Jan 28 04

APPL

Patel, Sonal

From: [redacted]
Sent: 28 January 2004 09:34
To: [redacted]
Cc: [redacted]
Subject: FW: CERC Open Day 14th Feb
Attachments: bill2003(2).doc

Importance: High

[redacted]

Regarding the request from [redacted] (see below), use of The Cube on 14.2.2004 was of course discussed At the Board meeting last Friday (23.1.2004). The relevant extract of the draft Minutes reads as follows:

"[redacted] said that MF Outreach is also seeking free use of The Cube on 14 February 2004. The Board noted this, but pointed out that a policy on allowing rent free use had already been established, and an application for space was therefore required so that it could be considered by the Client Team and the Property Manager.

[redacted] asked the Secretary to confirm [redacted] and to [redacted] the Board's position in relation to proposed use of The Cube on 14 February 2004 and the requested 3 month licence."

The same point (application process / policy on free space) will of course apply to use of areas other than The Cube if they are required by MFCDT or MF Outreach for use on 14.2.2004.

Would you liaise with [redacted] with a view to an application for space being processed and any Licence to Occupy put in place.

I will reply to that effect to [redacted] and will copy my email to you.

Regards

[redacted]

-----Original Message-----
From: [redacted]
Sent: 28 January 2004 09:21
To: [redacted]
Cc: [redacted]
Subject: Re: CERC Open Day 14th Feb
Importance: High

<<bill2003(2).doc>> Dear All,

Firstly, apologies for being unable to attend Friday's Regen Trust Board meeting. You may recall that at one of the previous meetings it was mooted that there be an open day sometime soon to promote the CERC. I also felt that the Trust needed to have a similar event to promote the work of the programme and to try to combat some of the negative press of late. Therefore, we proposed to the Trust at last weeks Board meeting that we have a Community Open Day on Saturday, 14th February. The purpose is to give the residents and potential tenants an opportunity to see the building and the types of activities that are

taking place. We hope to get as many of the tenants as possible to attend the event as well as have exhibitions and axhibits from some of the other Trust funded projects. The timing of the event also fits well with the launch of the Trust community elections and allows us to get community input to the future programme priorities and plans.
Therefore, if Regen Trust Board members are happy with this approach I propose that I get my staff team to liaise directly with [redacted] and his team to ensure that we meet all necessary requirements and take the appropriate measures on the day. Ideally we would require access to the factory floor and the large vacant space upstairs (the red area).
I hope to arrange a meeting soon to get input and ideas from both Regen and MF Trust Directors and interested residents etc so please let me know if any of you would like to be involved or if there is anything in particular you would like to suggest in the way of exhibitions etc.
I look forward to hearing from you. Regards, Ann On Mon, 19 Jan 2004 15:14:16 -0000 [redacted] wrote:
Dear All,
>
> Please find enclosed the Agenda, together with documents referred to
> in the list annexed to the Agenda.
> <<Agenda.doc>>
> Regards,
> [redacted]
> Sec to [redacted]
>
> <<Regen-Directors12-12-03.doc>> <<Initial Letter.doc>> <<The regen
> comm trust.doc>> <<07 Dec03 Jan 04 Site Management Report.doc>>
> <<MFCDT Lease.DOC>> <<Renewals.doc>> <<DRAFT ADVERT.doc>>
> <<Coulters 2003 budget revised Dec 03.xls>> <<Notice-AGM.doc>>
> <<bill2003(2).doc>> <<DATES FOR MEETING.doc>>
>
>
> [redacted]
>
> Tel [redacted]
> Fax
>
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>
> [redacted] regulated by the Law Society.
>

Patel, Sonal

From: [redacted]
Sent: 28 January 2004 14:52
To: [redacted]
Cc: [redacted]
Subject: Draft report to R&C 12.02.04

2004.02.12 report on MFCDT.ECO...

[redacted] Regeneration tells me that there is a special meeting of the Board called for Monday to consider referring the issues about the ECOTEC report to scrutiny. Were you aware?
[redacted]

AGENDA ITEM

COMMITTEE: REGENERATION AND CITIZENSHIP SCRUTINY

DATE: 12TH FEBRUARY 2004

SUBJECT: REQUEST FOR A TOPIC TO BE SCRUTINISED

REPORT BY: DIRECTOR OF SCRUTINY

CONTACT OFFICER: [redacted] 546073

IMPLICATIONS:

LEGAL	COMMUNITY SAFETY
EQUALITIES	ENVIRONMENT
FINANCIAL	CONSULTATIONS
STAFFING	OTHER

WARDS AFFECTED: [redacted]

PURPOSE

The purpose of this report is to ask the committee to consider a request for a particular subject to be scrutinised.

