



Barham Park Trust Committee

Thursday 2 July 2015 at 7.00 pm

Barham Park Lounge, Barham Park, Harrow Road,
Wembley, HA0 2HB

Membership:

Members

Councillors:

Pavey (Chair)
Denselow
Hirani
McLennan
Southwood

For further information contact: Bryony Gibbs, Democratic Services 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

Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members.

Item	Page
------	------

1	Declarations of interests	
----------	----------------------------------	--

Members are invited to declare at this stage of the meeting, any relevant financial or other interest in the items on this agenda.

2	Minutes of the previous meeting	1 - 6
----------	--	-------

3	Matters arising	
----------	------------------------	--

4	General update to Trust Members on Property Matters	7 - 40
----------	--	--------

This report updates the committee on the marking of the Barham Park Lounge, seeks approval to vary the decision made regard the marketing of the Card Room and for the procurement of consultant to draw up a Maintenance Profile Plan for the envelope of the buildings, details the results of the external valuation determining the market rent for the Children's Centre and outlines the progress achieved with respect to leasing the Snooker and Billiard Rooms.

Ward Affected:
Sudbury

Contact Officer: Richard Barrett, Property and Asset Management
Tel: 020 8937 1334 richard.barrett@brent.gov.uk

5	Verbal Update - Outdoor Gyms	
----------	-------------------------------------	--

The committee will receive a verbal update regarding outdoor gyms from the Operational Director, Community Services.

Ward Affected:
Sudbury

Contact Officer:
Chis Whyte, Operational Director Community Services
Tel: 020 8937 5342 chris.whyte@brent.gov.uk

6	Any other urgent business	
----------	----------------------------------	--

Notice of items to be raised under this heading must be given in writing to the Democratic Services Manager or his representative before the meeting in accordance with Standing Order 64.

Date of the next scheduled meeting:

Thursday 15 October 2015



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.

This page is intentionally left blank



MINUTES OF THE BARHAM PARK TRUST COMMITTEE **Wednesday 28 January 2015 at 2.30 pm**

PRESENT: Councillor Pavey (Chair), Councillor McLennan (Vice Chair) and Councillors Hirani and Crane

Also Present: Councillor Daly

Apologies were received from: Councillor Denselow

1. Declarations of interests

Councillor Hirani (Lead Member Adults, Health and Wellbeing) advised that he had been involved in exploring the issue of the health benefits of green gyms in Brent, but had not been involved in any decision making regarding the use of green gyms.

2. Minutes of the previous meeting

RESOLVED:-

that the minutes of the previous meeting held on 15 October 2014 be approved as an accurate record of the meeting.

3. Matters arising

None.

4. The Future of Barham Park Trust - Alternative Models of Governance

The report before the committee detailed options for alternative models of governance for the Barham Park Trust. The committee had commissioned the report at its meeting on 15 October 2014 and had directed that specialist legal advice be sought in its preparation. Following receipt of this advice, five options had been identified for members' consideration. Cllr Pavey expressed frustration that the report presented was not what Members had requested. Members had asked Officers to prepare a neutral report inviting them to make their own decision between the various options. Members had specifically requested that the report did not include a recommended option from Officers, and it was extremely disappointing to see that this request had not been followed.

Arnold Meagher (Principal Housing and Litigation Lawyer) introduced the report to the committee and outlined the advantages and disadvantages of each option, advising that if the committee wished to pursue an alternative model of governance for the Trust, Cabinet approval would be required. The five options encompassed maintenance of the status quo (option 1); the appointment of additional trustees alongside the council (option 2); the appointment of a corporate trustee (option 3);

the creation of a new corporate charity to take ownership of Barham Park (option 4); and outright transfer to another charity (option 5).

In the subsequent discussion, members raised several queries regarding the options presented. Further information was requested regarding the cost implications of option 3. With reference to option 4, a member queried why a charity, in becoming too independent of the council, would risk losing the subsidy currently received by the Trust. Noting that option 2 resulted in an additional layer of decision making for the Trust, it was queried whether this could be mitigated by the removal of the Barham Park Trust Committee.

The Chair invited contributions from the audience. Mrs Lloyd (Friends of Barham Park Library) noted that the Trust ran at a loss and expressed doubt that a separate body would wish to assume this responsibility. If the trust were transferred to another body however, Mrs Lloyd questioned whether the park would be leased to the council to support its continued maintenance. Mr Lorber (Friends of Barham Park Library) advised that residents' concerns extended to the proper maintenance of the park and not to the governance arrangements of the trust. Councillor Daly highlighted the risk of transferring control of the park to an external body and removing the council's ability to protect the park from neglect or development.

Responding to the queries raised Arnold Meagher advised that the costs of option 3 would likely amount to thousands of pounds as it would be necessary to set up a company and company structure. With regard to option 4, the council might choose to withdraw a subsidy from an independent organisation on the basis that the organisation would have greater recourse to external funds. Option 2 resulted in an additional layer of decision making for the Trust because, as a sub-committee of the Cabinet, the committee could not incorporate independent trustees. It would therefore be necessary to establish a separate body to consider decisions in addition to the committee. Removing the Barham Park Trust Committee would not simplify this dual decision making structure as decisions would revert to the Cabinet in the absence of the committee. Arnold Meagher confirmed that if the Trust were transferred to an external organisation, as in option 5, this would include transfer of the Trust's assets including the park. For options 3, 4 and 5, an external organisation would be responsible for the maintenance of the park, unless an agreement to the contrary was made with the council.

RESOLVED:

- i) That the governance and management options detailed in the report from the Strategic Director, Environment and Neighbourhoods and the Director of Legal and Procurement be noted.
- ii) That the current governance and management arrangements (option 1) as detailed in the report from the Strategic Director, Environment and Neighbourhoods and Director of Legal and Procurement be continued.
- iii) That the governance and management arrangements for the Barham Park Trust be reviewed after a period of twelve months.

