

## 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>	<p><b>Subject Property:</b> 41-43 Tennyson Road, Harold Hill, Romford ESSEX RM3 7AH (“the Property”)</p> <p><b>Event:</b> Licence to Alter</p>
<b>Decision Maker:</b>	Mark Butler – Assistant Director of Regeneration & Place Shaping
<b>Cabinet Member:</b>	Councillor Paul McGeary – Cabinet Member for Property & Housing
<b>SLT Lead:</b>	Neil Stubbings - Strategic Director of Place
<b>Report Author and contact details:</b>	<p>London Borough of Havering (LBH) Helen Gardner Senior Estates Surveyor Property Services Town Hall Main Road Romford RM1 3BD</p> <p>Tel: 01708 434123 <a href="mailto:helen.gardner@havering.gov.uk">helen.gardner@havering.gov.uk</a></p>
<b>Policy context:</b>	Asset Management Plan

**Non-key Executive Decision**

<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>	The decision will be exempt from call in as it is a Non-Key Decision

**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

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

To note the exercising of delegated authority by the appropriate property officer to instruct the Council's legal team to prepare the licences to alter as per the details in Appendix A.

### 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

#### **Background**

The Property has recently been assigned to the tenant who is making improvements and updates to the Property. To utilise the space efficiently they wish to enlarge the existing opening of a non-load bearing wall, between the units. They have employed a structural engineering company who have applied for and received Building Control approval to the alterations as detailed in the attached plans.

Under the terms of the lease, the tenant is permitted to carry out non-structural alterations with landlord's consent, which cannot be unreasonably withheld. We believe that these works will benefit the units trading operation and that they will be carried out in a proper and workmanlike manner and therefore have no hesitation in recommending that these alterations are approved by way of a licence to alter.

#### **Recommendations**

It is recommended that the Senior Estates Surveyor, London Borough of Havering - Property Services, instructs the Legal Department to prepare and complete the Licence to Alter in respect of the works detailed in the attached and in Appendix A.

### OTHER OPTIONS CONSIDERED AND REJECTED

**Non-key Executive Decision**

Option: Not to approve the alterations.

Rejected: There is no good reason not to approve these works as they will benefit the tenant's trading operation and are permitted under the lease.

**PRE-DECISION CONSULTATION**

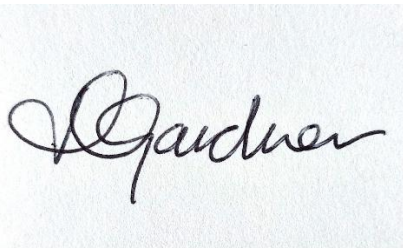
None

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

Name: Helen Gardner

Designation: Senior Estates Surveyor

Signature:

A photograph of a handwritten signature in black ink on a light blue background. The signature is written in a cursive style and reads "H. Gardner".

Date: 5/05/26

## Part B - Assessment of implications and risks

### **LEGAL IMPLICATIONS AND RISKS**

The recommendation of this report requires the Council to a licence to alter in accordance with the terms stipulated in Appendix A.

Clause 12.2 of the lease, provides that the tenant may make non-structural alterations to the Property with the landlord's consent.

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.

### **FINANCIAL IMPLICATIONS AND RISKS**

The tenant will be responsible for paying the Councils legal and surveyors fees.

There are no known material financial implications or risks to the Council

### **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.

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

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

There are not 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** Licence to Alter - Exempt

**Non-key Executive Decision**

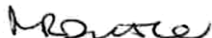
**Part C – Record of decision**

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**

Agreed

**Details of decision maker**

Signed 

Name: Mark Butler

Position: Assistant Director of Regeneration & Place Shaping

Date: 08.05.2026

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