RECOMMENDATION(S)

Regeneration and Citizenship Scrutiny Committee is recommended to decide whether or not to accede to the request.

BACKGROUND

At the meeting on 11th September 2003 I reported orally that I had received a letter from Glenn Jenkins of Marsh Farm Outreach asking the Committee to look at the way in which consultants (ECOTEC) had been engaged to report on the Marsh Farm Community Development Trust, the content of their report and the way in which it had been used by the Council. The minutes of the meeting include the following note of the committee's consideration of that request.

> "The Director of Scrutiny reported to the Committee that he had received a letter from Glen Jenkins of Outreach Marsh Farm. The Chair advised that it was not

in the committee's remit to look at individual projects but would look at the way forward for the whole project and what the Council could do to move the whole project on.

The Chair advised Glen Jenkins to write to the Marsh Farm Board with his observations and the Board could in turn write to the Executive if they so wished and the matter could subsequently be scrutinised.

The Chair explained that, whilst it was not appropriate for the sub-committee to consider an individual case, Glen Jenkins was invited to make a statement as a resident of Marsh Farm. Glen Jenkins expressed concern that his letter had not been made available to the Committee before the meeting and that as a result they were unable to discuss the matter.

The Director of Scrutiny indicated that he had not circulated Mr Jenkins' letter to Members as it contained allegations about Officers and it was inappropriate for those allegations to be made public by the Council.

Mr Jenkins was still dissatisfied and continued to express his concern.

A Member reiterated that whilst the Committee were considering how regeneration projects worked generally, it was not appropriate to consider an individual case. Instead the Committee needed to find a way forward for the Marsh Farm project in its entirety. Mr Jenkins was advised that any formal complaint could be dealt with under the Council's complaints procedure.

Mr Jenkins was not satisfied with the Committee's reasons for not considering the content of his letter that evening. Members reiterated that the formal complaints procedure was a more appropriate process for Mr. Jenkins to raise his concerns.

Resolved: That the report be noted."

REPORT

I have recently received a further request from Mr Jenkins to place the ECOTEC investigation on the committee's agenda. Mr Jenkins says that the Board of the Marsh Farm Community Development Trust has "voted to pursue this matter with the Scrutiny Committee". I understand that, at the time of writing this report, the Board had not considered the matter but that it is due to be considered at a special meeting on Monday 2nd February and I will report orally at the meeting.

PROPOSAL/OPTION

The Committee could agree to look specifically at the matters raised by Mr Jenkins, it could decide to incorporate the issues he has raised in their ongoing monitoring of the progress made by the Trust or it could adhere to the previous view set out above.

LIST OF BACKGROUND PAPERS
LOCAL GOVERNMENT ACT 1972, SECTION 100D

Minute 30/2003 of the meeting on 11th September 2003.

[redacted] ✓

Patel, Sonal

From: [redacted]
Sent: 03 March 2004 14:43
To: [redacted]
Subject: FW: The Regeneration Community Trust
Attachments: Regen-Directors23-01-04.doc; 08 Jan Feb 04 Site Management Report.doc; Management & Lettings Policy(Jan04).doc; 02 2003 budget v expenditure Feb 04.xls; CERC 2004 budget.xls; DATES FOR MEETING.doc

[redacted]
For filing - electronic & hard copies

Thanks

-----Original Message-----
From: [redacted]
Sent: 27 February 2004 15:45
[redacted]
Subject: The Regeneration Community Trust

From: [redacted]

To: See address list above

Also By Post to :
[redacted]

And :
MFCDT - [redacted]

Documents :

<<Regen-Directors23-01-04.doc>> <<08 Jan Feb 04 Site Management Report.doc>> <<Management & Lettings Policy(Jan04).doc>> <<02 2003 budget v expenditure Feb 04.xls>> <<CERC 2004 budget.xls>> <<DATES FOR MEETING.doc>> Dear All :

Attached please find the Agenda and documents for next week's Meeting of the Trust.

Regards,
[redacted]

this email and any document created by us will be and remain vested in us and will not be transferred to you or any other party.

A list of the names of the Partners of this firm is open to inspection at the above address.

Griffith Smith is regulated by the Law Society.

Minutes of a Meeting of the Board of Directors of

THE REGENERATION COMMUNITY TRUST

held at The Community Enterprise & Resource Centre
Northwell Drive, Luton at 2.00 pm on Friday, 5 March 2004

Present: [redacted]

In attendance : [redacted]

[Items 1 – 3 & 5]

[Items 6.2 – 12]

[Items 1 – 6.2]
[Items 6 – 12]

---

1. ATTENDANCE / APOLOGIES / CHAIR OF MEETING

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

2. APPROVAL OF MINUTES OF THE MEETING 23 JANUARY 2004

The Secretary said that on page 4 of the Minutes under the heading "Rent-free Space" in the third line "specially" should be "specifically". Sue Frost said that on page 6 under item 6.4 (The Cube) in the fourth and fifth paragraphs references to the Cube should have been to the whole building, and in the fourth paragraph the reference to MF Outreach should have been to MFCDT.