5. Property Update and Proposals for the Future Uses and Tenure Arrangements of the Unlet Units at Barham Park.

Richard Barrett (Property Adviser) presented a report to the committee updating members on the status of the various units within the Barham Complex of Buildings and detailing proposals regarding their future use, marketing and tenure arrangements. The report also clarified the position regarding the covenants and controls relating to 776 and 778 Harrow Road, where a planning application for the development of the site had recently been rejected and sought confirmation of the Trust's views on any future development of the site.

Members attention was drawn to the plan of the Barham Park Complex of Buildings comprising units 1 to 10 attached as an appendix to the report. Richard Barrett advised that following a successful planning appeal regarding the Trust's application to the change the use of units 6, 10 and 3 to a B1 use and unit 4 to a D1 use, the Trust was able to complete a 15 year lease to the Association for Cultural Advancement through Visual Art (ACAVA).

Richard Barrett outlined the proposals for future arrangements for the remaining units 1, 2, 4, 7 and 8 to the committee. It was proposed that unit 1, known as the Card Room and unit 4, known as the Lounge, should be marketed and let by the Trust to a tenant selected by the Property Adviser in conjunction with the Chair of the Trust committee. It was suggested that the selection criteria be published in advance to make interested parties aware of the weighting to be attached to any rental offer and the quality criteria. Richard Barrett highlighted that the Trust had already received an offer from the Friends of Barham Library (FOBL) for the Card Room and the Trust could chose to pursue the offer or invite FOBL to participate in the tender process. Unit 2, the Snooker and Billiard Rooms, was currently occupied by the Barham Park Veterans' Club (the Vets) under no formal tenure. It was suggested that the occupation be regularised and a staggered rent which would not immediately be at market value, be introduced to allow the Vets a period of adjustment to the more formal relationship. With regard to unit 8, Richard Barrett advised that subject to receipt of an independent valuation from the District Valuer and consent from the Charity Commission, the Trust complete a lease to the Council for use of the unit as a Children's Centre. In concluding his introduction, Richard Barrett advised that unit 7 was currently held on license by the council and was utilised as a store and work area within the park.

At the invitation of the Chair, Councillor Daly expressed concerns regarding the openness of the Barham Park Veterans' Club membership. Councillor Daly further emphasised the importance of ensuring that any organisation leasing units from the Trust was welcoming to all members of the community as well as other tenants within the building complex.

Representatives of FOBL addressed the committee and advised that FOBL was an inclusive organisation, had sufficient financial backing and expertise to deliver a community facility at the Card Room or Lounge and would work with other community groups to achieve this.

The committee queried of officers what activities would be undertaken in the marketing of units 1 and 4. Further information was sought regarding the membership criteria for Barham Park Veterans' Club and the efforts made to expand this membership.

Richard Barrett advised that marketing activities could include advertisement via the council's website, relevant trade magazines and a waiting list maintained by the council of those interested in commercial property. Addressing the potential formalised leasing of unit 2 to the Barham Park Veterans' Club, Richard Barrett advised there were no formal restrictions on membership but the lease would be on terms that membership would be proactively inclusive.

Members commented on the importance of undertaking a marketing exercise for units 1 and 4 for purposes of transparency and openness, but it was felt that any marketing activity should be locally targeted to reflect the Trust's preferred use of the units for a community facility.

RESOLVED:

- i) That the Card Room (Unit 1) be marketed for a possible Café A3 and/or D1 use and that the marketing exercise be locally targeted;
- ii) That the Property Adviser to the Trust in conjunction with the Trust Chair be authorised to select and let the Card Room (Unit 1) to a suitable tenant on terms to be agreed;
- iii) That the Lounge (Unit 4) be marketed for a D1 and/or an A3 Use depending on the outcome of the marketing of the Card Room, or marketed in conjunction with the Card Room as a D1 use;
- iv) that the Property Adviser to the Trust in conjunction with the Trust Chair be authorised to select and let the Lounge (Unit 4) to a suitable tenant on terms to be agreed;
- v) That the Criteria for the assessment of any bids received for the letting of the Card Room (Unit 1) and the Lounge (Unit 4) reflect a commitment to community, equality and viability and that this criteria be made available to the Trust for approval within one month;
- vi) That the Trust directly lease the Snooker and Billiard Rooms (Unit 2) to the current occupiers, The Barham Park Veterans' Club (Wembley), under appropriate leasing arrangements to ensure compliance with the aims of the Charitable Trust, subject to the presentation to the Trust Committee of satisfactory equalities information regarding the Barham Park Veteran's Club, within three month's;
- vii) That the terms of the lease to the Barham Park Veterans' Club be as set out in Paragraph 3.6 of the Report from the Property Advisor to the Trust or as amended by the Property Adviser to the Trust in conjunction with the Trust Chair;
- viii) that an independent valuation be obtained of the terms proposed between the Council and the Trust to enable another application to be made to the Charity Commission for consent to lease the Children's Centre (Unit 8) to the Council as Nursery Education Grant funded childcare open five days per week with children centre sessions being delivered in evenings and at weekend;

ix) that it be agreed that the any lease granted to the council regarding the Children's Centre (Unit 8) permit the council to sub-let the space to a third party for similar use only;

x) that it be confirmed that the Trust concurs with the views expressed by the Council's Parks Department as set out in Paragraphs 3.10 of the report from the Property Adviser to the Trust and that Officers of the Trust be authorised to formally comment in similar terms on any future planning application for the houses at 776 & 778 Harrow Road.

