



Barham Park Trust Committee

Tuesday 4 September 2018 at 6.00 pm

Boardrooms 3/4 - Brent Civic Centre, Engineers Way,
Wembley HA9 0FJ

Membership:

Members

Councillors:

Agha
Farah
McLennan
M Patel
Krupa Sheth

Substitute Members

Hirani
Southwood
Tatler

For further information contact: Bryony Gibbs, Governance Officer
020 8937 1355 bryony.gibbs@brent.gov.uk

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:
democracy.brent.gov.uk

The press and public are welcome to attend this meeting

Notes for Members - Declarations of Interest:

If a Member is aware they have a Disclosable Pecuniary Interest* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest** in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also a Prejudicial Interest (i.e. it affects a financial position or relates to determining of any approval, consent, licence, permission, or registration) then (unless an exception at 14(2) of the Members Code applies), after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

***Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences** - Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

****Personal Interests:**

The business relates to or affects:

(a) Anybody of which you are a member or in a position of general control or management, and:

- To which you are appointed by the council;
- which exercises functions of a public nature;
- which is directed is to charitable purposes;
- whose principal purposes include the influence of public opinion or policy (including a political party of trade union).

(b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward affected by the decision, the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who employs or has appointed any of these or in whom they have a beneficial interest in a class of securities exceeding the nominal value of £25,000, or any firm in which they are a partner, or any company of which they are a director
- any body of a type described in (a) above.

Agenda

Introductions, if appropriate.

Item	Page
1 Election of Chair and Vice Chair	
The committee is asked to elect the Chair and Vice Chair of the committee for the 2018/19 municipal year.	
2 Apologies for Absence	
For the Committee to note any apologies for absence.	
3 Declarations of interests	
Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary, personal or prejudicial interests in the items on this agenda and to specify the item(s) to which they relate.	
4 Minutes of the previous meeting	1 - 4
To approve the minutes of the previous meeting as a correct record.	
5 Matters arising (if any)	
To consider any matters arising from the minutes of the previous meeting.	
6 Annual Report 2017-2018	5 - 16
This report presents the annual report for the Barham Park Trust for 2017/18. There is a statutory requirement to produce an Annual Report, including the Accounts each financial year.	
7 General Update Report	17 - 22
To update Members on operational issues at Barham Park and on current progress on projects.	

8 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services or his representative before the meeting. Any decisions taken urgently under this heading must comply with the provisions outlined in paragraph 39 of the Council's Access to Information Rules (part 2 of the Constitution).

Date of the next meeting: Meetings to be arranged as required.



Please remember to set your mobile phone to silent during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.



MINUTES OF THE BARHAM PARK TRUST COMMITTEE Held on Wednesday 7 March 2018 at 6.00 pm

PRESENT: Councillors McLennan (Chair), Hirani (Vice-Chair) Farah, Miller and Southwood

1. **Apologies for Absence**

None.

2. **Declarations of interests**

No declarations of interest were made.

3. **Minutes of the previous meeting**

RESOLVED: that the minutes of the previous meeting held on 11 October 2017 be approved as an accurate record of the meeting.

4. **Matters arising (if any)**

Chris Whyte (Operational Director Environment Services) provided an update to the committee on several matters discussed at the previous meeting. The committee heard that: work to resolve some of the damage in the Silver Jubilee Gardens would take place as part of the wider programme of improvement; the Tree Survey had been undertaken; and, public consultation regarding the Public Space Protection Orders was due to commence.

Chris Whyte then introduced Leslie Williams who had recently been seconded to the role of Project Officer for Barham Park. The Project Officer would facilitate the day-to-day management of the park and undertake consultation with stakeholders to take forward park improvements. The post was currently funded by the Council for a period of seven months and as part of his role, Leslie Williams would be seeking permission from the Charity Commission to re-charge the cost of the role to the Trust in the future.

The Chair welcomed Leslie Williams to the role on behalf of the committee.

5. **Review of Future Governance of Barham Park Trust**

Looqman Desai (Senior Solicitor, Governance) introduced the report regarding the review of the future governance of the Barham Park Trust. The report asked Members to review afresh the five governance options which the committee had previously considered at its meeting on 28 January 2015. On that occasion the committee had opted for the status quo, namely, the Council continuing to directly discharge its Trust functions via its Cabinet Members and officers. As a matter of good practice, the committee had chosen to keep this arrangement under review.