Subject to those amendments, the Minutes were approved by those present as a true record. Trevor Adams had chaired that meeting and it was agreed that the Secretary should arrange for him to sign the Minutes.

3. MATTERS ARISING FROM MINUTES OF THE MEETING ON 23 JANUARY 2004 (not otherwise on the Agenda) :

(3-10.1) **Directors' and Officers Insurance :** The Secretary confirmed that the insurance application forms had been signed by Trevor Adams and that they had subsequently been sent to the Council for submission to the insurers.

(4) **'Ninth Director' :** Jackie Jefferson asked about the position on the appointment of a ninth Director. The Secretary said that as decided at the last meeting, he had written to Dave Crean, Chair of MFCDT, on 28 January with copies of all relevant correspondence with a view to seeking confirmation of MFCDT's understanding of the position. However, he had not yet received a response.

Sue Frost said that she had consulted colleagues at Government Office who were clear that there was never to be a majority of resident Directors on the Board. Jackie Jefferson referred to discussions held with Caroline Bowdler on this issue when the Funding Conditions were considered. However, it was agreed that the next step was for Dave Crean to respond to the Secretary's letter.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

6.2 REPORT FROM NPS

The Board noted the position regarding the visit to the CERC of the Building Control Officer. [redacted] indicated to the Board areas where compartmental walls are required. He emphasised that fire escape routes are required to be through fire corridors leading to external doors. He said that where an occupier requires significant space which results in compartmental walls and fire escape routes being an issue, the responsibility for the relevant planning application and cost of works will rest with the occupier. [redacted] stressed the importance of this responsibility being clear in guidance issued to prospective occupiers. [redacted] confirmed that the application for temporary general change of use had been submitted to the Council in December, and he said that a decision on this was expected later in March.

[redacted] *joined the meeting at this point]*

Regarding the incident referred to in NPS's Report where a child had been bitten by a tenant's dog, [redacted] said that no formal complaint had been received from the parents of the child. He said that he had been assured on the telephone by the tenant that the dog will not in future be brought into the buildings. He said that the had been aware of the dog's presence at weekends when the tenant was apparently concerned about security and felt more comfortable having the dog with her, but he had not been aware that the dog had been in the building on weekdays. The incident had occurred on a weekday. However, he said that he was aware that other dogs were from time to time brought into the building.

Board Members stressed the importance of managing such risks. They were also concerned to hear that children were still found to be in parts of the building unaccompanied. [redacted] said that the new reception and security arrangements will prevent access to the building except from Reception. However, he added that in the Summer external doors from the canteen, MF Outreach office and the loading bay are often kept open. It was part of the

*security proposal to erect a fence which will restrict access to those areas. He went on to express concern over MFCDT's management of Reception. [redacted] said that this criticism of MFCDT was unfair since in providing a reception service MFCDT was acting beyond its responsibility, as it is not responsible for areas other than its own area. [redacted] added that the security guard is often required by occupiers to open external fire doors when this is simply to allow smokers to stand outside. He said that a smoking area had now been created as part of the canteen which had been partitioned. [redacted] apologised for the criticism of MFCDT : he had meant that the Reception at the building was not currently meeting security requirements, but the new reception and security arrangements should improve the position. [redacted] agreed this.

[redacted] asked when the new Reception area would be ready for use. [redacted] said that approval of budget and proposed works was required. He was proposing that a security guard would be present at Reception on weekdays from 8am to 8pm. This security guard would be an additional post to the present Security Guard. He confirmed that the contractor providing security at the Purley Centre has been invited to tender for security services.

[redacted] said that MFCDT propose to locate their Receptionist to the new CERC Reception. [redacted] said that security arrangements including CCTV will be located at the CERC Reception.

[redacted] asked whether there would be any significant change to the current position before the next meeting. [redacted] said there would not since the tender process would not be completed with a new security contractor appointed until May or June.

[redacted] asked about the position on lettings [redacted] said that the most significant new proposed letting was to the Primary Care Trust. A lease of office space was currently being negotiated. The offices would be used by two nursing teams.

[[redacted] left the meeting at this point.]

6.3 [redacted]

[redacted]

6.4 [redacted]

[redacted]

6.5 THE CUBE

Referring to the position as shown in the Minutes of the last meeting, the Secretary said that he had not yet received from MFCDT the justification for the 3 month rent free licence.