6. Provision of Outdoor Gym and site location

Tom Jeffrey (Operational Director Neighbourhood Services) presented a report to committee regarding the provision and location of an outdoor gym at Barham Park. Members were advised that the council had made a successful application to the Wembley National Stadium Trust on behalf of the Barham Park Trust for external funding to create an outdoor gym in the park. The funds provided by WNST would meet approximately half of the total costs for the supply and installation of the gym with the remaining money allocated from S106 funding. Though the outdoor gym would be provided at no cost to the Trust, there would be ongoing inspection and maintenance costs. Members attention was drawn to the list of proposed locations for the gym and the corresponding diagram of the Park. Location B had been identified as most suitable for the site of the gym. Tom Jeffrey advised that members had been provided with the opportunity to view potential locations for the gym during a tour of the park.

Members commended officers for their work in developing the proposal before the committee and welcomed the prospect of an outdoor gym at Barham Park. Councillor Hirani (Lead Member, Adults, Heath and Wellbeing) advised that outdoor gyms had achieved greater usage when sited where they could be viewed from the road and therefore expressed the view that locations C and D were not optimal. Members acknowledged that option B had been viewed as preferential to A as the later was the traditional site occupied by the annual fun fair.

The Chair invited comments from the audience. Members of the public suggested an alternative location for consideration, close to option B but sited on top of pre-existing foundations and which would benefit from the shade of trees whilst remaining visible from the road. Councillor Daly suggested that siting the Gym at location D, close to the building complex might encourage complimentary use of the facilities. Mr Lorber suggested that a public consultation should be held regarding the location for the outdoor gym.

Gerry Kiefer (Head of Sports and Parks) advised that the tarmac area suggested by members of the public had been considered as a potential location for the outdoor gym; however, officers had not considered it a viable option as visibility from the road was significantly lessened and there were additional risks associated with leaf fall from the trees. It was a requirement of the funding from WNST that the outdoor gym be installed by July and due to the restricted timeline it might not be possible to conduct public consultation on the preferred location of the gym.

RESOLVED:

- i) That it be agreed that an outdoor gym be installed at Barham Park;
- ii) That officers review the timeline for the installation of the Gym as determined by the funding arrangements and if possible, undertake community consultation regarding the preferred location of the outdoor Gym in relation to locations A, B and D detailed in the report from the Director of Environment and Neighbourhoods;
- iii) that if it is not possible to undertake community consultation regarding the location of the outdoor Gym whilst complying with the required timeframe for installation, or if the outcome of the consultation was inconclusive, location B as detailed in the report from the Director of Environment and Neighbourhoods be agreed as the preferred location of the outdoor gym.

7. Annual Report 2013/14

The committee considered the annual report for the Trust for 2013/14 which outlined the work undertaken on behalf of the Trust. Eamonn Mccarroll reminded members that the annual accounts had been approved by the committee at its previous meeting on 15 October 2014. Subject to the committee's approval, the annual report would be submitted to the Charity Commission by 31 January 2015.

RESOLVED:


That the annual report of the Barham Park Trust for 2013/14 be approved.

8. Any other urgent business

None.

The meeting closed at 4.30 pm

M PAVEY
Chair

 Brent	Barham Park Trust Committee 2 July 2015 Report from the Barham Park Trust Property Adviser
Wards affected: Sudbury	
Property Update of Units 1, 2, 4 and 8 of the Barham Park Buildings, 660 Harrow Road, Sudbury HA0 2HB.	

1.0 Summary

- 1.1 To update the Trust with regard to the marketing of Unit 4 the Barham Park Lounge.
- 1.2 To seek approval to vary the decision made by the Trustees at the 28th January 2015 Barham Park Trust Committee Meeting, to market Unit 1, the Card Room in order that it be let in a similar manner to the proposed Brent Council Community Asset Transfer, (CAT), mechanism.
- 1.3 To seek approval from the Trust to procure consultants to draw up a Maintenance Profile Plan for the next 10 years for the envelope of the buildings. This, to enable decisions to be made with regard to maintenance work that will be needed to the external façade of the buildings.
- 1.4 To report to the Trustees the results of the external valuation carried out by the Valuation Office Agency, to determine the market rent to be paid for the letting of Unit 8 The Children's Centre to Brent Council.
- 1.5 To report to the Trustees of the progress to lease the Unit 2 Snooker and Billiard Rooms to the Barham Park Veterans' Club (Wembley).

2.0 Recommendations

- 2.1 That the Trust approves the proposal to offer the Card Room to Third Sector Organisations utilising Brent Council's Community Asset Transfer Policy.
- 2.2 That the Trust approves the procurement of a consultant to draw up a Maintenance Profile Plan, such a plan to be reported to the Trust once it has been drawn up.

3.0 Detail

The Marketing of Unit 4 The Barham Park Lounge

- 3.1 The marketing of Unit 4, The Barham Park Lounge commenced on Thursday 21st May 2015 with the deadline to receive the non-binding open market tenders being Friday 10th July 2015 at 12.00pm. Advertisements for the Unit were placed in the Brent and Kilburn Times on the 21st May 2015 and the 11th June 2015. An advertisement was also placed in the latest edition of the Brent Magazine that is distributed to residents throughout the borough. A marketing board has also been placed on the site, which has attracted a number of enquiries.
- 3.2 Over 125 sets of marketing particulars have been distributed to individuals and organisations. These consist of applicants for similar properties held on the Council's Property and Projects Unit's data base; community groups, borough wide voluntary organisations and charities held on the Council's Ward Working Unit's data base; relevant individuals and organisations who took part in the Trust's previous marketing exercise in 2012; individuals and organisations who have rung up requesting the marketing particulars.
The marketing particulars were also sent to CVS Brent asking them to distribute them to any relevant organisations who they consider maybe interested. A number of individuals and organisations have also downloaded the marketing particulars directly from the Council's web page.
- 3.3 There has been a good level of interest in the Unit and it is clear that the Trust will receive a number of bids for evaluation and selection. The bids will be initially evaluated by officers. The property adviser in conjunction with the Trust Chair, to whom delegated authority was given at the previous Committee, will then meet to select a suitable tenant.
- 3.4 The marketing details and conditions under which Unit 4 The Barham Park Lounge, is being offered, are contained in the Marketing particulars (See Appendix 1).

