

## Appendix 4 - Call-in for Sustainable Communities Overview and Scrutiny Panel 20 January 2018 - Schedule of Documents requested

The table below provides a schedule of all the documents requested. Where available the relevant documents are provided as follows:

Appendix 5 - Documents prior to decision making process on Merton Hall/Elim Church property transaction (These were provided as exempt documents for Overview and Scrutiny Commission on 4 August 2016 - the report is still showing this although it can now be disclosed with the blacked out information that is still commercially sensitive)

Appendix 6 – Meeting notes and correspondence between the council and Elim Church including on the land swap and lettings policy

Appendix 7 – The meeting notes of the new school group

Appendix 8 - Copies of correspondence on the request for a Temporary Building Preservation Notice for Merton Hall

Appendix 9 – Valuation report

Appendix 10 – Usage of Merton Hall before its closure

All papers provided to the Director of Environment and Regeneration, the Director for Children, Schools & Families, the Leader of the Council, the Cabinet Member for Regeneration, Environment and Housing, the Cabinet Member for Finance and the Cabinet Member for Education, prior to, during and subsequent to the decision making process on Merton Hall.	This was provided as exempt information for the OSC call-in meeting on 4 August 2016 and is reproduced as Appendix 5
All emails, reports and associated documentation relating to the land swap and construction works proposed for Merton Hall provided to the relevant Cabinet Members, Leader of the Council, Chief Executive, Director of Environment and Regeneration, Director for Children, Schools & Families, Director of Corporate Services and other council officers over the last 5 years.	This was provided as exempt information for the OSC call-in meeting on 4 August 2016 and is reproduced as Appendix 5
Meeting notes of all meetings between officers / Cabinet Members and Elim Church on the land swap and construction works proposed for Merton Hall.	The meeting notes between the council and Elim Church are provided as Appendix 6
Any correspondence between officers / Cabinet Members and any other external organisations on the possible re-siting of the Elim Church.	The meeting notes of the new school group are provided as Appendix 7
Copies of all correspondence between the Council and Elim Church on its future lettings policy for any community facilities provided at Merton Hall once within Elim Church's ownership.	This correspondence is provided as Appendix 6

Copies of all correspondence between council officers and Cabinet Members on a) the application to make Merton Hall an Asset of Community Value and b) the request for a Temporary Building Preservation Notice for Merton Hall.	There is no written correspondence between officers and Cabinet members on this matter but with regard to (b) Appendix 8 provides the officers' correspondence and advice
Any other equalities analyses carried out in relation to the land swap with Elim Church and the proposed construction works on Merton Hall.	The two equalities analysis, from July 2016 and for the 11 December 2017 Cabinet report, have already been published
The risk analysis conducted in relation to the various options for procuring the current Elim Church site at High Path.	This is contained within the valuation report (Appendix 9)
Detailed financial analysis of a) the various options available to the Council for procuring the Elim Church site on High Path; and b) the Cabinet's current and previous decisions on construction works to Merton Hall.	The financial analysis is contained in the Cabinet reports of 4 July 2016 and 11 December 2017
A copy of the latest commercial valuation of the Elim Church site on High Path.	This is provided as Appendix 9
A copy of the latest commercial valuation of Merton Hall	This is provided as Appendix 9
Details of the assets (financial and otherwise) held by Elim FourSquare Gospel Alliance	This information is not held by the council
A breakdown of precise details of the revenue generated for the Council from lettings at Merton Hall over the last 5 years	This information is not held by the council - the revenue from lettings is received by South Wimbledon Community Association (SWCA) who effectively get the building rent free with the council also meeting maintenance liabilities
The detailed analysis by Merton Council of the community usage of Merton Hall over the past 5 years.	The information received by the council from SWCA of use over the past 18 months is provided as Appendix 10
Analysis of the community usage of 3 Pincott Road thus far since being leased to the SWCA and any feedback received.	This information is not held by the council
Details of any informal consultations carried out with key stakeholders (including a list of who these 'key stakeholders' were) on the re-siting of Elim Church and the proposed redevelopment of Merton Hall.	The council held a well-publicised briefing meeting on 21 November 2016 at Merton Hall which was well attended, and included this element of the wider new school project.  The Elim/Merton Hall element was also included in a council

	<p>press release on 22 November 2016.</p> <p>Two planning applications for Merton Hall had consultation periods. The comments and representations received are available on Merton's Planning Explorer, under the following references: 17/P2668 ; 16/P4747</p>
<p>A copy of the draft conditional contract between Merton Council and Elim Church referred to in the 11 December 2017 Cabinet report.</p>	<p>The draft contract is at an advanced stage but is subject to change so will not be disclosed. However, officers can confirm the parameters of the contract which is a freehold land swap and that the council will undertake works to Merton Hall as agreed by Planning Applications Committee. There is an overage on any future sale from Elim Church for a set time period</p>
<p>A full list of all industrial premises currently within the ownership of Merton Council</p>	<p>The list of all council properties is provided on the council's website.  <a href="https://www.merton.gov.uk/council-and-local-democracy/data-protection-and-freedom-of-information/council-property-register">https://www.merton.gov.uk/council-and-local-democracy/data-protection-and-freedom-of-information/council-property-register</a>  We can confirm that all significant spaces are fully let</p>

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