[redacted] told the Board that any rent free use would still attract liability for rates. [redacted] suggested that there should be budget provision for rates for space allocated for occasional use, but added that an application could be made for 100% rate relief, even though the owner is not a charity. It was agreed that since most of the building is now in at least occasional use, the rates issue should be resolved. It was agreed that [redacted] and [redacted] should liaise to explore this further.

7. FINANCE REPORT

[redacted]

8. BUDGETS FOR 2004/2005

[redacted]

9. TRAINING FOR DIRECTORS

10. CHARITY REGISTRATION

11. ANY OTHER BUSINESS

11. DATE OF NEXT MEETING

.....

CHAIR

Patel, Sonal

From: [redacted]
Sent: 23 March 2004 12:38
To: [redacted]
Subject: RE: Marsh Farm Community Development Trust

I can confirm that [redacted] is currently employed as an Outreach Worker for Marsh Farm Outreach Ltd. The company is based at the Coulters Building in Marsh Farm and was set up to deliver specific activity under the New Deal programme.

A lady called [redacted] handles the payroll there. She can be contacted on 512555 although I suspect that she will not be happy with me passing on her name.

I cannot see anything on my records for [redacted]

One final thought, have you checked with housing/housing benefit or do you have home contact addresses.

[redacted]

-----Original Message-----
From: [redacted]
Sent: 23 03 2004 10:54
To: [redacted]
Subject: Marsh Farm Community Development Trust

Slightly strange scenario!

I'm currently pursuing a [redacted] & [redacted] on behalf of Property Services for unpaid rent of £5242.90(15 Purley Centre).

Enquiry Agents have now traced these 2 individuals to Marsh Farm Community Development Trust, which is a familiar name with Legal at the moment on other matters(Leigh Smith,recovery of a grant).

From your knowledge of the trust,are you able to find out in what capacity or connection these 2 individuals are working(if they are) for the trust,as the Council would be anxious to seek an Attachment of Earnings Order against them if they were employed,to try & recover at least some of the debt.

Any information would be gratefully received.

THANKS

[redacted]
EXT [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Patel, Sonal

From: [redacted]
Sent: 01 April 2004 12:04
To: [redacted]
Subject: RE: MFMPE sublettings.xls

Ive been been asked by [redacted]nd [redacted]o chase up the subletting at the Coulters Building. Has an invoice been issued for Outreach and Surestart?

These invoices need to be processed for the year 2003-2004 hence we need to charge them asap.

Can you let me know what the current situation is in relation to this.

[redacted]

-----Original Message-----
From: [redacted]
Sent: 31 March 2004 17:15
T[redacted]
Subject: FW: MFMPE sublettings.xls
Importance: High

-----Original Message-----
From[redacted]
Sent: 26 March 2004 14:23
T[redacted]
Cc[redacted]
Subject: FW: MFMPE sublettings.xls
Importance: High

I am being asked to invoice for the sublets at the Coulter building.
the only two that can be billed are:
Surestart which is administered by LBC and part of the normal accounts.
Outreach which is a project under new deal and has a Q.... code allocated to it.

(There are still problems over Barnfield and I don't believe the others on the list below can be billed as they have no money to support a rental charge.)

I am suggesting that we could do simple journal transfers for the rent:
crediting new deal....presumably a Q ...code
debiting Surestart and Outreach again a Q.... code.

Questions:
1) Is this what you are expecting?
2) Are you aware of any problem by just doing a journal transfer e.g. hopefully you have some kind of rental agreement?
3) Do you have the codes...the Q..... ones. Like to get this done for 31st March.

[redacted]

-----Original Message-----
From[redacted]
Sent: 26 March 2004 12:46
To: [redacted]
Cc[redacted]
Subject: FW: MFMPE sublettings.xls
Importance: High

[redacted]

I have spoken to [redacted]es and [redacted]out the rent.

Based on the figures on the Excel Spread Sheet attached, could you please initiate an invoice to be issued for rent from April 2003 to March 2004 for Marsh Farm Outreach Project and Sure Start - LBC.

LBC cost code for the Outreach project is QF0200/ND02.

Ann will meet with Barnfield College next week to discuss their rent.

Please let me know if there is any more information you need.

Thanks

[redacted]

Patel, Sonal

From: [redacted]
Sent: 01 April 2004 17:57
To: [redacted]
Subject: FW: MFMPE sublettings.xls

-----Original Message-----
From: [redacted]
Sent: 01 April 2004 17:46
To: [redacted]
Subject: RE: MFMPE sublettings.xls

After consultation with [redacted] and [redacted], I have raised a journal to put these transactions through. The should go through tonight.

-----Original Message-----
From: [redacted]
Sent: 01 April 2004 12:04
To: [redacted]
Subject: RE: MFMPE sublettings.xls

Ive been been asked by [redacted] and [redacted] to chase up the subletting at the Coulters Building. Has an invoice been issued for Outreach and Surestart?

