

Self-Assurance Checklist for Engagement with relevant parties

Report Title:

Dollis Valley Regeneration Project – Lease-back from Countryside to LBB and the grant of a lease to Valley Preschool (or other party) on the Terrapin Building

Author: Peter Bays

Director: Lesley Meeks

Consulted	Name	Date	Comments – if any
Governance Champion	Paul Shipway		
Governance Service Lead	Maria Lugangira	16/1/14	
Finance	Bharat Jashapara	16/1/14	
HR Business Partner			No HR Issues identified
Strategic Procurement			No procurement Issues identified
HB Public Law	Matthew Adams	16/1/14	
Policy & Partnerships			No Policy and Partnership issues identified
Equalities & Diversity			No Equality and Diversity Issues identified
Senior Management Team	Martin Cowie	17/1/2014	
Delivery Board			
Member Body			
Head of Department	Tony Westbrook	17/1/14	

Property Services Manager	Judith Ellis	16/1/14	
---------------------------	--------------	---------	--

This document should be saved and kept as an audit trail along with advice received for the preparation of the report

TITLE	Dollis Valley regeneration project – Lease-back from Countryside to LBB and the grant of a lease to Valley Preschool (or other party) on the Terrapin Building
DATE OF DECISION	
DECISION TAKER	Lesley Meeks
SUMMARY OF DECISION	<p>Decision</p> <ol style="list-style-type: none"> 1. To approve the Council entering into a lease for a term of 3 years at a peppercorn from Countryside Properties Limited for the Terrapin Building shown outlined in red on the attached plan. 2. To approve the Council entering into a lease with the Valley Preschool (or such other party operating the setting) for a term of three years, subject to break options, on the terms set out below. <p>Background</p> <p>The Council is currently working with development partners, L&Q Countryside on the delivery of the first phase of the Dollis Valley Regeneration Scheme and has an obligation to hand over the land for the first phase with vacant possession. This includes the building currently occupied by the Valley Preschool.</p> <p>The setting was founded in the 1970 and offers 20 free places, run on a not for profit basis. The Preschool will move into a permanent setting in the first phase but it has been necessary to relocate it for a period of around a year into a vacant building in Rossiter Fields known as the Terrapin Building shown outlined in red on the attached plan.</p> <p>The lease on the existing space has been terminated and the preschool surrendered the building to the Council when relocated on 5th September. The old setting is now being demolished.</p> <p>The Preschool previously paid a rent of £1,365 per annum exclusive of outgoings and the agreement is that that the</p>

	<p>Council will grant them a new lease of a similar area in the Terrapin Building on substantially the same terms as the old lease.</p> <p>The new lease will be for a term of 3 years (from August 2013), excluded from security of tenure provisions of the Landlord and Tenant Act 1954 subject to landlord's break options effective in the Christmas school holiday 2014, spring half term, Easter school holiday 2015 and summer half term 2015 to allow flexibility to move the school outside of term time in line with the development program.</p> <p>As the move is required by LBB the Council will be required to meet the Preschool costs for the move and the lease for which a budget of £2,500 has been allowed.</p> <p>The Terrapin Building is substantially larger than the space needed for the Preschool so alteration works to the interior have been completed to create a suitable space utilising approximately 50% of the total area. It would be impractical to let the remaining space to a separate occupier so there will be a shortfall in recovery of the business rates and possible maintenance costs collected from the Preschool which will be a cost to the regeneration project.</p> <p>There are a number of governance and operational issues with Valley Preschool and, if these cannot be resolved it may be necessary for the setting to be operated by another party. If so, in order to maintain the pre-school provision, the Council will grant the lease to another operator on the same terms.</p> <p>The Terrapin Building has been empty for some time and forms part of the first development phase to be included in the phase 1 building lease to Countryside so will be necessary for the Council to enter into a leaseback of the Terrapin Building from Countryside, at a peppercorn rent, to enable the Council to grant of the lease to the Pre-school.</p>
<p>SELF-ASSURANCE COMPLETE AND STATEMENT PROVIDED</p>	
<p>AUDIT TRAIL OF DECISION – RETAINED AND WHERE?</p>	<p><u>DPR Terrapin Building lease from Countryside and lease to Valley Pre Jan14</u></p>