Looqman Desai advised that the report before the committee presented Members with the opportunity, with the benefit of a further two years of experience of the current arrangements, to take stock and take a strategic view of how the Trust should be governed in the future.

The options as set out in the report were outlined to the committee by Looqman Desai. These were to: 1) maintain the status quo; 2) appoint additional trustees alongside the Council; 3) appoint a corporate trustee; 4) establish a new corporate charity to take on ownership and control of Barham Park; and 5) outright transfer to another charity. It was emphasised that if the committee chose to maintain the status quo, no further action would be required. Alternatively, the committee could recommend one or more of the other options to Cabinet for further consideration and consultation.

Looqman Desai explained that the Council held Barham Park on a charitable trust to preserve the land for public recreation. The Council was the sole corporate trustee of the charity. The exercise of the administration, operational and management function of the Trust was an executive function of the council. Until 2012, the function had been discharged by the Cabinet itself. Since then, at Member level, it had been discharged by the Barham Park Trust Committee. In September 2016, the committee revised the previous officer delegation scheme by delegating the day to day functions of the Trust to the Operational Director, Environmental Services.

The committee further heard from Looqman Desai that there was no mutually exclusive division between things the Council did pursuant to its statutory functions, and things that it did as a charity trustee. In that respect Trust activities were not ring-fenced. However, the Trust assets and funds could only be used for its charitable purpose and were kept separate from those of the Council.

With reference to the report considered by the committee at its meeting on 12 April 2017 on the state of finances of the Trust, Looqman Desai highlighted that the Trust had significant reserves (generated from the sale of two properties within the park and other sources of income) which earned interest at a rate higher than that received by the Council. It was important to acknowledge, however, that there were a number of items of expenditure in respect of Barham Park, such as maintenance and plantings costs, tree related insurance claims and professional officer time, that were not re-charged to the Trust. The Trust therefore received a subsidy from the Council.

Turning to the committee's consideration of the 5 governance options, Looqman Desai highlighted the guiding principles set out in the Charity Commission's updated 'Essential trustee' Guidance. This guidance broke down the trustee's role into 6 clear duties as follows: ensure your charity is carrying out its purposes for the public benefit; comply with your charity's governing document and the law; act in your charity's best interests; manage your charity's resources responsibly; act with reasonable care and skill; and, ensure your charity is accountable. The committee was further advised to have particular regard to issues of conflict of interest, control, accountability and costs. It was noted that there was a structural conflict of interest arising from the fact that the Council was the sole corporate trustee and that the interests and activities of the Council and the Trust were inextricably linked. This was a risk however, that the Council had and could continue to carefully and

properly manage. Furthermore, historically, many parks had been given to local authorities for charitable purposes and the situation was therefore not uncommon.

In concluding his presentation of the report, Looqman Desai invited Members to consider the five options for the future governance of the Trust and highlighted that the committee might also wish to decide upon other related or incidental matters such as the scheduling of meetings of the committee in the next municipal year.

The Chair thanked Looqman Desai for the detailed update and sought questions and comments from Members of the committee. Discussing the five options, the committee agreed that the advantages of the current governance arrangements with particular regard to issues of accountability, control and costs far outweighed the disadvantage of the structural conflict of interest. The committee noted that the current arrangements worked well and operationally would be maximised by the establishment of the dedicated Project Officer post.

Commenting on the scheduling of meetings for the coming municipal year, Chris Whyte (Operational Director, Environmental Services) advised that it was likely that ad-hoc meetings would need to be scheduled to consider funding bids for the park.

The committee subsequently RESOLVED:

- i) That with respect to the future governance of the Barham Park Trust, the status quo be maintained as set out as Option 1 in the report from the Strategic Director, Regeneration and Environment.
- ii) That with the exception of the Annual General Meeting of the committee which would be formally scheduled in the Brent Council calendar of meetings for 2018-19, meetings of the committee would be arranged on an ad-hoc basis to meet the operational requirements of the Trust.

6. **Any other urgent business**

None.

The meeting was declared closed at 6.28 pm

COUNCILLOR MARGARET MCLENNAN
Chair

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 <p>Brent</p>	<p>Barham Park Trust Committee</p> <p>4th September 2018</p>
	<p>Report from Strategic Director Regeneration and Environment</p>
<p>Annual Report 2017-2018</p>	

Wards Affected:	Sudbury
Key or Non-Key Decision:	Non-key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	Three. - Annual Report 2017/18 - Annual Accounts 2017/18 - Independent Examiner's Report
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Jekaterina Popova, Finance Analyst, Finance, Resources. E-mail: Jekaterina.Popova@brent.gov.uk Tel: 020 8937 1463

1.0 Purpose of the Report

1.1 This report presents the annual report for the Barham Park Trust for 2017/18. There is a statutory requirement to produce an Annual Report, including the Accounts each financial year.