These invoices need to be processed for the year 2003-2004 hence we need to charge them asap.

Can you let me know what the current situation is in relation to this.

[redacted]

-----Original Message-----
From: [redacted]
Sent: 31 March 2004 17:15
To: [redacted]
Subject: FW: MFMPE sublettings.xls
Importance: High

-----Original Message-----
From: [redacted]
Sent: 26 March 2004 14:23
To: [redacted]
Cc: [redacted]
Subject: FW: MFMPE sublettings.xls
Importance: High

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Questions:
1) Is this what you are expecting?
2) Are you aware of any problem by just doing a journal transfer e.g. hopefully you have some kind of rental agreement?
3) Do you have the codes...the Q..... ones. Like to get this done for 31st March.

-----Original Message-----
From: [redacted]
Sent: 26 March 2004 12:46
To: [redacted]
Cc: [redacted]
Subject: FW: MFMPE sublettings.xls
Importance: High

I have spoken t[redacted]

Based on the figures on the Excel Spread Sheet attached, could you please initiate an invoice to be issued for rent from April 2003 to March 2004 for Marsh Farm Outreach Project and Sure Start - LBC.

LBC cost code for the Outreach project is QF0200/ND02.

Ann will meet with Barnfield College next week to discuss their rent.

Please let me know if there is any more information you need.

Thanks

Patel, Sonal

From: [redacted]
Sent: 02 April 2004 15:46
To: [redacted]
Subject: RE: Re :15 Purley Centre [redacted]

I have issued against the Morris Close address,but with regards C.Tax they simply won't respond to requests for information on any other case I have tried,whether Data Protected or not.

I will approach Housing if the Court Bailiffs fail in serving him,but my sources indicate he works for the Marsh Farm Outreach Limited,so fingers crossed!

THANKS

[redacted]

-----Original Message-----
From: [redacted]
Sent: 02 April 2004 08:53
To: [redacted]
Cc: [redacted]
Subject: [redacted]

[redacted] thanks for the report - the cost code for this activity is **HS2411**

I am certain I have heard from others [redacted] is at the Hat Factory - we will enquire further .

Regarding both [redacted] - can Housing assist or once again are we straying into Data Protection Act territory ? I do not suppose for one moment that Finance also have problems re outstanding NNDR/Council TAX payments from these parties - not very chivalrous of me I know .
Thanks .

[redacted]

Patel, Sonal

From: [redacted]
Sent: 21 April 2004 14:29
To: [redacted]
Subject: [redacted] - Outreach

Please call [redacted] at Marsh Farm Outreach tel 512555

[redacted]

Message: FW: The Regeneration Community Trust

Case Information:

Message Type:	Exchange
Message Direction:	Not Specified
Case:	FOI-739071_2013_MFO
Capture Date:	01/10/2013 16:27:05
Item ID:	104771
Policy Action:	Not Specified

Mark History:

No reviewing has been done

Policies:

No Policies attached

FW: The Regeneration Community Trust

From [redacted]

Date 23 April 2004 18:52

To [redacted]

Cc [redacted]

Fr Em Ekong.rtf (4 Kb HTML) justification-230404.doc (29 Kb HTML) List of cube users 2004.xls (21 Kb HTML)

Referring to the message below, I have now heard from [redacted] of MFCDT that MFCDT has decided not to fund MF Outreach further for the time being [redacted] ays that as a result, MF Outreach is not in a position to cover the liability to Business Rates and other costs involved in occupying The Cube. I understand that MFCDT's Executive Committee will consider MF Outreach's funding further when agenda time allows this.

[redacted] has confirmed to me that this means that there is no point in Regen Trust's Board considering further at this stage the request for a rent-free licence.

Please therefore treat this matter as being 'on hold' for the time being.

Regards

[redacted]

> ----Original Message----

> [redacted]

> Sent: 22 April 2004 16:15

> [redacted]

> Subject: FW: The Regeneration Community Trust

>

>

> Sorry all, the first attempt was blocked by our "virus alert" manager.

> Hope this arrives safely.

> Regards,

[redacted]

>

> ----Original Message----

> From: [redacted]

> Sent: 22 April 2004 15:57

> [redacted]

> Subject: The Regeneration Community Trust

>

> From: Tim Smith, Company Secretary

>

> Also By Post to : [redacted]

>

> Subject: PROPOSED RENT-FREE LICENCE OF THE CUBE

>

>

> [redacted] > > <<justification-230404.doc>> > > <<List of cube users 2004.xls>>

>

>

> I refer to the Minutes of the Meeting on 2nd April (Item 6.6).