The Marketing of Unit 1 The Card Room

- 3.5 The 28th January 2015 Barham Park Trust meeting resolved "(i) That the Card Room (Unit 1) be marketed for a possible Café A3 and/or D1 use and that the marketing exercise be locally targeted" and "(ii) That the property adviser to the Trust in conjunction with the Trust Chair be authorised to select and let the Card Room (Unit1) to a suitable tenant on terms to be agreed.

- 3.6 Subsequent to that meeting it was decided to postpone the marketing of The Card Room in order for the Trust to consider and if appropriate, approve, the advertising of the Card Room on terms similar to the Council's Community Asset Transfer mechanism.
- 3.7 Under the CAT mechanism it is envisaged that community groups, voluntary organisations and charitable organisations can apply to lease Council owned properties. Such Organisations will need to fulfil certain criteria in terms of, (amongst other things), competency, inclusivity and financial propriety. It is proposed that the Trust adopt similar criteria in order to select an appropriate group to occupy the Card Room.
- 3.8 It should be noted that under the provisions of the Charities Act 2011, when disposing of Trust's property assets, Best Value generally has to be achieved. However if the tenant is a charity with the same charitable objectives, and is offering a use that is in line with the Barham Park Charitable Trust's objectives, namely the provision of recreational uses to the community, then such a letting does not have to be at Best Value.

Maintenance Profile Plan

- 3.9 On 28th February 2014 the refurbishment works to Units 3, 4 and 5 to bring them up to a tenatable standard and to separate the various Units, were completed within the Trust's allocated budget.
- 3.10 As part of the management of any property asset the Trust needs to provide cyclical and planned maintenance and to make provision for maintenance. This can be done with the aid of a long term Maintenance Profile Plan. Therefore the Property Adviser to the Trust is seeking consent to procure a consultant to prepare such a plan.

Unit 8 The Children's Centre Valuation Office Agency's Valuation

- 3.12 The Valuation Office Agency has now produced its valuation report of the above property and has valued the market rent for a 5 year lease, with the ability of a tenant to sublet the premises, at £11,300 per annum exclusive. This was £300 per annum higher than Brent's qualified surveyor. The Charity Commission had previously advised that an independent report was necessary because the parties were connected.
- 3.13 On this basis it is recommended that the Trust seeks Charity Commission Approval to let the unit to Brent Council at a rent of £11,300 for a term of 5 years with consent to sublet the property to an organisation to continue the Children's Centre service.

Unit 2 The Snooker and Billiard Rooms: Proposed letting to the Barham Park Veterans' (Wembley).

- 3.14 The Trust has now received from the Barham Park Veteran's Club (Wembley), the signed Heads of Terms together with the completed Diversity Questionnaire with regard to their membership. The proposal is to now

proceed to complete the approved letting of this Unit to Barham Park Veteran's Club (Wembley). This will be under the terms approved and outlined in paragraph 3.6 of the 28th January 2015 Barham Park Trust Committee Report.

4.0 FINANCIAL IMPLICATIONS

- 4.1 A potential increase in rental income for the Trust if Unit 4 The Barham Park Lounge is successfully marketed and leased to tenants, for a use that is compatible with the Trust's charitable objectives.
- 4.2 If Unit 1 The Card Room is advertised and let to an organisation under the CAT mechanism a Best Value rental income may not be achieved. However the organisation to whom it is let to, may provide a service that is not only compatible with the Trust's charitable objectives, but may also provide a service that has a benefit to the community that is measurable in more than just financial terms.

5.0 LEGAL IMPLICATIONS

- 5.1 A disposal or letting of Trust land to another charity for similar charitable purposes is not subject to the procedural requirements in the Charities Act 2011, (applicable to a disposal to any other third party or a connected person like the Council).
- 5.2 The statutory requirements relating to any other disposal or letting of land are summarised as follows:
 - 5.2.1 Any disposal or letting of Trust land for more than 7 years to a third party, (who is not a charity with similar purposes), can only be authorised by the Trustees after considering a written report prepared by a qualified surveyor as to the marketing and the valuation of the land on the basis that the terms proposed for the disposal are the best that can be reasonably obtained subject to the proviso that the disposal is not inconsistent with the purposes of the charity and the proviso that a disposal to a connected person is subject to the consent of the Charitable Commission which may specify additional requirements to those specified in this paragraph
 - 5.2.2 Any disposal or letting of Trust land for 7 years or less to a third party, (who is not a charity with similar purposes), can be authorised by the Trustees after considering the advice of a suitably qualified person on the basis that the terms proposed for the disposal are the best that can be reasonably obtained subject to the proviso that the disposal is not inconsistent with the purposes of the charity and the proviso that a disposal to a connected person is subject to the consent of the Charitable Commission which may specify additional requirements to those specified in this paragraph.
 - 5.2.3 Any disposal of recreational charity land or letting for more than two years to a third party or a connected person, (who is not a charity with similar purposes), must be notified in the local press and on site and provide at least one calendar month for people to make representations.

6.0 DIVERSITY IMPLICATIONS

- 6.1 The following diversity implications are the same implications that were identified in the 28th January 2015 report to the Barham Park Trust.
- 6.2 Positive impacts have been identified in respect of age, pregnancy and maternity, race, religion or belief and sex as the properties and services provided from those Units will be inclusive for everyone. In respect of the Unit being currently marketed, Trust Officers have made sure that the opportunities are widely marketed and will encourage any selected tenant to advertise and promote their services in a similar manner ensuring the Unit and services are inclusive for all.
- 6.2 We recognise the mitigations may not fully alleviate all negative impacts and that some may not work for various reasons. However the principle aim of these proposals is to market and lease under utilised valuable property assets and regularise existing occupation arrangements, aligning them with the charitable objectives of the Barham Park Trust for provision of recreational facilities for the benefit of members of the public.