2.0 Recommendation

2.1 That the Barham Park Trust Committee approves the annual report and the Accounts for 2017/18.

2.2 To note the Independent Review of the Accounts.

2.3 To ask officers to update the Charity Commission with the Report and the Accounts

3.0 Detail

Annual Report for 2017/18

3.1 The annual report is set out for consideration by the Committee. It outlines the work undertaken on behalf of the Trust during the year, which included the improvement works on the park and ongoing work to secure tenants for the various buildings on the site.

- 3.2 The Charity Commission has set a threshold below which independent audit of financial statements is not required. For England and Wales this was set as either gross income exceeding £1 000 000 or gross income exceeding £250 000 and gross assets exceeding £3 260 000. Therefore, an Independent Examiner's Report is an accepted way for smaller charities to present their accounts as allowed for by the Charities Act 2011.
- 3.3 The accounts have also been subject to an independent examination by the Head of Audit & Investigations. The independent examiner's report is attached to this report and confirms that there are no issues regarding the accounts to be brought to the Committee's attention.
- 3.4 During 2017/18 the Trust incurred expenditure of £99,085 on refurbishment of the building complex and the park, and generated £99,918 receipts from rental income and interest earned which has led to the cash balance of the Trust increasing by £833 to £465,157.
- 3.5 General expenditure on the running and maintenance of the park and buildings increased by £18,932 compared to 2016/17 and income increased by £12,526.
- 3.6 Following approval by the Trust Committee the annual report will be submitted to the Charity Commission – the deadline for submission is 31 January 2019.

4.0 Financial Implications

- 4.1 As at 31 March 2018 the cash position of the Trust amounted to £465,157 as set out in 3.4 above.

5.0 Legal Implications

- 5.1 The annual report is required under the Charities Act 2011.

6.0 Equality Implications

- 6.1 None.

7.0 Consultation with Ward Members and Stakeholders

- 7.1 None.

8.0 Human Resource/Property Implications

- 8.1 None

AMAR DAVE
Strategic Director of Regeneration &
Environment



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2017		Day 31	Month 03	Year 2018

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Brent Civic Centre, Engineers Way	
Wembley	
Middlesex	
Postcode	HA9 0FJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	London Borough of Brent	Barham Park Trust Committee		Not applicable as corporate sole trustee
2				
3				
4				
5				
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

The voluntary conveyance dated 22 October 1936 between George Titus Barham (1) and Wembley UDC (2) copy annexed.

Related documents

- The conveyance dated 1st February 1937 between Florence Elizabeth Barham (1) and the Mayor Alderman and Burgesses of the Borough of Wembley (2) copy annexed
- The Assent dated 1st February 1938 between James Williamson and Kenneth Ewart Tansley (1) and the Mayor Alderman and Burgesses of the Borough of Wembley (2) copy annexed.

How the charity is constituted
(eg. trust, association, company)

London Borough of Brent as sole trustee

Trustee selection methods
(eg. appointed by, elected by)

Not applicable – the Council as local authority is the sole trustee. The London Borough of Brent is statutory successor to the Borough of Wembley.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The land is be held on trust to preserve the same for the recreation of the public in such manner and subject to such regulations in all respects as the Council may from time to time think proper.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