>

> I attach a copy of an e:mail which I have sent to [redacted] of MFCDT on 8 April 2004, and a copy of her reply to the four numbered points, as received today.

>

> The Board decided on 2 April 2004 that having obtained this information I should > "> send it to all Members of the Board and if 4 out of the current 6 Board Members approve, the rent-free licence could be granted.> ">

>

> Please let me know as soon as possible whether you approve the request for the 3 month rent-free licence. If you want to discuss this, or if you need any further information, please contact me.

>

> With best wishes

>

[redacted]

[redacted]04

> [redacted]

>

>

>

>

[redacted]

Sent: 22 April 2004 15:52

T[redacted]

Subject: FW: The Cube

-----Original Message-----

Fro[redacted]

Sent: 08 April 2004 11:25

[redacted]

Cc[redacted]

Subject: The Cube

[redacted]

As we discussed last Friday, Regen Trust's Board needs a fuller justification before it can make an exception to the policy on rent-free space - as you know, currently there is a 14 day per year maximum for this and the proposed Licence for the Cube is therefore beyond the limits of the policy.

I need to check the following points with you :

1. When we spoke last Friday, you agreed to provide full details of the proposed activities, and to confirm whether this project is seen by MFCDT as being of such particular value that this will justify rent-free use (and - if it is - then what is the particular value here?)

2. Please confirm that all of the proposed activities are within the scope of the contract between MF Outreach and MFCDT. Go-East have queried this and so it is important that this can be confirmed.

3. Please confirm that MF Outreach will meet the liability to rates.

4. It is not clear why no project application had been made to obtain funding to pay the rent. Was this because of a bar on project applications being considered while the interim management team reviewed the project appraisal process ?

When I have this information, I will forward it to members of Regen Trust's Board for decision.

I look forward to hearing from you.

Regards

[redacted]

Marsh Farm Community Development Trust,

CERC, The Moakes,

LUTON, LU3 3QB.

[redacted]

23rd April 2004

Dear [redacted]

To: Regeneration Trust Board

Thank you for your email highlighting the areas of concern for Regen Trust about the granting of a 3 month license to Outreach Marsh Farm Limited for the use of the area known as the Cube. The Cube space is currently vacant and the Trust feel that there is a need to make effective use of that space while the Trust decides on the long-term use. It is on this basis that MFCDT would like to express their support for this temporary license so that Outreach are able to set up and oversee a temporary community programme.

Outreach Marsh Farm Ltd have been delivering a range of capacity building services to facilitate active community participation. The work includes:-

1. Acting as a link between individual residents and services, building up local support networks, and facilitating access to local service providers;
2. Organizing community events, surveying needs, and distributing information
3. Providing capacity building and project development support to community groups.

A Steering Group will be set-up led by Outreach which will involve the Trust; this group will set delivery targets over the short-term period which will match the strategic aims of the Trust. The activities are likely to consist of drop ins from the public who will have access to information on services provided by the Trust and Trust partners, it will run youth drop in services (EMCC) during the Easter break which is a capacity building initiative to engage young people and distract them away from anti-social behaviour; Local groups will run a series of activities in the space including Nubuian Women's Group, Community Poetry groups, Health Zone, Luton Council of Faith, Marsh farm motor cross (MFMX) and others who will target and engage a range of marginalized groups. (See attached list for community groups who will utilize the space.)

With these key strategic objectives in mind the temporary use of the Cube will provide Outreach, and in turn the Trust with the opportunity to raise the profile of New Deal for Communities to some of the hardest to reach groups. One of the priority areas of work for the Trust includes highlighting our activities and encouraging greater community participation which has been limited in the past. This temporary use of the space will help the Trust engage those communities who know little about the regeneration process and the sort of support that is available to them that will improve the quality of their lives.

In addition there seems to be some confusion over the short-term use of the Cube space and the long-term use. The temporary use of the space does not require a project application form but it is envisage that a project application will be completed when the Trust has confirmed what the long-term priorities are and how the space will be used in the future.

Having worked closely with all relevant parties we are confident that the conditions mutually agreed for the temporary use of the Cube, will protect the interests of all groups involved. However, we appreciate that there may be other costs incurred, such as service charges or security costs, in opening up this area and would negotiate these associated costs with John Driver of NPS. In terms of issues around business rates and how the payment of this will be funded is going to an executive meeting, to be held by the end of April to discuss how this cost will be met. It is fully understood that any breach of these conditions will result in the immediate termination of the license.

Thank you for your continued support and if you require any further information please do not hesitate to ask.