7.0 STAFFING/ACCOMMODATION IMPLICATIONS

- 7.1 None.

8.0 BACKGROUND PAPERS

1. Charity Commission Guidance.
2. 28th January 2015 Barham Park Trust Committee Report- Property Update and Proposals for the Future Uses and Tenure Arrangements of the Unlet Units at Barham Park.

Contact Officers

Richard Barrett
Operational Director, Property and Projects
Regeneration and Growth
richard.barrett@brent.gov.uk 020 8937 1330.

Appendix I

BARHAM PARK CHARITABLE TRUST

Subject to Contract, Trustee
and, (where appropriate), Charity Commission Approval

To Let

By Informal Non Binding Tender On behalf of The Barham Park Charitable Trust
Unit 4 The Lounge
Barham Park
660 Harrow Road
Wembley HA0 2HB.



Recreational Uses are being sought for the benefit of the local Community within the Borough.

It is preferred that the Tenant be an established and locally based, being either a "not for profit organisation", a charity, voluntary organisation and/or Community group. The Tenant must have a commitment to the Community and Brent Council's Equalities Policy.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Uses

The Trust is seeking bids for a recreational use for the Community for The Lounge. The current use is D1, (Non residential institutions). An A3 Park Café might be considered as a single use, or combined with a D1 Use.

Please note that, under the terms of the Trust, it is not permitted to lease the space solely as a place for worship, or solely for an educational use. Any medical use or offices for commercial use, will not be considered.

Location

The Lounge is situated in a park location with Barham Park being one of the Borough's most popular parks. It is accessed from the Harrow Road and The Lounge overlooks the Silver Jubilee Garden and the beautiful Barham Park. It is only 400 metres from the Sudbury Town Tube, (Piccadilly Line), and about 400 metres from Sudbury and Harrow Road Rail Station. The property is located on the following bus routes 18, 83, 223 and 182.



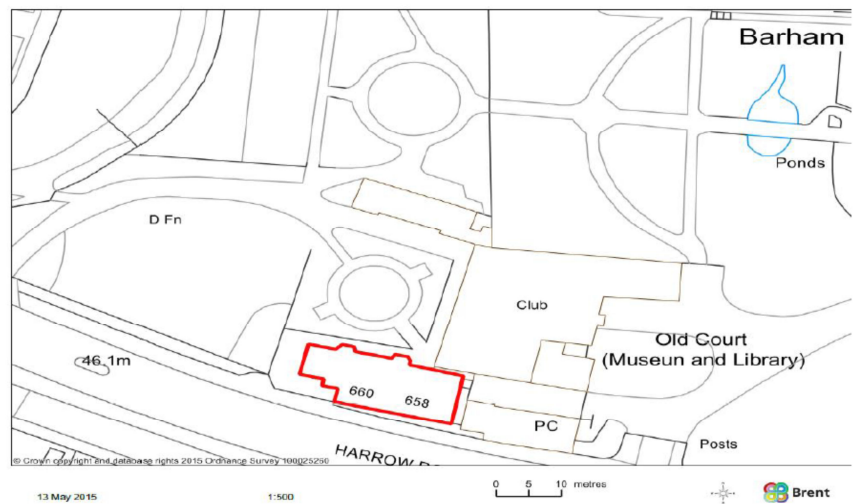
The Unit is adjacent and below a newly created Arts Centre containing artists studios which form part of the historic and attractive Barham Park Complex of Buildings. It overlooks tranquil planted gardens.

There is a 'Pay and Display' car park, (with spaces for up to 16 cars), located adjacent to the Complex of Buildings and there is some street parking on residential streets, approximately 5 minutes walk away.

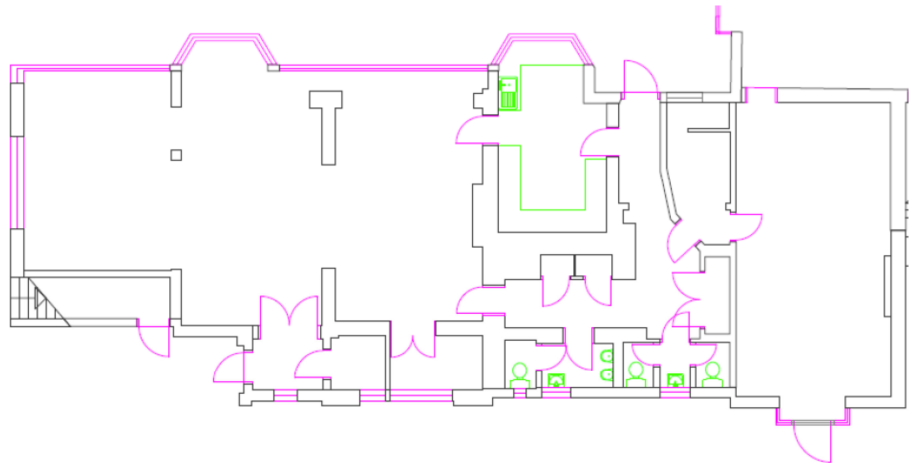
Events that take place in the park include a funfair, Diwali, Eid celebrations and Bonfire Night. The Park is also available for hire for other events by members of the public or organisations, thus adding potential footfall to the Park over the year.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Site Plan



Floor Plan



This ground floor Unit comprises a main hall area and a smaller ancillary hall area, (both with separate entrances), with male and female WCs and a disabled toilet. Each hall can be used separately or simultaneously, but both will be let as one Unit. It has recently been refurbished together with the provision of updated gas central heating, new flooring, a new kitchen and upgraded toilet facilities. It has an entrance on to the attractive Jubilee Gardens with an area that could be used for outdoor seating.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Internal Areas:- Main Hall 80.9sq m (870sq ft.), Smaller Hall 33.7sq m (362sq ft.), Kitchen 14.39sq m (154sq ft.)