DECISION TAKER'S STATEMENT

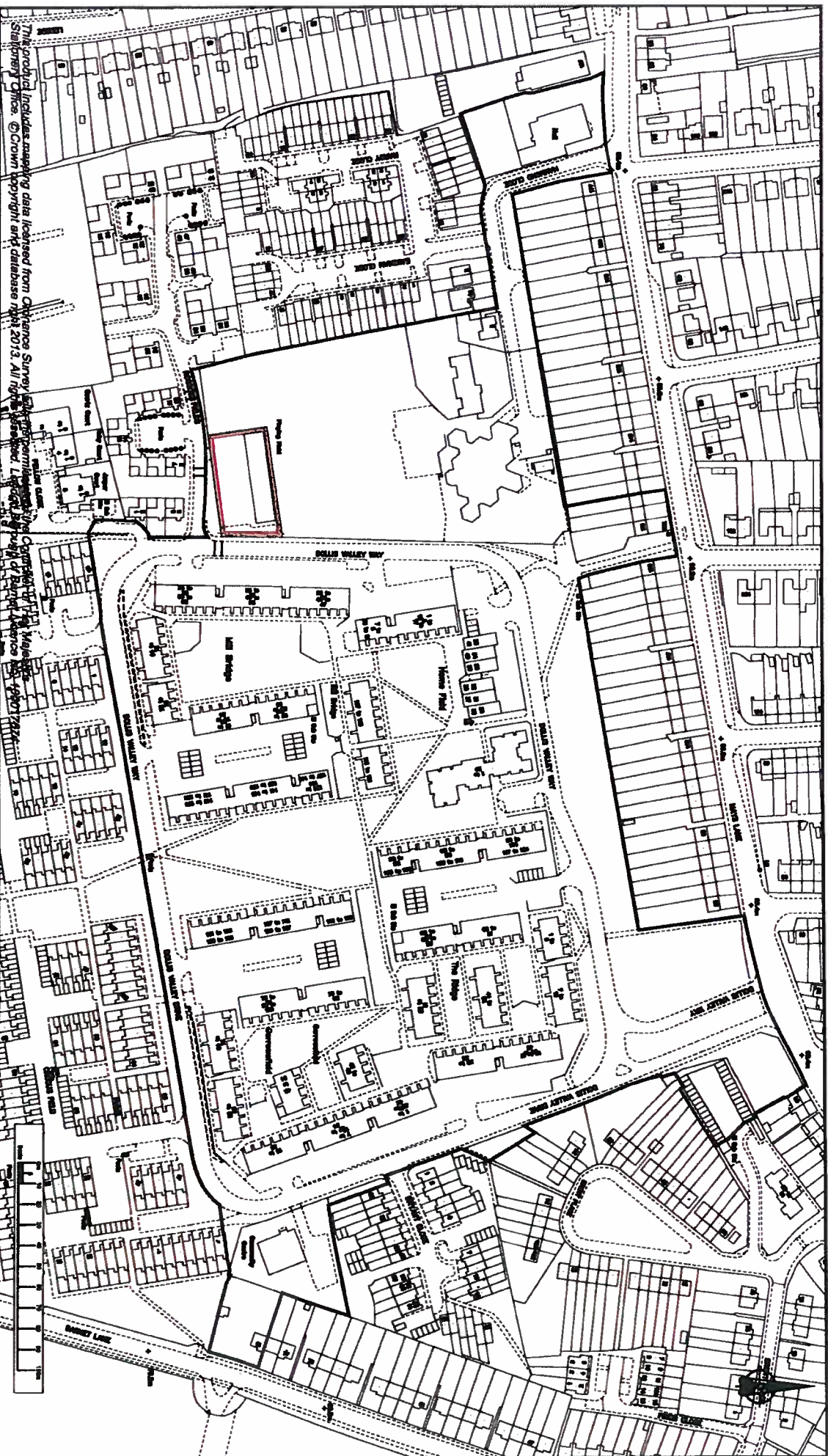
I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.

Signed SP Meek

Designation AD Commercial

Date 21 Jan 14

Note: This statement is an understanding that the decision taker has fulfilled their duty to provide relevant and accurate information and has included senior management team sign off. In producing this self-assurance statement it is the responsibility of the decision maker to ensure that support services are consulted, at the appropriate time, as to what should be included in the report from a legal, finance, equalities and policy perspective and the level of detail.



This product includes mapping data licensed from Ordnance Survey, and is a Crown Copyright work. All rights reserved. Crown Copyright. © Crown Copyright and database right 2013. All rights reserved. Licence: Ordnance Survey Licence for the Mapping and Location Services. Licence reference: 100077747.

Initiated by	SCHEME: DOLLS VALLEY ESTATE	
Drawn by K.E.B.	Development & Regulatory Service (DRS) Dolls Valley Regeneration Site Plan	
Checked by	TITLE: COMPULSORY PURCHASE ORDER (S) BOUNDARY LINE	BARNET LONDON BOROUGH
Date 17/07/13	DRAWING No. 236772F (CPO-PLAN)	
Scales	London Borough of Barnet, North London Business Park, Oakleigh Road South, New Southgate, London, N11 1NP. Tel. 020 8359 2000	