Yours sincerely,

[redacted]

Activities

Offering evening drop ins targeting Young people diverting them away from anti-social behaviour

of Performing Arts

workshops using a mobile studio within the cube

ean woemn's group offering awareness raising events, discussion forums and capacity building

office space and rehearsal and performance space

information for young people interested in business start-up.

promote and raise awareness on sports opportuinities to the hardest to reach young people.

system, lighting and rigging. Equipment will be made availble to community based projects at a reduced rate.

vice and guidance to users regarding a range of issues

requiring space for operation: staging, lighting sound engineering and production

and education to encourage and develop black boys between 13-25 to improve educational and economic achievements

offering services to people with Learning difficulties.

ct offering support through creative arts activities as well as educational and diversory activities for marginalised youth.

arms community based team providing assistance and capacity building activities

such as Gospel concerts and events organising for capacity building activities

Project

support will be given to this group whi aim to develop an NDC funded creative industries project targeting young people interested in New Media.

run estate based performing arts activities. Provide rehearsal space, meeting rooms and office space for the group

Group

essential equipmet to run community events and festivals

ing support to existing and new groups interested in developing community enterprises

for Martial Arts training targeting the Marsh Farm Community

Cross Club

information on summer programmes run by the group.

r projects which offer workshops in music and creative arts.

vents to promote and raise awareness of activities.

eneration and how faith based groups can contribute to this regeneration process.

ernet space broadcasting from the cube. They will focus on raising awareness of SME issues on Marsh Farm.

music industry, professional mentoring, professional

Message: RE: The Regeneration Community Trust

Case Information:

Message Type:	Exchange
Message Direction:	Not Specified
Case:	FOI-739071_2013_MFO
Capture Date:	01/10/2013 16:27:05
Item ID:	104772
Policy Action:	Not Specified

Mark History:

No reviewing has been done

Policies:

No Policies attached

RE: The Regeneration Community Trust

From [redacted]

To [redacted]

Cc [redacted]

Date 26 April 2004 08:32

[redacted]

Message received

Regards

[redacted]

-----Original Message-----

F[redacted]

Sent: 23 April 2004 17:45

To[redacted]

[redacted]st

Referring to the message below, I have now heard from [redacted] MFCDT that MFCDT has decided not to fund MF Outreach further for the time being. [redacted] says that as a result, MF Outreach is not in a position to cover the liability to Business Rates and other costs involved in occupying The Cube. I understand that MFCDT's Executive Committee will consider MF Outreach's funding further when agenda time allows this.

[redacted] has confirmed to me that this means that there is no point in Regen Trust's Board considering further at this stage the request for a rent-free licence.

Please therefore treat this matter as being 'on hold' for the time being.

Regards

[redacted]

> -----Original Message-----

> From[redacted]

> Sent: 22 April 2004 16:15

>[redacted]

> Subject: FW: The Regeneration Community Trust

>

>

> Sorry all, the first attempt was blocked by our "virus alert" manager.

> Hope this arrives safely.

> Regards,

[redacted]

>

> -----Original Message-----

>[redacted]

> Sent: 22 April 2004 15:57

[redacted]

> Subject: The Regeneration Community Trust

>

> Fro[redacted]

>

> Also By Post to[redacted]

>

> Subject: PROPOSED RENT-FREE LICENCE OF THE CUBE

>

>

> > <<[redacted] > <<justification-230404.doc>> > > <<List of cube users 2004.xls>>

>

>

> I refer to the Minutes of the Meeting on 2nd April (Item 6.6).

>

> I attach a copy of an e:mail which I have sent to[redacted]g of MFCDT on 8 April 2004, and a copy of her reply to the four numbered points, as received today.

>

> The Board decided on 2 April 2004 that having obtained this information I should > "> send it to all Members of the Board and if 4 out of the current 6 Board Members approve, the rent-free licence could be granted.> ">

>

> Please let me know as soon as possible whether you approve the request for the 3 month rent-free licence. If you want to discuss this, or if you need any further information, please contact me.

>

> With best wishes

>

[redacted]

>

>

>

>

Docs ✓

Patel, Sonal

From: [redacted]
Sent: 22 April 2004 16:15
To: [redacted]

Subject: FW: The Regeneration Community Trust
Attachments: Fr[redacted]rtf; justification-230404.doc; List of cube users 2004.xls

Sorry all, the first attempt was blocked by our "virus alert" manager.
Hope this arrives safely.
Regards,
[redacted]

> -----Original Message-----
> From: [redacted]
> Sent: 22 April 2004 15:57
> To: [redacted]
> Subject: The Regeneration Community Trust
>
> From: [redacted]
>
> Also By Post to : [redacted]
>
> Subject: PROPOSED RENT-FREE LICENCE OF THE CUBE
>
>
> > <<Fr[redacted]rtf>> > > <<justification-230404.doc>> > > <<List of cube users 2004.xls>>
>
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>
> With best wishes
>
> [redacted]
>
>
>
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[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

From: [redacted]
Sent: 22 April 2004 15:52
To: [redacted]
Subject: FW: The Cube

-----Original Message-----
From: [redacted]
Sent: 08 April 2004 11:25
To: [redacted]
Cc: [redacted]
Subject: The Cube

[redacted]

As we discussed last Friday, Regen Trust's Board needs a fuller justification before it can make an exception to the policy on rent-free space - as you know, currently there is a 14 day per year maximum for this and the proposed Licence for the Cube is therefore beyond the limits of the policy.