The Main Hall of The Lounge



The Silver Jubilee Garden-a potential outside summer seating area.

Current Planning Use

The current planning use is D1. Proposed uses outside this category may require a Change of Use planning consent.

The following link sets out what planning uses fall under the D1 Use Class designation:-

<http://www.planningportal.gov.uk/permission/commonprojects/changeofuse/>

Occupier Non Domestic Rates

The property is assessed for National Non Domestic Rateable Value of £6,300.

Energy Performance Certificate

The building has an assessment of D.

Costs

The prospective tenant will be responsible for the Trust's Legal costs of £750.

Rental

A rental guide price in the order of £7,000 per annum exclusive is provided.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Proposed Lease Terms

Tenure

1. The Trust invites bidders to propose a lease term up to a maximum of 15 years which will be subject to a rent review every five years.
2. The lease will be on an Internal Repairing basis with the property being insured by the Barham Park Charitable Trust through Brent Council's block insurance policy and recovering the premium from the incoming tenant. External repairs will be recharged to the tenant by way of a service charge.
3. The incoming tenant will be permitted to assign the property subject to Landlord's consent, not to be unreasonably withheld. Sub-letting will be prohibited.
4. The lease will contain such terms as the Solicitor to the Trust considers appropriate.
5. The incoming tenant will be required to covenant to undertake any proposed works outlined in their business plan at their own expense and obtaining any requisite consents, including planning consents.

Particulars Disclaimer

1. The areas and measurements contained within these particulars are approximate figures only and no warranty is given as to their accuracy. The prospective tenant should satisfy themselves as to site areas and other matters of measurement from their own surveys. These details do not form part of any contract.
2. All statements contained therein are made without responsibility on the part of the London Borough of Brent and the Barham Park Charitable Trust and its employees and should not be relied upon as statements or representation of fact. Applicants must satisfy themselves, by inspection or otherwise, as to the correctness of each of the statements contained in these particulars.
3. The London Borough of Brent and the Barham Park Charitable Trust and its employees do not give any warranty whatsoever in relation to the property.
4. The property is offered as seen with all latent and patent defects and neither the London Borough of Brent and the Barham Park Charitable Trust nor its employees warrant that it is suitable for any proposed use.
5. In no case shall any prospective tenant have any claim for expenses incurred in the preparation of any offer, nor in respect of any other matter.
6. The Barham Park Charitable Trust is not obliged to accept the highest or any other offer for the property.

The Consumer Protection from Unfair Trading Regulations 2008 and Misrepresentation Act 1967

The Trust gives notice that:-

1. The above information does not constitute part of an offer or contract.
2. All statements made in the above information are without responsibility on the part of the Council and the Barham Park Charitable Trust or its Officers.
3. None of the statements contained in the above information should be relied on as statements or representations of fact.
4. Any prospective tenant must satisfy themselves by inspection or otherwise as to the correctness and accuracy of the above information.
5. The Barham Park Charitable Trust does not propose issuing instructions to agents and if you are an agent it is assumed that you are retained by your client.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Viewings

Between 2.00pm-3.00pm on the following dates:

Tuesday 26th May 2015
Tuesday 2nd June 2015
Tuesday 9th June 2015
Tuesday 16th June 2015

Further viewings can be arranged on an ad hoc basis.

To register for a viewing please confirm in the first instance to:-

Howard Fertleman- howard.fertleman@brent.gov.uk Tel: 020 8937 1566
or
James Young- james.young@brent.gov.uk Tel 020 8937 1398.

Please see: www.brent.gov.uk/salesandlettings

Offers & Closing Date

Offers are invited for the property and should be submitted by **12pm on 10th July 2015** in the prescribed tender format.

Interested parties should note that The Lounge is located in a popular park and it is important that the Trust is fully satisfied that any proposed tenant has a track record and sufficient funding to deliver a quality use for the property.

Bids will be assessed against the assessment criteria sheet that is attached to these property particulars.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Application Assessment Form

Sealed bid conditions apply and completed applications should be submitted to the Operational Director Property & Projects. Please see application form for further details.

Interested parties should make written offers on the separate attached application form. Please fill out the application form as comprehensively as possible, as this will assist us in assessing your proposal.

Within the offer the Trust expects to see a business plan, the required contents of which are stated in the application form.

All offers are subject to contract.

The Trust is not obliged to accept the highest, or any proposal tender received, reserving the right to withdraw the property from letting at any time.

If the property is of interest to you, please make a submission using Brent Council's application form a copy of which is attached below. Please return to:-

**Richard Barrett,
Operational Director
Property & Projects Unit
Department of Regeneration & Growth
7th Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ**

Sealed bid conditions apply.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Barham Park
Stage 2 Application Assessment Form

Applicant's Name	
------------------	--

Scoring Explanation	Score
Very Poor	1
Poor	2
Average	3
Good	4
Very Good	5

1. Financial Standing 10%

Criteria	Score
Individual / Company financial standing to include credit rating agency check.	
Individual / Company bank reference.	
Evidence of funds.	
Three years of audited accounts.	
Current or previous landlord's references.	
Sub Total	

Total Score out of 25		% Score	
-----------------------	--	---------	--

2. Proposed use of building 25%

Criteria	Score
Recreational as per Trust requirements and compatibility within an attractive park setting.	
Sensitive to park location.	