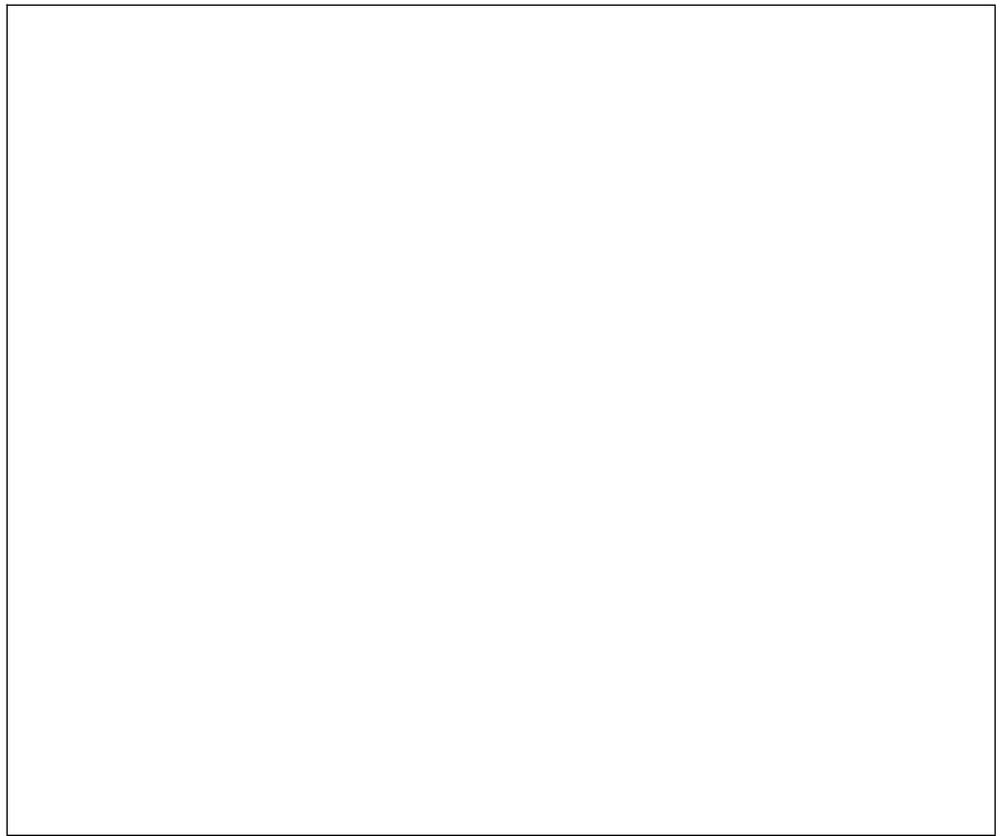
The benefit is the provision of Barham Park and building for recreational purposes.

The Trustees received training on 16 September 2013 and this included a wide range of information including governance, conflicts of interest and public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During 2017-18, the Trust agreed:

- that having reviewed the future governance of the Barham Park Trust that the status quo be maintained.

The Trust commissioned the installation of a new boiler serving two of the larger units of the Barham Park building. The Trust commissioned the installation of a new fire alarm system serving all units throughout the building and arranged a briefing session of the system and the evacuation procedure for all tenants.

Working with the Council, a Barham Park Project Officer was appointed on a temporary basis from 1st February 2018 to progress operational issues and prepare capital projects (reserves) towards commissioning.

Section E

Financial review

Brief statement of the charity's policy on reserves

As at 31 March 2018 the charity held cash reserves of £465,157.

In accordance with the decision of the trustees any future receipts will be used for improvements within Barham Park.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date



Charity Name Barham Park	No (if any) 302931
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CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2017	To	Period end date 31/03/2018
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall Hire, Fun Fair & Ice Cream Concessions	19,495			19,495	16,767
Property Rental Income	-			-	-
Ad-hoc lettings	-			-	825
Fun Fair	-			-	-
Car Parking	-			-	-
Catering Rights	-			-	-
Rental Income - Virgin Media	9,750			9,750	6,500
Rental Income - Other	50,373			50,373	43,000
Brent Council Contribution	-			-	-
Children Centre	11,300			11,300	11,300
Interest earned	9,000			9,000	9,000
				-	-
				-	-
Sub total (Gross income for AR)	99,918	-	-	99,918	87,392
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	99,918	-	-	99,918	87,392
A3 Payments					
Maintenance and Wardens	79,431			79,431	71,777
Premises - Utility	917			917	1,857
Premises - Insurance	2,500			2,500	-
Premises - Security	12,738			12,738	391
Premises - Cleaning	-			-	60
Premises - Repairs and Maintenance	-			-	-
Premises - Other	-			-	-
Supplies and Services	-			-	-
Waste Disposal	-			-	-
Trees - felling and planting	3,498			3,498	2,990
Machinery Repairs	-			-	-
FM running Costs	-			-	-
NNDR	-			-	-
Surveys	-			-	800
Consultancy	-			-	3,997
				-	-
				-	-
Sub total	99,085	-	-	99,085	80,153
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Buildings Refurbishment	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	99,085	-	-	99,085	80,153
Net of receipts/(payments)	833	-	-	833	7,239
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	464,324	-	-	464,324	457,085
Cash funds this year end	465,157	-	-	465,157	464,324

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash	465,157	-	-
		-	-	-
		-	-	-
	Total cash funds	465,157	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtor	-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Barham Park Building Complex			njhj

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

1 Independent examiner's report to the trustees of the Barham Park Trust

I report on the accounts of the Trust for the year ended 31st March 2018.