I need to check the following points with you :

1. When we spoke last Friday, you agreed to provide full details of the proposed activities, and to confirm whether this project is seen by MFCDT as being of such particular value that this will justify rent-free use (and - if it is - then what is the particular value here?)

2. Please confirm that all of the proposed activities are within the scope of the contract between MF Outreach and MFCDT. Go-East have queried this and so it is important that this can be confirmed.

3. Please confirm that MF Outreach will meet the liability to rates.

4. It is not clear why no project application had been made to obtain funding to pay the rent. Was this because of a bar on project applications being considered while the interim management team reviewed the project appraisal process ?

When I have this information, I will forward it to members of Regen Trust's Board for decision.

I look forward to hearing from you.

Regards

[redacted]

[redacted]

Tel : +[redacted]
Fax : +[redacted]

Marsh Farm Community Development Trust,
CERC, The Moakes,
LUTON, LU3 3QB.

[redacted]

23rd April 2004

Dear [redacted]

To: Regeneration Trust Board

Thank you for your email highlighting the areas of concern for Regen Trust about the granting of a 3 month license to Outreach Marsh Farm Limited for the use of the area known as the Cube. The Cube space is currently vacant and the Trust feel that there is a need to make effective use of that space while the Trust decides on the long-term use. It is on this basis that MFCDT would like to express their support for this temporary license so that Outreach are able to set up and oversee a temporary community programme.

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Thank you for your continued support and if you require any further information please do not hesitate to ask.

Yours sincerely,

[redacted]

[redacted]	MF Community Media Project	Capacity Building support will be given to this group whi aim to develop an NDC funded creative industries project targeting young people interested in New Media.
	GANG	Require space to run estate based performing arts activities. Provide rehearsal space, meeting rooms and office space for the group
	Marsh Farm Fundraising Group	Providing access to esential equipmet to run community events and festivals
Glen Jenkins	Outreach Marsh Farm	Providing Capacity Building support to existing and new groups interested in developing community enterprises
[redacted]	Warriors Workshops	Sessional use of space for Martial Arts training targeting the Marsh Farm Community
	Marsh Farm 4x4 and Moto Cross Club	Drop in sessions and information on summer programmes run by the group.
	Icknield Arts Project	Space needed to run summer projects which offer workshops in music and creative arts.
	Sustrans	Project developmenty events to promote and raise awareness of activities.
	Luton Council of Faiths	Raising awareness of regeneration and how faith based groups can contribute to this regeneration process.
	MACCOI	African-Caribbean internet space broadcasting from the cube. They will focus on raising awareness of BME issues on Marsh Farm.
	Marsh Farm Records	Support provided to young people interested in developing their talents within the music industry. Service includes professional mentoring, professional workshops and visits.

Contact Name	Organisational Name	Activities
[redacted]	Four Winds Social Club	Offering Monday evening drop ins targeting Young people diverting them away from anti-social behaviour
	Marsh Farm Academy of Performing Arts	Music Production workshops using a mobile studio within the cube
	Nubian Women	An African-caribbean woemn's group offering awareness raising events, discussion forums and capacity building
	Phi Life Cypher	Rap Band needing office space and rehearsal and performance space
	Prince's Trust	Drop in services and information for young people interested in business start-up.
	MFCDT Sports Co-ordinator	Use of the space to promote and raise awareness on sports opportuinities to the hardest to reach young people.
	Azension Sounds	Office Space for sound system, lighting and rigging. Equipment will be made avaialble to community based projects at a reduced rate.
	Cube Users Forum	Information and advice and guidance to users regarding a range of issues
	Kera Sound Services	Marsh Farm based company requiring space for operation: staging, lighting sound engineering and production
	Black Boys Can	Cultural awareness and education to encourage and develop black bots between 13-25 to improve educational and economic achievements
	Grassroots/New Creations	Creative, arts activities offering services to people with Learning difficulties.
	EMCC	Youth empowerment project offering support through creative arts activities as well as educational and diversory activities for marginalised youth.
	Luton Borough Council	Statutory: Marsh Farms community based team providing assistance and capacity building activities
	Church of God	Charitable events such as Gospel concerts and events organising for capacity building activities