Total Score out of 10		% Score	
-----------------------	--	---------	--

3. Deliverability and Viability 25%

Criteria	Score
Applicants experience of delivering similar projects.	
Deliverability i.e. professional team, skills and resources to deliver the proposed use.	
Business plan cash flow forecast over 3 years.	
Sub Total	

Total Score out of 15		% Score	
-----------------------	--	---------	--

4. Financial Offer 15%

Criteria / Ranking	Score
Price (if below guide price = 0; if at guide price = 1; if 10% above guide price = 2; if 15% above guide price = 3; if 20% above guide price = 4; if 25% above guide price = 5)	
Sub Total	

Total Score out of 5		% Score	
----------------------	--	---------	--

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

5. Commitment to Equalities and open for use by all of the Community 25%

Criteria			
Yes/No?			
Total Score out of 5		% Score	

ADDED VALUE	(Please circle or provide details).
How many permanent jobs will your proposal will create?	
Do you intend to pay any employees the Living London Wage.	YES/NO
How may apprenticeships will your proposal create?	
LB Brent and the Barham Park Charitable Trust is committed to the Greater London Authorities levels of fair pay, can you confirm your commitment to the same?	YES/NO
If the proposals involve redevelopment, which level of BREEAM will be targeted?	
If your proposals involve redevelopment, please confirm your commitment to secure by design?	YES/NO

After the initial process, the Barham Park Trust reserves the right to introduce additional processes at which stage, applicants will be re-scored based on the criteria in this scoring sheet.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

THIS PAGE HAS
INTENTIONALLY BEEN LEFT BLANK

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Application Form To Lease The Lounge Unit 4 Barham Park

Premises Address: The Lounge, Unit 4 Barham Park, 660 Harrow Road Wembley HA0 2HB.....

Bid Deadline: 12 pm 10th July 2015Sealed bid conditions: Yes

The application form should be duly completed and be legible in black ink or be typed.

YOUR DETAILS:	
Full Name:	
Address (Please provide a copy of a utility bill/bank statement/driving licence or similar proof of address)	
Contact Details: Landline: Mobile: Email:	

If you are proposing to take the lease in a company name, please supply the following:

COMPANY DETAILS:	
Full Name:	
Registration number:	
Address:	
Contact Details: Landline: Mobile: Email:	

A satisfactory bank reference will be required. Please provide your bank details and your consent for the Council and the Barham Park Trust to take a reference for which the bank may charge a fee.

BANK DETAILS:	
Full Name:	
Address:	
Contact Details: Landline: Mobile: Email:	
Sort Code:	
Account Number:	

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Application Form To Lease The Lounge Unit 4 Barham Park

I / We hereby give consent to the Barham Park Charitable Trust and Brent Council to obtain a Bank Reference from Bank and hereby authorise you to deduct your fee for the service from the above account.

Signature of Account Holder(s)

Signature of Account Holder(s)

Date

As part of your application please provide proof of:

1. Funds to cover the first 3 months advanced rental payments.
2. Plus the funds for a 3 months rent deposit.

In certain circumstances the Barham Park Charitable Trust and Brent Council may request that a guarantor should be provided. If you are using a guarantor please complete the guarantor information as follows:

GUARANTOR DETAILS:	
Full Name:	
Registration number (if applicable):	
Address:	
Contact Details: Landline: Mobile: Email:	

A satisfactory bank reference will be required. Please provide your bank details and your consent for the Barham Park Trust and Brent Council to take a reference for which the bank may charge a fee.

GUARANTOR BANK DETAILS:	
Full Name:	
Address:	
Contact Details: Landline: Mobile: Email:	
Sort Code:	
Account Number:	

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Application Form To Lease The Lounge Unit 4 Barham Park

I / We hereby give consent to the Barham Park Charitable Trust/Brent Council to obtain a Bank Reference from you and hereby authorise you to deduct your fee for the service from the above account.

Signature of Account Holder(s)

Signature of Account Holder(s)

Date

Please provide a business plan that sets out the following, (This can be provided in a separate document attached to your submission but must address the information asked for):-

CRITERIA 1

Please provide 3 years of signed audited accounts, if possible.

Please can you provide a reference from a current and/or previous landlord, if applicable.

Please provide a reference from a current or previous supplier and/or contractor, if applicable.

Please provide information with regard to your sources of income and/or sources of grants that you may apply for, to run the activities that you propose and to uphold your financial commitments.

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

CRITERIA 2

How do you propose to use The Lounge, what activities and/or projects do you propose to carry out from the Unit, and how do you see this use being compatible with the required recreational use, the Barham Park and the Community.

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Application Form To Lease The Lounge Unit 4 Barham Park

Other than a Solicitor if you will be using other professional advisors please provide their details below:

Agent Name & Company	Role (what will they do?) and qualifications.	Similar project experience (yes/no) & examples

Please confirm that from the offer acceptance date by the Barham Park Charitable Trust, you will be able to complete the contract within 6 weeks? Yes / No (please circle)

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Application Form To Lease The Lounge Unit 4 Barham Park

Please provide your solicitors details:-

SOLICITORS DETAILS:	
Contact Person:	
Company Name:	
Address:	
Contact Details:	
Landline:	
Mobile:	
Email:	
Are they formally appointed at this stage?	Yes/No

Form completed by

Date

Please note:

- The prospective tenant is responsible for investigating the prospect of obtaining all requisite consents, including planning permission;
- The contract for a leasehold disposal will be non-assignable prior to completion;
- The successful applicant will be required to complete unconditionally within 6 weeks from receiving the Barham Park Charitable Trust's offer of acceptance, (an extension may be granted at the Trust's sole discretion).

A deposit equivalent to 3 months rent together with 3 months rent in advance is payable upon entering into the contract. The deposit will be returned after 12 months of operation.