2 Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

3 Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

4 Independent examiner's statement

The trustees have prepared receipts and payments accounts and the accounts show the income received and expenditure incurred during the year. The installation of a fire alarm system caused security costs to be significantly higher than last year's costs. The decrease in utilities cost is currently under review. The accounts have been adjusted accordingly to ensure that all receipts and expenses received and incurred during the year have been correctly and appropriately accounted for.

In connection with my examination, no matters except those referred to in the previous paragraph has come to my attention.



PP. Name: Michael Bradley - Head of Audit & Investigations, LB Brent.

Relevant professional qualification or body: Fellow Member of Chartered Institute of Internal Auditors (FCMIA)

Address: Brent Civic Centre, Audit & Investigations, Floor 7N, Engineers Way,
HA9 0FJ

Date: 9th August 2018

 <p>Brent</p>	<p>Barham Park Trust Committee</p> <p>4 September 2018</p>
	<p>Report from the Strategic Director of Regeneration & Environment</p>
<p>General Update Report</p>	

Wards Affected:	Sudbury
Key or Non-Key Decision:	Non-key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Leslie Williams, Barham Park Project Officer, Highways Improvements, Regeneration and Environment. E-mail: Leslie.Williams@Brent.gov.uk Tel: 0208 937 5628

1.0 Purpose of the Report

1.1 To update Members on operational issues at Barham Park and on current progress on projects.

2.0 Recommendation(s)

2.1 That the Barham Park Trust Committee note the issues set out in this report.

3.0 Detail

3.1 The Barham Park Project Officer took up the temporary post, on internal secondment from another service, from 1st February 2018.

3.2 The broad work plan envisaged that the officer would focus on both operational issues and on the longer-term works both for the building and for the park. In particular, both the building and the park required restoration and improvement works, while the Trust's reserves have a cash balance that would fund a proportion of the works. The preparation of specifications and contracts could enable some of the higher priority needs to be addressed. There was also a need for consultation and the investigation of possible grant funding sources.

Operational issues are briefly covered in the following paragraphs; and the longer-term projects in section 4.0.

3.3 Operational update.

The installation of a new Play Area in Barham Park has been completed and is now in use. A new boiler, serving two of the larger units of Barham Park was completed towards the end of the previous reporting period. A fire alarm system was installed across the whole building and tenants have received briefing of its use and of procedures in the event of an alarm or reported fire. A competitive exercise for the letting of Unit 7 (former mess room and store room) is currently being evaluated and will be reported to the Trust for a decision.

3.4 The cleanliness of the park remains an issue with the public and monitoring continues. Drain gullies around the building have been cleaned. An order has been placed also to clean the drain gullies along hard-standing paths in the park.

3.5 The Annual Report of the Barham Park Trust and accounts for 2017-2018 are outlined in a separate report.

4.0 **Current Progress**

4.1 Building.

The Barham Park building requires considerable work to the exterior. Replacement of the windows and their frames, doors, and skylights/canopies is needed with varying priorities over the next five years, and up to ten years. Works are also required to effect some repairs to the exterior fabric; and minor works to the roof, rainwater goods and other features. This is particularly so for the east facing side of the building, though some other areas have only single-glazed windows.

4.2 As Barham Park is a Locally Listed building, works affecting the external appearance of the building require Planning Permission. Brent Planning have indicated that only powder coated metal (or wooden) frames would be permissible (except where windows are not visible externally in which case PVC frames may be used). All frames and windows etc will be expected to conform to Building Regulations in all respects. A professionally prepared Windows Schedule including all of the other external works will be required for the Planning Application. This will consider the building as a whole, though subsequent works could be packaged to reflect the priority. Brent Procurement are advising on the procedure for appointing a professional for the survey up to Planning Permission.

4.3 The colour of the frames; and of the building exterior, will also need to be covered by the Planning Application. Historical records are intermittent and at best extend only back to the late 19th century, whereas the building appears to date from 1760-1790. The earlier photographs appear to suggest that the colour was of the materials used. Pastel colours were evident over part of the building in the 1970s. Informal discussions with users suggest that black on a white background, similar to the last painting of the east face of the building, has some support.

