms.

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

Name: Dale Wilkins

Designation: Commercial Property Manager

Signature:

Date:

## **Part B - Assessment of implications and risk**

### **LEGAL IMPLICATIONS AND RISKS**

### **FINANCIAL IMPLICATIONS AND RISKS**

The new lease will generate additional rental income for the Council, during the lease term. The costs associated with drawing up the new agreement will be paid for from existing budgets.

### **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;

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- (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.

An EqHIA (Equality and Health Impact Assessment) is usually carried out when a proposed or planned activity is likely to affect staff, service users, or other residents.

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**

Appendix A – Heads of Terms

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**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: 01/04/2026

**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 \_\_\_\_\_