- The Barham Park Charitable Trust may require that a guarantor should be obtained in certain circumstances where a deposit may not be appropriate.
- The Barham Park Charitable Trust is not obliged to accept the highest, or any bid received. The Trust also reserves the right to withdraw the property from a letting at any time; and
- The above information does not constitute part of an offer or a contract.

All bids are to be non-binding and must be submitted in writing by post, or by hand by the bid deadline.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

THIS PAGE HAS
INTENTIONALLY BEEN LEFT BLANK

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Application Form To Lease The Lounge Unit 4 Barham Park

Sealed Bid Conditions

The Application Form for Lease of a Commercial Property should be used for the purposes of a sealed bid. The form should be placed in a **sealed envelope** that bears no mark of the sender and **use must be made of the tender return label below**. Please note faxes and open letters will not be accepted.

Tender Return Label

Please cut and attach the **TENDER RETURNABLE TO** label below to an envelope.

TO BRENT COUNCIL POSTAL SERVICE: PLEASE DO NOT OPEN THIS SEALED BID

TENDER RETURNABLE TO:

<p>Richard Barrett, Property & Projects Unit, 7th Floor Department of Regeneration & Growth Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ</p>

TENDER PROPERTY ADDRESS:

The Lounge
Unit 4
Barham Park
660 Harrow Road, Wembley
HA0 2HB

TENDER BID DEADLINE DATE: 10th July 2015

TIME: 12.00pm.....

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Application Form To Lease The Lounge Unit 4 Barham Park

THIS SECTION IS TO BE USED FOR THE PURPOSES OF MONITORING.

Conflict of Interest Declaration

Are you a Councillor?

Are you related married cohabiting or in a civic partnership with a Councillor?

Are you employed by the Council?

Are you related married cohabiting or in a civic partnership with an Employee?

If you are an organisation, are any of your managers, directors, partners or trustees a Councillor or Employees of Brent?

If you are an organisation, are any of your managers, directors, partners or trustees married cohabiting or in a civic partnership with a Councillor or Employee of Brent?

Is there any other basis on which there maybe a conflict of interest, i.e. a connection which may provide with a potential advantage over other bidders or put you in a position where there maybe a conflict of interest between you your organisation and the Council.

If you answered yes to any of the questions please provide more details of 'your Brent connection' including the persons name and role.

.....
.....
.....
.....
.....
.....

If a conflict has been identified and you decide to make a bid you must not use your, or your connected person's position, to gain an advantage.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

THIS PAGE HAS
INTENTIONALLY BEEN LEFT BLANK

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Equal Opportunities Form

This form is to be completed when applying for property or completed as part of a consultation and survey process. **Please put this form in an unmarked separate envelope within your submission to ensure confidentiality**

Brent Council and the Barham Park Charitable Trust are committed to the provision of service excellence and meeting the needs of the diverse communities we serve. This means achieving the very highest of standards of equality in service delivery and employment, in line with legislation and guidance.

Monitoring is more than collecting data. It helps find out which groups are using our service. It helps determine if we are offering equality of opportunity and equal treatment to all. It enables solutions and change, assisting in improving on our reputation as a good and fair provider of goods and services.

To help us, we ask you take a few minutes to complete the questionnaire. Indicate your answers by ticking the applicable response. The information provided will be reported as appropriate to internal Boards or the Cabinet and the Barham Park Charitable Trust and is subject to Brent's confidentiality and data protection policies and procedures.

You can find Brent's and the Barham Park Charitable Trust Equality and Diversity policy in the following location: <http://brent.gov.uk/your-council/about-brent-council/council-structure-and-how-we-work/equality-and-diversity/equality-in-brent/>

About you and your organisation

Please tell us a bit more about you and your workforce to help us understand the diversity of the organisations and businesses that we are working with. The information you provide helps us to ensure that all our services are delivered fairly. This personal information will be treated in the strictest confidence in accordance with the Data Protection Act 1998.

ABOUT YOU**What is your role in the organisation?**

Director	Human Resources	Manager	Owner
Other, please specify:			

What is your age group?

16 – 24	25 – 34	35 – 44	45 – 54	55 – 64	65+	Prefer not to say
---------	---------	---------	---------	---------	-----	-------------------

Do you consider yourself to be disabled?

Yes	No	Prefer not to say
-----	----	-------------------

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

What is your ethnicity?

Asian or Asian British	Black or Black British	Mixed background
White or White British	Other ethnic background	Prefer not to say
Please specify:		

What is your gender?

Female	Male	Prefer not to say
--------	------	-------------------

Is your gender identity different to the sex you were assumed to be at birth?

Yes, it's different	No, it's the same	Prefer not to say
---------------------	-------------------	-------------------

What is your sexual orientation?

Bisexual	Gay man	Gay woman or lesbian
Heterosexual or straight	Other	Prefer not to say

What is your religion or belief?

No religion or belief	Buddhist	Christian
Hindu	Jewish	Muslim
Sikh	Other	Prefer not to say

ABOUT YOUR WORKFORCE

Age	Number of staff	% total workforce
16 – 24		
25 – 34		
35 – 44		
45 – 54		
55 – 64		
65+		

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Disability	Number of staff	% total workforce
Disabled		
Not disabled		
Unknown		

Race	Number of staff	% total workforce
Asian or Asian British		
Black or Black British		
Mixed background		
White or White British		
Other ethnic background		
Unknown		

Sex	Number of staff	% total workforce
Female		
Male		

Religion or belief	Number of staff	% total workforce
No religion or belief		
Buddhist		
Christian		
Hindu		
Jewish		
Muslim		
Sikh		
Other		
Unknown		

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

Sexual orientation	Number of staff	% total workforce
Lesbian, gay, bisexual or other		
Heterosexual or straight		
Unknown		

Thank you for taking part in this survey
--

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

Meeting
Date

Version no.
Date

This page is intentionally left blank