- 4.4 Park and gardens.
Barham Park includes a range of park features and garden styles. Restoration and improvement needs are considered in this section.
- 4.5 Queen Elizabeth II Silver Jubilee Garden.
The Garden in the open, west courtyard of the Barham Park building is in need of restoration and also of design improvements to improve accessibility. A design has been outlined and following a grant application, has recently (August 2018) been awarded Brent Neighbourhood Community Infrastructure Levy funding to deliver the project.
- 4.6 War Memorial.
The hard-standing area in front of the Borough War Memorial requires re-surfacing. Officers are investigating the repair.
- 4.7 Events Field drainage.
The Events Field requires improved drainage. The key issues are a drainage scheme sufficient to drain the field, and possible on-site mitigation to hold the flow of water at peak times. Thames Water Connection Consent that will be required prior to works commencing, as the connection will be to the public surface water system.
- 4.8 Trees.
Officers are working on a specification for tree works, with the intention that the works would be undertaken during the autumn of 2018. In addition to the trees of the park, it is considered necessary to remove some trees immediately alongside the building. Plans for planting of new trees will be considered as part of the plans for the park and garden.
- 4.9 Park and gardens.
While discussions have indicated that a 'whole park' grant application to restore the park is unlikely to be feasible, discussions have been initiated for approaches to restore or enhance particular areas of the park and gardens. Currently, these have involved a small number of the public investigating the potential for a grant from a national grant provider.
- 4.10 Grasslands.
During the spring and summer; and in common with other parks in Brent, the grounds maintenance specification for the grassland areas was amended to allow for some longer 'meadow' type areas of grassland. Maintenance mowing continued at the Events Field, some other areas of the west of the park, around the War Memorial, and in strips alongside paths. The areas of longer grass are mainly in the east of the park, around the higher ground there and amongst the open woodland fronting the Harrow Road, west of the Barham Park buildings. These areas will be cut in the autumn. These areas of longer grass save on the energy of cutting while benefiting the wildlife of Barham Park.
- 4.11 Public consultation on possible approaches to restoring and enhancing Barham Park are in preparation for the early autumn of 2018. These will also highlight some of the opportunities and also constraints on what is practical. There will

also be an invitation for those with an interest to be involved on an on-going basis.

5.0 Indicative need for reserve expenditure

5.1 Projects identified above are making various progress and if they are to be implemented will need to draw upon Trust reserves. The annual accounts of the Trust for the year 2017-2018 are presented in another report to the Committee. For 2017-2018, income and expenditure were in approximate balance. By way of indicating the potential calls on the Trust's reserves, the table below indicates the timescale and approximate expenditure that may be required from the Trust's reserve (unrestricted funds) if projects were to be implemented or commence during 2018-19 and 2019-2020. Note that other items may become apparent. The largest potential item of expenditure is for works to renovate and enhance the windows and exterior fabric of the building. This item could require the majority or more of the Trust's reserves. Two other large items are for the drainage of the Events field and for tree work. .

Improvement	Potential cost	Notes
War Memorial – hard-standing area fronting Memorial	Less than £10,000	Early autumn 2018.
Windows, doors, frames and exterior of building	To be confirmed. Currently, fees of a professional to prepare the Windows Schedule.	While the current costs are limited to the fees of a professional to prepare the Windows Schedule etc and to obtain Planning Permission, decisions will be taken after the Planning Permission stage as to the priority of works. The windows etc and the exterior of the building were collectively the largest item of works required on the building, as identified by RLB (Rider Levett Bucknall) reported to this committee in February 2017. Exterior works costs for the whole building were estimated as £271,725 in years 1-5 and £288,575 in years 6-10. Practically, works would be packaged to reflect priorities and to optimize on the costs of scaffolding.
Trees	c.£60,000	Tree works. As one programme of works, 2018-19.
Events Field drainage	Design work and Consent application.	Thames Water Connection Consent required before works. The whole project is estimated as costing between £55,000 to £95,000.
Range of these items	£397,000 - £725,000	Based on estimates only at this stage. The upper figure includes works on the exterior of the building that could be held for 5-10 years.
Other	To be confirmed	

6.0 Financial Implications

6.1 Financial implications have been highlighted in the report.

7.0 Legal Implications

7.1 There are no other legal implications.

8.0 Equality Implications

8.1 The proposed projects mentioned in this report will be subject to screening for equalities impacts and where the potential for adverse impacts is identified, a full equalities impact assessment will be carried out and any requisite mitigating action taken.

AMAR DAVE
Strategic Director of Regeneration &
Environment

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